

# Tennessee Plumbing Exam Pre-Approval Request

Please return to the Board for Licensing Contractors. Include **"Plumbing Exam Pre-Approval"** as the subject, and send by email or fax:  
**Email:** [contractors.home-improvement@tn.gov](mailto:contractors.home-improvement@tn.gov)  
**FAX:** (615) 532-2868



## BOARD FOR LICENSING CONTRACTORS

500 JAMES ROBERTSON PARKWAY, DAVY CROCKETT TOWER, 4<sup>TH</sup> FLOOR, NASHVILLE, TN 37243-1150  
615-741-8307 / 615- 253-5741 / Website: <http://www.tn.gov/commerce/section/contractors-home-improvement>

Pre-Approval is required by the Tennessee Board for Licensing Contractors in order to take the Tennessee Mechanical Plumbing for **CMC-A** or **CMC**. Must provide verification of at least three (3) years plumbing work experience.

Prior to registering for exam with PSI, please return completed form and any applicable attachments to the Tennessee Board for Licensing Contractors by email, fax or may also send by mail to the above address. Once approved, the board will notify PSI by e-mail within 3 days.

### Exam Requested

- CMC-A (Plumbing)
- CMC (Mechanical & Plumbing)

Name: \_\_\_\_\_ Jr., Sr., III, IV / SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

### Experience (Attach pages 2 and 3)

1. Please attach verification from municipality/county/city permit office of plumbing work (page 2)
  - May attach a copy of plumbing license from another agency as verification in lieu of page 2
2. Are you an employee of a plumbing contractor?  No  Yes – License ID# \_\_\_\_\_
  - If yes, Name of Contractor: \_\_\_\_\_
  - May attach a copy of W-2's from employment with a plumbing contractor as experience in lieu of page 3
3. Do you have an Engineering Degree in the Plumbing or Mechanical field?  No  Yes
  - If yes, attach copy of documentation in lieu of completing pages 2 - 3

### Notarize

I hereby certify, I am at least 18 years of age, have at least three (3) years plumbing work experience, and the information submitted within this request for approval to take plumbing exam is true and correct to the best of my knowledge.

\_\_\_\_\_  
**Applicant Signature**

Affirmed, witnessed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
**Notary Public Signature**

My Commission Expires:

Office Use Only

Incomplete/Hold for: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  Approved: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Page 2 - Required (No plumbing license)       \*Page 2 - Not Applicable (Plumbing license attached)  
 \*Page 2 - Not Applicable (Engineering degree)

*\*In lieu of completing this page 2, you may attach copies of W-2's for the past three (3) years from employment with a plumbing contractor, or attach copy of active plumbing license from another municipality or government agency.*

## Verification of Plumbing Work Experience and/or Local License Tennessee Plumbing Exam Pre-Approval Request

### SECTION A: To be completed by Plumbing Exam Applicant

Please provide verification of at least three (3) years plumbing work experience in order to be approved to take the Tennessee CMC-A (Plumbing) or CMC (Mechanical) exam.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_      Cell:(\_\_\_\_) \_\_\_\_ - \_\_\_\_      Fax:(\_\_\_\_) \_\_\_\_ - \_\_\_\_

Plumbing Exam Applicant's Signature: \_\_\_\_\_

### SECTION B: To be completed & signed by Past **Plumbing** Employer, Contractor, or Licensing Agency

Pursuant T.C.A. § 62-6-111(I), the above named applicant is required to provide verification of **three (3) years** plumbing work experience as a requirement in order to be approved to take the CMC-A or CMC mechanical plumbing contractor's exam. Our Board appreciates your assistance, time and cooperation. Please complete, sign and return this page to the plumber applying to take the exam.

#### Section B - Completed by:

Employer/Plumbing Contractor: \_\_\_\_\_

or

Licensing Agency (County/City/Municipality Permit Office): \_\_\_\_\_

Type of License:  Master     Journeyman     Apprentice     State     Other- \_\_\_\_\_

#### Licensed By:

Exam Type:  Block     NAI     PSI     Other: \_\_\_\_\_      Score: \_\_\_\_\_      Date: \_\_\_\_\_

Endorsement:  State     City     County     Other: \_\_\_\_\_

Not Applicable - Non-license type of experience verification

#### Verification:

It is my opinion, to the best of my knowledge, the above named plumbing exam applicant has the following amount and type of plumbing work experience:

**Experience:**       0 – 12 months       More than 1 year       3 years or more

**Type of Plumbing:**     Sewage       Backflow       Connection to Potable Water

Fixtures       Water Heater       Installation of Appliances

Water Piping       Gas Piping       Sprinkler/Fire Protection

Other: \_\_\_\_\_       Irrigation/Lawn Sprinklers

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

*Note: Applicants requesting exam pre-approval may not sign **Section B** for themselves; must be signed by the appropriate person verifying plumbing work experience for the applicant.*

- Page 3/Experience - Required (*W-2's not attached*)  \*Page 3/Experience - Not Required (*3 yrs. of W-2's Attached*)  
 \*Page 3/Experience - Not Required (*Engineering degree*)

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## Plumbing Work Experience

### Tennessee Plumbing Exam Pre-Approval Request

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Please list specific plumbing work demonstrating a total of at least **three (3) years' experience** (may copy and attach additional pages if needed). May attach a resume that includes same information as below.

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**1. Employed as:**     Contractor/Plumber             Subcontractor             Employee of Contractor

Name of Employer; or  
Customer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Type of Work Performed: \_\_\_\_\_

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**2. Employed as:**     Contractor/Plumber             Subcontractor             Employee of Contractor

Name of Employer; or  
Customer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Type of Work Performed: \_\_\_\_\_

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**3. Employed as:**     Contractor/Plumber             Subcontractor             Employee of Contractor

Name of Employer; or  
Customer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Type of Work Performed: \_\_\_\_\_

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**4. Employed as:**     Contractor/Plumber             Subcontractor             Employee of Contractor

Name of Employer; or  
Customer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Type of Work Performed: \_\_\_\_\_

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