



JOURNEYMAN (Electrical, Mechanical, Plumbing) PROCEDURES FOR MAKING APPLICATION & TESTING TO OBTAIN LICENSE

All forms available on our web-site:

[Contractor Licensing Applications & Guidelines - St. Johns County \(sjcfl.us\)](http://www.sjcfl.us)

STEP 1:

1. Obtain application for a Journeyman license. All blanks must be filled in and completed. Incomplete applications will be returned to applicant.
2. Secure experience affidavit, see forms: You must submit a notarized affidavit(s) to substantiate the required experience by your present and/or former LICENSED employer(s) in the trade you wish to be licensed in. The license holder must sign and indicate the type of experience the applicant has.
 - a) All applicants testing for a Journeyman license must be able to prove, in writing, four (4) years of experience in the field they are testing in. That experience must be obtained by:
 - Completion of a 4-year apprenticeship program along with experience required while in school; or
 - Completion of 4 years full time employment (2,000 hours per year) since leaving (high) school equals 4 years; or
 - Completion of less than 4 years full time employment since leaving (high) school can be added to actual part-time hours worked before leaving school once age 16 was attained. This means actual part-time hours worked since a 16th birthday and during school years may be added to years of work since leaving school to total 4 years. The total hours needed to qualify for 4 years equals 8,000 (4 x 2,000). All work must be verified by licensed contractor(s) who employed the applicant in the field.
3. Obtain testing information. Scope of work for trade you are testing for and Reference list of books.
4. Prepare for trade examination. Refer to St. Johns County and ProV Testing for information regarding the test you are going to take.

STEP 2:

1. Return completed application to Licensing Department with the \$55.00 application fee and proof of experience. (Fees subject to change without notice. Check with Contractor Licensing)
2. The Licensing Department will prepare the testing registration Voucher for you. St. Johns County uses ProV testing to prepare and proctor tests.
3. Follow up with ProV once you receive your Voucher to schedule your test. The Voucher you receive is good for 6 months from the date of receipt. You are only allowed to test two times in a 6-month period.

Building Department
4040 Lewis Speedway, St. Augustine, FL 32084
904.827.6800 | www.sjcfl.us
Contractor Licensing
904-827-6820 | conlicen@sjcfl.us



Journeyman Procedures continued

STEP 3:

1. Obtaining license after passing exam. (*Passing grade of 70% or above*)
2. Return to the Licensing Department and pay license fee of \$50.00 or request payment link via phone or email and one will be sent to you via email.
3. Schedule date to appear before Contractor Review Board to obtain license. You must have a confirmed date with this office scheduled to obtain your license at the Contractor Review Board meeting.

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LICENSING REMINDERS

- Your license, once obtained, will limit you to work only as a W-2 employee of a licensed Master in the trade you were qualified for and tested in.
- If you change your address and/or contact information please make sure you contact our office to update your file.
- The County accepts no responsibility for undelivered correspondence or annual license renewal notices.
- YOUR BIENNIAL RENEWAL FEE IS \$50.00. (Subject to change without notice. Please contact the Licensing Department). If you have questions, call (904) 827-6820 or email conlicen@sjcf.us.