REQUIREMENTS FOR MUNICIPALITY OF ANCHORAGE

JOURNEYMAN SHEET METAL EXAM

1. Each applicant shall provide proof they have at least 8,000 hours of previous practical experience personally installing, fabricating, altering, and repairing work in the HVAC Sheet Metal trade. Only hours accrued while properly licensed and working for a legally licensed contractor in the Sheet Metal trade shall be credited towards the required 8,000 hours.

Letters of proof shall be notarized on company letterhead from a certified contractor in the trade in which you are applying for. The letter(s) need to say HVAC Sheet Metal and need to state and list actual hours that you have accumulated in the HVAC Sheet Metal trade, not just dates of employment. In lieu of previous experience, (at the discretion of the Building Board, Mechanical Sub-Committee) credit may be allowed for each year and fraction thereof of attendance at a recognized school if the course taken by the applicant was primarily mechanical and directly related to the particular skill or trade being applied for.

(WE DO NOT ACCEPT THE STATE FORM FOR VERIFICATION OF HOURS)

2. Exam time limit is two hours.

3. There is one part to this exam:

(1) 100 Questions related to Code Requirements for Sheet Metal and Gas Venting Installations.

4. Passing grade for Journeyman Sheet Metal, is a 70% average of all section scores combined.

5. Required study references for this exam are the Anchorage Administrative Code (Sections 23.10.104, 23.10.106, and Table 3-O), 2012 edition of the International Mechanical Code (Chapters 2-10), 2012 edition of the International Fuel Gas Code (Chapters 2, 3, 5 & 6), in addition to the IMC and IFGC LOCAL AMENDMENTS adopted by the Municipality. Additional helpful study references are the 2012 IMC Study Companion and the 2012 IFGC Study Companion.

Amendments: www.muni.org/bsd
Choose Building Codes, Policies & Handouts

(All study material can be purchased at www.iccsafe.org or www.iapmo.org)

6. The dates for the 2020 JOURNEYMAN SHEET METAL EXAM are listed below. Also listed are the cutoff dates for having applications submitted to take the exam.

7. TEST LOCATION: Building Safety Training Room, 4700 Elmore Road

8. TIME OF EXAM: 1:00 PM
A. ALL APPLICANTS

1. All exams are "closed book" (NO REFERENCE MATERIAL ALLOWED).

2. You will need photo ID at time of "sign-in" for the exam.

3. Pencils, erasers and straight-edge are provided.

4. Calculators are allowed-(not provided).
   All cell phones shall be stowed away during the test.

5. Reference material to study for taking exam must be arranged and obtained by applicant and at applicant's own expense.

6. Passing grade for **CONTRACTORS** is 70% on each section of the test.

7. Individuals who submit an application to take an examination and pay the prescribed exam fee, must show up to take the exam or the test fee is forfeited. No postponements for future exam dates will be considered (except for emergencies). No refund for exam fees will be granted.

8. Individuals who fail the examination as prescribed by the Building Board will, upon request, be informed of their examination scores and the area(s) in which they failed. Individuals who disagree with the test result may request a hearing with the Mechanical Subcommittee of the Building Board to discuss the results of the examination, 343-8211, opt #1.

9. Individuals who fail the examination, for which they applied, must apply for re-examination. No consideration will be given to a person for getting any other type of license other than the one that was applied for.

10. The Municipality of Anchorage policy for issuing temporary work permits is as follows: Temporary work permits will only be given (1) time to applicants taking the Journeyman exam and must be for the next available exam. No temporary work permit issued for a Contractor category.
This application, when properly filled out, signed, and submitted to the Building Safety Division, Municipality of Anchorage, together with any necessary supporting documents and fees, will be reviewed by the Administrative Authority. Applicants whose education, training, and experience qualifications are not found to be in accordance with the requirements of the laws and administrative rules pertaining thereto will have to appear before the Board of Mechanical Examiners & Appeals for final approval of the application before being admitted to further examination.

APPLICANT'S NAME _______________________________________

MAILING ADDRESS____________________________ city__________ zip__________

EMPLOYER ______________________________ WORK # _______________________

TELEPHONE HOME ( ) - ____________ CELL _______________________

HAVE YOU TAKEN THIS EXAMINATION PREVIOUSLY? ___________ DATE _________

If you have PLUMBER, GAS FITTER, or SHEET METAL CERTIFICATES/LICENSES issued by any state or other government agency, such documents or copies should accompany this application.

The undersigned being duly sworn, deposes and says that the above stated information is true and correct. I FURTHER REALIZE THAT TO FALSIFY SAID STATEMENT CONSTITUTES PERJURY AND I MAY BE PROSECUTED UNDER THE STATE PENAL CODE FOR PERJURY.

APPLICANT'S SIGNATURE: __________________________________________________________________ DATE: ___________

Subscribed and sworn to before me this ______________ day of __________________ , 20________

______________________________ NOTARY PUBLIC in and for the STATE OF ALASKA

My Commission expires: ______________________________
PAYMENT

Total Payment: ______________________  ☐ $60.00  KEY: 14

☐ CASH  ☐ CHECK  Check #: _______________

There is a 2.75% service fee on all credit card transactions.

☐ VISA  ☐ MASTERCARD

Name on Card: ________________________________

Name of Business: _____________________________

Phone #: _____________________________________

Card Number: _________________________________

Expiration Date: ________________________________ (CW2) 3 digit code on back____

Credit Card Statement Address: _________________________________________________
___________________________________________________________________________

Payment Options:

1. Deliver / Mail:
   Development Services
   4700 Elmore Road
   Building Safety Division
   Licensing Section
   Anchorage, Alaska 99507

2. Fax: 907-249-7742 (secured fax line)

3. Email: permitcounter@muni.org