



IOWA PLUMBING AND MECHANICAL SYSTEMS BOARD INSTRUCTIONS FOR PAPER RENEWAL APPLICATION

Completed applications may be submitted with applicable fees to:

Iowa Plumbing and Mechanical Systems Board
Iowa Dept. of Public Health
321 E 12th Street
Des Moines, Iowa 50319

Visit our website at <http://idph.iowa.gov/PMSB> for additional information on licensure and continuing education requirements.
For questions, call toll free (866) 280-1521.

An application is not considered complete and will not be processed until all items have been submitted as required, including renewal license fees and late fees if applicable.

- Online applications must be submitted with credit or debit card information.
- Paper application renewal fees must be submitted with check or money order payable to: Iowa Plumbing and Mechanical Systems Board. If submitting a paper application, a \$25.00 paper application fee must be included in addition to the license fee and any applicable late fees.

Part 1 – Applicant Information. Please write legibly and complete each section. Items with an * must be completed. Be sure to mark the box for the address you would like the board to use for all correspondence.

Part 2 – License Information. Provide your license # and then mark the box(es) for each license that you wish to renew. If you would like to place any a license on inactive status, mark the appropriate box. Note that inactive status **requires** continuing education and you cannot work on an inactive license.

Part 3 – Screening Questions. All questions must be answered for the application to be processed. If you answer “Yes” to any of the questions, your application may be referred to the board for additional review. You must answer “Yes” even when a conviction or judgment has been deferred or expunged from your record. Please provide any pertinent details with your application.

Part 4 – CEU Exemptions. If you qualify for a CEU exemption, please mark the appropriate box.

Part 5 – Continuing Education Courses. To complete the continuing education section, you will need to identify the course name, date of course, course number, and hours of credit for each course. This information can be found on the certificate of completion provided by the course instructor. The Iowa Plumbing and Mechanical Systems Board office does **not** have this information available for licensees. The board may conduct an audit of a licensee’s license renewal application to review compliance with continuing education requirements per Iowa Administrative Code r. 641—30.5(105). It is important you maintain records of your CEU courses in the event you are later selected for an audit.

Continuing education requirements for a specialty license/ journeyperson/or master license are as follows:

Single License - Plumbing, HVAC/R, Hydronics, Sheet Metal, or Mechanical	8 Total Hours of CEU 2 Hours Safety 2 Hours Code (Applicable Plumbing or Mechanical) 4 Hours Discipline (Must be in current license discipline only.)
Multiple Mechanical Discipline Licenses – Combination of 2 or 3 mechanical licenses (HVAC/R, Hydronics, or Sheet Metal)	14 Total Hours of CEU 4 Hours of Safety 2 Hours of Mechanical Code 8 Hours of Discipline Note: The 8 hours of discipline CEU's may be obtained from one or any combination of discipline licenses held by the licensee.
Multiple Licenses Renewed Same Time – Combination of 1 plumbing & 1 or more mechanical licenses (HVAC/R, Hydronics, Sheet Metal, or Mechanical)	16 Total Hours of CEU 4 Hours of Safety 2 Hours of Mechanical Code 2 Hours of Plumbing Code 8 Hours of Discipline Note: The 8 hours of discipline CEU's may be obtained from one or any combination of discipline licenses held by the licensee.

***Note, if applying for renewal of a license that is 366 or more days past the original expiration date, CEU's must be taken on a date that is more than 365 days from the expiration date. These CEU's will not be eligible to renew any future license other than the current renewal license.**

Apprentice Renewal. To complete an apprentice renewal, update any changes to the US Department of Labor sponsorship information. There are no CEU requirements for an apprentice license. However, if more than 60 months have elapsed since the start date of your apprenticeship, your status will be confirmed with the US Department of Labor prior to issuance of the renewal license.

Medical Gas Piping Installer Certification Renewal. To renew a Medical Gas Piping Certification, fill out the details in Part 6. Provide your certification number, expiration date, and brazing number and expiration date. No continuing education hours are required for medical gas piping certification as you must maintain current certification to renew.

Journeyman/Master Renewal by Examination Option –

If a license has lapsed by more than 365 from the original expiration date, a licensee may renew by retaking continuing education hours or by sitting for the discipline examination. This section of the application should be used for those wishing to renew after completing an examination.

Part 7 - Applicant’s Signature. Read the statement, sign and date the application. An applicant is responsible for the accuracy of the data, regardless of who completes and submits the applicant's licensure application.

Fee Information - Fees apply per license per discipline.

Expiration Date of License	Apprentice, Inactive & Specialty Licenses	Medical Gas Piping	Journeyman	Master	Inactive Master/Active Journey
6/30/2020	\$50.00	\$75.00	\$180.00	\$240.00	\$230.00
Paper Application Fee - A \$25.00 paper application fee is required for each paper application submitted. A paper application received without the fee included will be returned as incomplete.					
Multiple License Discount - A “combined license” of more than one active master, contractor, or journeyman license in one or multiple disciplines held by the same individual will be given a 30% discount on the sum total of the separate license fees. All licenses must be purchased on the same day and be for the same person. <u>The paper application fee and any late fees are NOT subject to the 30% discount.</u>					
Late Fees – An application postmarked on or after August 1 after the license expiration date will be considered late and will not be processed without appropriate late fees. The late fee is not eligible for the 30% discount.					
Days Late	Fees Due	New Expiration Date		Eligible to Work	
July 1, 2020	\$0.00 Late Fee + cost of renewal license per discipline	06/30/2023		Yes	
August 1, 2020	\$60.00 Late Fee + cost of renewal license per discipline	06/30/2023		Yes	
September 1, 2020	\$100.00 Late Fee + cost of renewal license per discipline	06/30/2023		No	
July 1, 2021	Full fee due. Not entitled to discount. No late fees.	06/30/2023		No	

License Expired More Than One Year Ago

If your license expired more than one year ago, you will pay the full fee amount. You are not eligible for a multi-license discount, however, no late fees are charged. Include the paper application fee unless you are completing the application online.

Renewal Fee Calculation Worksheet

Fees: June 30, 2020 expiration date of license	
	License #1 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
+	License #2 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
+	License #3 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
	Subtotal
X .70 =	Multiply subtotal above by .70 if renewing more than 1 active journey, master, or contractor licenses at same time for same person. This is your license fee with discount. Apprentice, specialty, inactive, or medical gas certification licenses are not eligible for discount. Subtotal with discount
+ \$25	Add paper application fee
+	Add late fee for license #1 (\$60 in August or \$100 if postmarked on or after September)
+	Add late fee for license #2 (\$60 in August or \$100 if postmarked on or after September)
+	Add late fee for license #3 (\$60 in August or \$100 if postmarked on or after September)
=	Total Amount Due for paper application

Fees: License Expired More Than One Year Ago	
	License #1 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
+	License #2 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
+	License #3 renewal fee (either \$50, \$75, \$180, \$240, or \$230 based on license type)
=	Subtotal
+ \$25	Add paper application fee
=	Total Amount Due for paper application