

## Virginia Tradesman Licensing Exams Require Classroom Training

To be eligible to sit for the journeyman exam (electricians, plumbers and HVAC mechanics) one of the following criteria must be fulfilled:

- 1) Four years of practical experience *and* 240 hours of formal vocational training
- 2) Five years of practical experience *and* 160 hours of formal vocational training
- 3) Six years of practical experience *and* 80 hours of formal vocational training
- 4) An associates degree received from an accredited college or university in an engineering curriculum related to the trade *and* two years of practical experience
- 5) A bachelor's degree received from an accredited college or university in an engineering curriculum related to the trade *and* one year of practical experience

NOTE: Practical experience and formal vocational training needs to be in the trade for which certification is desired:

**Master:** Applicants for this level of certification must furnish documents that fulfill one of the following:

- 1) One year of experience as a certified journeyman
- 2) Ten years of practical experience in the trade, verified by an affidavit from those who observed the applicant's work in the trade.

Practical experience and technical training must be documented by certificates, transcripts, and/or references on appropriate letterhead.

Apprenticeship-related instruction is certainly one of the best ways to earn needed classroom hours. Fairfax County Public Schools Adult and Community Education offers non-apprenticeship classes through Trade & Industry. For a listing of classes, visit [www.fcps.edu/aceclasses](http://www.fcps.edu/aceclasses) or call 703-658-1225. However, any formal school training specific to your trade will be accepted when appropriate documentation is provided.

**Example:** If you currently have five years of experience, are employed full time in the trade, and attend one year of apprenticeship-related instruction, you would be eligible to take the state exam. This is because the apprenticeship-related instruction classes take ten months to complete. You would soon have six years of experience and 81-96 hours of classroom hours if you pass. This qualifies you per criteria three above. **Note:** Receiving course credit by passing an exam does not count toward the required classroom hours unless you complete an apprenticeship program as a registered apprentice.

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### PSI proctors tradesman exams for the Commonwealth of Virginia

For a tradesman (electrical, plumbing, pipefitting, and HVAC) or contractor's licensing application, contact PSI at 800-733-9267 or on the Internet at [www.psiexams.com](http://www.psiexams.com). Visit the Department of Professional and Occupational Regulation at [www.state.va.us/dpor/](http://www.state.va.us/dpor/).

**Cosmetologists, Nail Technicians, and Barbers:** license information can be obtained from Professional Credentialing Services. Visit [www.pcshq.com](http://www.pcshq.com) or call toll free 888-822-3272.

**Opticians:** Board for Opticians at [www.dpor.virginia.gov/dporweb/opt\\_main.cfm](http://www.dpor.virginia.gov/dporweb/opt_main.cfm)

**Surveyors:** [www.state.va.us/dpor/ape\\_reg.pdf](http://www.state.va.us/dpor/ape_reg.pdf) or [www.ncees.org/](http://www.ncees.org/). For more information, call 804-367-8506 or 804-367-8512.

**District of Columbia** uses an agent. Visit [www.promissor.com/](http://www.promissor.com/) and click on applications and forms.

Questions? Contact Joe Teets, Apprenticeship program at 703-658-2707 or e-mail [Joey.Teets@fcps.edu](mailto:Joey.Teets@fcps.edu).

[www.fcps.edu/aceclasses](http://www.fcps.edu/aceclasses)

