



Department of Inspections,
Appeals, & Licensing

Plumbing & Mechanical Systems

Individual Renewal Info & Instructions

Email questions to: pmsb@dia.iowa.gov

Mail application DIAL

and payment to: Plumbing & Mechanical Systems Board
6200 Park Ave, Suite 100
Des Moines, Iowa 50321

This document has two parts: **Individual Renewal Info & Instructions** and **Individual License Renewal Form**.

Please carefully review the **Individual Renewal Info & Instructions** before starting the **Individual License Renewal Form**. Visit the Plumbing & Mechanical Systems Board (PMSB) website for more information. We cannot process your application until attachments (if applicable) and fees are received. Applications that can't be processed may be mailed back to you. Applications and payment can't be taken over the phone. If our staff contacts you about your application, you have 90 days to respond. If you do not respond, our staff will discard your application and you will lose any fees you already paid.

Renewing more than one active Journey, Master, or Contractor license can qualify you for a 30% discount on your license fees. All licenses must be for the same individual to qualify. Both renewal applications (Individual & Contractor) must be submitted together.

Part 1 – Applicant Information: Please write legibly and complete each section. You can open this document in Adobe or a web browser to fill out your information before printing and signing. Items with “*” must be completed. Be sure to mark the box for the address you would like the board to use for all correspondence. The city and state of the identified address may be listed on the public portal along with license information or provided as part of public information requests. **All communications and license documents will be emailed to you.**

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 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, (1) attach a signed letter of explanation providing the details of the incident, (2) attach a copy of any court-ordered evaluations, showing completion and recommendations, and (3) attach a copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement. Your application will be referred to the Iowa Plumbing and Mechanical Systems Board for review. You must answer “Yes” even when a conviction or judgment has been deferred or expunged from your record.

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

Part 5 – Continuing Education Courses: You will enter the total number of in-person and online CEUs you have taken for your renewal. See the table below for a detailed breakdown of your CEU requirement. You must complete at least half of your CEU hours in-person.

Please note: You are responsible for maintaining records of your CEU certificates. If you don't have your CEU certificate(s), please contact your CEU provider. The Plumbing & Mechanical Systems Board may conduct an audit of your CEU certificates. If audited, you must send copies of your CEU certificates. Your CEU certificates must include the course name, course number, credit hours, and course date.

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 CEUs 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 CEUs may be obtained from one or any combination of discipline licenses held by the licensee.

***Note:** if you are reinstating a license that has expired for more than 1 year, CEUs must be taken on a date that is more than 1 year after your expiration date. These CEUs will not be eligible to renew any future license other than the current license being renewed.

Part 6 – Other Renewal Details:

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 days 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.

Temporary License – License by Verification: Complete **ONLY** if you have met all the conditions for a license by verification except for passing the applicable Iowa licensing examination. This temporary license can be renewed once for an additional 3 months. Iowa Code section 272C.12(3)"c" and 430.4(4).

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.

Renewal Fees - Renewing online is the fastest way to get your new license.

Review this section carefully. Applications with incorrect fees are incomplete and will be mailed back. The PMSB office is unable to remove late fees.

Paper Application Fee

Apply if you have not already included this fee with your enclosed contractor license renewal.

Paper Application Renewal	Paper Application Fee:	Fee Total:
<input type="checkbox"/> Apply the paper application fee	\$25.00	\$
SUBTOTAL:		\$

On-time Renewal Fees - Fees are by discipline.

Exclude licenses you are NOT renewing from the 'Number of Licenses' count.

Multiple License Discount: A 30% discount applies if you are renewing more than one Journey, Master, and/or Contractor license. Licenses expired for more than 1 year do not qualify for this discount. This discount does not apply to late fees or the paper application fee.

License Type:	License Fee:	Number of Licenses:	Multiple License Discount Applies?	License Fee (if multiple license discount applies)	Fee Total:
Apprentice, Inactive, & Specialty	\$50.00		N/A	N/A	\$
Medical Gas Piping	\$75.00		N/A	N/A	\$
Journeyman	\$180.00		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$126.00	\$
Master	\$240.00		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$168.00	\$
Inactive Master/Active Journey	\$230.00		<input type="checkbox"/> Yes <input type="checkbox"/> No	\$161.00	\$
SUBTOTAL:					\$

Late Renewal Fees

If you are renewing after August 1 of the year your license expires, late fees are due in addition to the On-time Renewal Fees. **License(s) Expired More Than 1 Year?** If your license has expired for more than one year, you will pay the full license fee instead of late fees. These renewals are not entitled to the 30% discount. Fees are not prorated. Once reinstated, the license(s) will expire at the end of the current licensing period.

Postmarked on or after:	Eligible to work?	Late Fee (per license):	Number of late Licenses:	Late Fee Total:
<input type="checkbox"/> Jul. 1	Yes	\$0.00		\$
<input type="checkbox"/> Aug. 1	Yes	\$60.00		\$
<input type="checkbox"/> Sept. 1	No	\$100.00		\$
<input type="checkbox"/> More than 1 year lapsed:	No	Full license fee, no late fee, no fee discount.		
SUBTOTAL:				\$

Fee Totals:

Fee Type	Fee Totals
Paper Fee:	\$
Individual License(s): <small>(Calculate multiple license discount if applicable)</small>	\$
Late Fee(s) (if applicable):	\$
GRAND TOTAL:	\$

◀ PAY THIS AMOUNT FOR YOUR INDIVIDUAL RENEWAL
Also renewing your contractor license & registration?
Add this amount to your contractor renewal fees.
Mail both applications and fees together.

Use a check or money order when mailing payment. Do not send cash in the mail.

Plumbing & Mechanical Systems

Individual License Renewal Form

Email questions to: pmsb@dia.iowa.gov

Mail application and payment to: DIAL
 Plumbing & Mechanical Systems Board
 6200 Park Ave, Suite 100
 Des Moines, Iowa 50321

Part 1 – Applicant Information

Personal:

First Name*	MI*
Last Name*	
Home Mailing Address*	
City*	State*
County*	Zip*
Phone Number*	
Email Address*	
SSN*	DoB*

Business:

Business Name	
Business Address	
Business City	Business State
Business County	Business Zip
Business Phone Number	

Displayed Address:

Indicate which address to display on the board website:

Personal Business

If no options are selected, Personal will be chosen.

Privacy Act Notice: Disclosure of your Social Security Number is required by 42 U.S.C. § 666(a)(13), Iowa Code §252J.8(1),

§261.126(1), and §272D.8(1). The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify licensees, and may also be shared with taxing authorities as allowed by law including Iowa Code § 421.18.

Part 2 – License Information

Discipline Licenses: Provide the license number. Indicate which license(s) you want to renew using the checkboxes below.

Combine to Mechanical: During renewal, you can combine active HVAC/R & Hydronics licenses to a single Mechanical license. These licenses must be at the same level (Journeyman or Master). Check the Mechanical box if you wish to combine these licenses. If you combine licenses, you will pay one Mechanical license fee instead of an HVAC/R & Hydronics license fee. Go back to the fee worksheet to make any needed changes.

License Number: Temporary License (license by verification – Iowa Exam Pending)

<input type="checkbox"/> Apprentice	<input type="checkbox"/> Service Tech HVAC	<input type="checkbox"/> Private School or College Routine Maintenance			
<input type="checkbox"/> Disconnect/Reconnect Plumbing Technician	<input type="checkbox"/> Hearth Systems	<input type="checkbox"/> Medical Gas Piping Certification			
Journeyman	<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC/R	<input type="checkbox"/> Hydronics	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Sheet Metal
Master	<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC/R	<input type="checkbox"/> Hydronics	<input type="checkbox"/> Mechanical	
Active Journeyman/Inactive Master	<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC/R	<input type="checkbox"/> Hydronics	<input type="checkbox"/> Mechanical	
I wish to make the following license(s) inactive (CEUs still required)	<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC/R	<input type="checkbox"/> Hydronics	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Sheet Metal

Part 3 – Screening Questions

You must answer all six screening questions.

If you answer ‘Yes’ to any of the questions below, attach:

1. Signed letter of explanation providing the details of the incident,
2. Copy of any court-ordered evaluations, showing completion and recommendations, and
3. Copy of all official court documents regarding your conviction/malpractice suit, including final disposition and/or settlement.

Your application will be referred to the Iowa Plumbing and Mechanical Systems Board for review. You must answer “Yes” even when a conviction or judgment has been deferred or expunged from your record.

During the previous licensing period, did you develop a medical condition that in any way impairs or limits your ability to perform the duties of this profession? Medical Condition means any physiological, mental, or psychological condition, impairment, or disorder, including drug addiction and alcoholism.	<input type="checkbox"/> Yes <input type="checkbox"/> No
During the previous licensing period, did you engage in the illegal or improper use of drugs or other chemical substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
During the previous licensing period, were you convicted of, or entered a plea of no contest to a misdemeanor or felony crime? (Other than minor traffic violations with fines under \$250). You must answer YES, if the court expunged the matter or the court deferred judgment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
During the previous licensing period, did any state or other jurisdiction of the United States or any other nation limit, restrict, warn, censure, place on probation, suspend, revoke, or otherwise discipline a professional license, permit, registration, or certification issued to you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
During the previous licensing period, were there judgments or settlements paid on your behalf as a result of a professional liability case?	<input type="checkbox"/> Yes <input type="checkbox"/> No
During the previous licensing period, did you have a license, permit, registration, or certification denied, suspended, revoked, or otherwise disciplined by a certification body?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 4: CEU Exemptions – Attach Appropriate Documentation

<input type="checkbox"/> I was licensed as an apprentice in Iowa, successfully passed the examination, became licensed as a journeyman in Iowa, and this is my first renewal.
<input type="checkbox"/> I served honorably on active duty in the military during the licensing period.
<input type="checkbox"/> I reside in another state or district having continuing education requirements for the discipline, and I have met the requirements of that state or district.
<input type="checkbox"/> I was a government employee working in the licensee’s specialty and assigned to duty outside the United States.
<input type="checkbox"/> I was absent from the state but engaged in active practice under circumstances approved by the board.
<input type="checkbox"/> I obtained a specialty, journeyman, or master license with less than one year remaining in the continuing education compliance period (applies to NEW licensees only - does not apply to individuals who renew late or reinstate a lapsed license). This exemption applies only to your first renewal of that license and only to each license that was issued with less than one year remaining in the continuing education compliance period.
<input type="checkbox"/> I am renewing an apprentice license.
<input type="checkbox"/> I passed the applicable licensing exam for license reinstatement (lapsed for more than 1 year)

Part 5 –Continuing Education Courses

Continuing Education Hours for Journeyman/Master/Specialty License Renewal

Have you completed the necessary CEUs for your trade/discipline? Yes I am exempt

If Yes, enter your total CEU hours below:

In-Person CEU Hours: Online CEUs Hours:

Reminder: at least half of all of your CEUs must be completed in-person.

CEU Audit

The Plumbing & Mechanical Systems Board may conduct an audit of your CEU certificates. If audited, you must send copies of your CEU certificates. If you don't have your CEU certificate(s), please contact your CEU provider.

Part 6 – Other Renewal Details

Apprentice License

- Complete this section if you are renewing your Apprentice license AND your Iowa Office of Apprenticeship sponsorship info has changed since your previous application.
- No continuing education courses are required during an active apprenticeship program

Apprentice Info:

Apprentice License Number: Apprenticeship Start Date:

Iowa Office of Apprenticeship ID: Apprenticeship Completion Date:

Sponsor Info:

Sponsor Business Name: Sponsor Phone Number:

Sponsor Program Number: Sponsor Email:

Sponsor Mailing Address: City: State: Zip:

Medical Gas Piping Installer Certification

Complete this section if you are renewing a Medical Gas Piping Installer license.

- No continuing education courses are required to renew medical gas piping certification.
- You must maintain certification and provide the details below:

Select Provider:

NITC MGM METC AMS MGTC EMGS MGTI Other:

Certification Number: Expiration Date:

Brazing Certification Number (if different): Brazing Certification Expiration Date:

Journeyman / Master Renewal by Examination

Complete this section if your license has expired for more than 1 year and you passed an exam to reinstate.

1st Passed Examination:

Exam Trade/Discipline:

Exam Date: % Score:

2nd Passed Examination:

Exam Trade/Discipline:

Exam Date: % Score:

Part 7 – Applicant Signature

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury that my answers, and all other statements or information submitted by me in this application process, are true and correct. If it is determined at any time that I have provided misleading or false information on, or in support of, this application, I understand that my license may be subject to disciplinary action, license revocation and criminal prosecution.

I also understand that this application is a public record in accordance with Iowa Code Chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. Finally, in submitting this application, I consent to any reasonable inquiry, including a licensing audit that may be necessary, to verify the information I have provided on, or in conjunction with, this application.

An applicant is responsible for the accuracy of the data regardless of who completes and submits the applicant's licensure application. Incomplete applications shall be considered invalid after 90 days and shall be destroyed.

Applicant's Printed Name

Applicant's Signature

Date