

## How do I Change My Active Master License to or from Active Journey/Inactive Master License Types?

These instructions are for changing your Active License Type to or from Active Journey/Inactive Master License.

Skip these instructions if you do not want to make changes to your Active Master or Active Journey/Inactive Master license type.

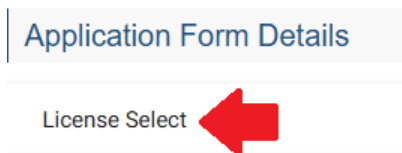
Please note:

- An Active Journeyperson/Inactive Master is used to practice at a Journey level while retaining your Master level license.
- You can't serve as a Master of Record with an Active Journeyperson/Inactive Master License Type.
- The CEU requirement for your Trade/Specialty does not change.

These instructions assume you have reached the **License Select** section in your **Application Form** or your **Program Details**.

### Application Form Details | License Select

1. Click License Select to expand this section if it is collapsed.



2. For each existing Master or Active Journey / Inactive Master License Type you want to change FROM, select **Do Not Renew** under **Action Requested**.

License Select










| License Type *              | Trade/Specialty * | License Status | Action Requested * | Basis for Licensure * |
|-----------------------------|-------------------|----------------|--------------------|-----------------------|
| Active Journeyperson / I... | Plumbing          | Renewal        | Do not Renew       | Renewal               |

3. Click Add. This will add a new license row at the top of the **License Select** table.



4. Select the following dropdown options:
  - a. **License Type:**
    - i. **Master**, if you are changing FROM **Active Journeyperson/Inactive Master**
    - ii. **Active Journeyperson/Inactive Master**, if you are changing FROM **Master**
  - b. **Trade/Specialty:** Same as the license you are changing to or from.
  - c. **Action Requested: Apply for New Trade**
  - d. **Basis For Licensure: Activate Inactive Master / Inactivate Master**

License Select

|   | License Type *   | Trade/Specialty *   | License Status | Action Requested *   | Basis for Licensure *  |
|---|--|---|----------------|--|--|
|  | Active Journeyperson / I...<br> | Plumbing<br> |                | Apply for New Trade<br> | Activate Inactive Master...<br> |
|   | Active Journeyperson / I...<br> | Plumbing<br> | Renewal        | Do not Renew<br>        | Renewal<br>                     |

5. **Click Save**



6. Repeat these steps for each Master or Active Journeyperson / Inactive Master license you want to change.

You will pay the respective license's fee when you move your Master license to or from Active Journeyperson/Inactive Master.