

Application for Certificate of Competency

Name of Applicant: _____

Home Address: _____

City, State & Zip: _____

Business Address: _____

City, State & Zip: _____

Home Phone: _____ **Business Phone:** _____

Examinations for licenses are held three times a year: February, April, and September. Applications are due at City Hall the third Thursday of the month PRIOR to the test date you are applying for. A letter will be sent to you notifying you of the test date and time when your application is approved.

Test Date (Check One): February April September

TESTING FEES WILL BE PAYABLE AT THE TIME OF TEST:

Master Mechanical Installer, Class A:	\$60
Master Mechanical Installer, Class B:	\$47
Journeyman Mechanical Installer:	\$29

Time and place of schools attended, and studies completed:

Chronological record of employment, together with complete information as to duties and type of work performed:

Classification of Certificate of Competency for which you are applying for (Check One):

MASTER A **MASTER B** **JOURNEYMAN INSTALLER**

New or retest: _____

If retest, date you last tested with the City of St. Cloud: _____

Current license held by the City of St. Cloud: _____

License Number: _____

I solemnly swear that the statements are true to the best of my knowledge and belief and affix my signature in attest thereto.

Date

Signature of Applicant

Master Installer, Class A:

PLEASE NOTE: Master A applications must have an approved burner school certificate with this application.

Date Received: **(City Use Only)**

MASTER A/B AND JOURNEYMAN GAS TEST REQUIREMENTS

1. 4-years working in the HVAC trade, or
2. 1-year HVAC school and 3 years working in the trade
(2-3 years of school – you will only get 1 year credit)
(any school credit will require copy of transcript)
3. 3 references: One from each shop, or licensed contractor, or employee, or
City official, or Heating Board member
4. Need to have the Journeyman license 1-year prior to testing for a Master A or B license
5. **Master A requirements:** Must have successfully completed a hands on
approved burner school; online courses are not approved

Cleaver-Brooks

Power Flame

Industrial Combustion

IC Burners

Combustion & Controls Training – Metro Services, Inc.

www.metroservicesinc.com

Webster Combustion

<http://www.webster-engineering.com/combustion-college>

CODE BOOKS

Current code books can be obtained from the Minnesota Department of Labor & Industry
<http://www.dli.mn.gov/>

These books are:

Current Minnesota Mechanical and Fuel Gas Code

and the St. Cloud City Ordinance (available on our website www.ci.stcloud.mn.us
Government/Departments/Building Safety/Contractor Licensing/Heating
Contractors/**Mechanical Code Section 300:20** or at City Hall)

Persons taking the Master A exam will also need to study the current ASME CSD-1 Control
Book (search online under ASME Boiler Controls)