

**641—29.2(105) Available licenses and general requirements.** Effective January 1, 2011, all licenses issued by the board will be for a three-year period, except where a shorter or longer period is required or allowed by statute. Subject to the general requirements set forth herein and the minimum qualifications for licensure set forth in rule 641—29.4(105), the following licenses are available:

**29.2(1) Apprentice license.** An applicant for an apprentice license shall:

- a. File an application and pay application fees in accordance with 641—29.5(105).
- b. Be enrolled in an applicable apprentice program which is registered with the United States Department of Labor Office of Apprenticeship.
- c. Certify that the applicant will work under the supervision of a licensed journeyman or master in the applicable discipline by providing the department with the United States Department of Labor Office of Apprenticeship identification number and sponsor identification number.
- d. If the applicant currently holds an active specialty license, place the specialty license on inactive status as specified in 641—subrule 23.8(3).

**29.2(2) Journeyman license.**

- a. An applicant for a journeyman license shall:
  - (1) File an application and pay application fees in accordance with rule 641—29.5(105).
  - (2) Pass the state journeyman licensing examination in the applicable discipline. An individual who has passed both the journeyman HVAC-refrigeration examination and the journeyman hydronic examination separately shall be qualified to be issued a journeyman mechanical license without having to pass the journeyman mechanical examination.
  - (3) Provide the board with evidence that the applicant has completed at least four years of practical experience as an apprentice. Commencing January 1, 2010, the four years of practical experience required by this paragraph must be an apprenticeship training program registered by the United States Department of Labor Office of Apprenticeship. Documentation must be submitted on a form provided by the board.

b. Notwithstanding the journeyman licensure requirements set forth in paragraph 29.2(2)“a,” an applicant who possesses a master level license and who seeks a journeyman license in the same discipline shall file an application and pay application fees in accordance with rule 641—29.5(105).

**29.2(3) Master license.** An applicant for a master license shall:

- a. File an application and pay application fees in accordance with rule 641—29.5(105).
- b. Pass the state master licensing examination for the applicable discipline. An individual who has passed both the master HVAC-refrigeration examination and the master hydronic examination separately shall be qualified to be issued a master mechanical license without having to pass the master mechanical examination.
- c. Provide the board with evidence that the applicant:
  - (1) Has previously been licensed as a master in the applicable discipline; or
  - (2) Has previously been licensed as a journeyman in the applicable discipline and has at least two years of journeyman experience in the applicable discipline.

**29.2(4) Contractor license.** An applicant for a contractor license shall:

a. File an application and pay application fees in accordance with rule 641—29.5(105). Effective May 1, 2017, the application shall include the fee for a three-year contractor registration as specified in 875—Chapter 150.

(1) Through June 30, 2017, the application shall include the applicant’s state contractor registration number.

(2) Effective July 1, 2017, the application shall include proof of workers’ compensation insurance coverage, proof of unemployment insurance compliance and, for out-of-state contractors, a bond as described in Iowa Code chapter 91C.

(3) Effective July 1, 2017, contractor licensure under Iowa Code chapter 105 shall constitute registration as a contractor under Iowa Code chapter 91C.

b. Provide the board with evidence that the applicant maintains a permanent place of business.

c. Provide the board with evidence of a public liability insurance policy issued by an entity licensed to do business in this state with a minimum coverage amount of \$500,000 and:

(1) If the applicant operates the contractor business as a sole proprietorship, provide the board with evidence that the applicant personally obtained the policy, or

(2) If the applicant operates the contractor business as an employee or owner of a legal entity, provide the board with evidence that the insurance policy is obtained by the entity and that the insurance covers all plumbing or mechanical work performed by the entity.

*d.* Provide the board with evidence of a surety bond issued by an entity licensed to do business in this state in a minimum amount of \$5,000 and:

(1) If the applicant operates the contractor business as a sole proprietorship, provide the board with evidence that the applicant personally obtained the surety bond, or

(2) If the applicant operates the contractor business as an employee or owner of a legal entity, provide the board with evidence that the surety bond was obtained by the entity and that the surety bond covers all plumbing or mechanical work performed by the entity.

*e.* Provide a certificate to the board that the public liability insurance policy required under paragraph 29.2(4)“c” and the surety bond required under paragraph 29.2(4)“d” shall not be canceled without the entity first giving ten days’ written notice to the board.

*f.* Provide the board with evidence that the applicant holds an active master license or employs at least one person who holds an active master license issued under Iowa Code chapter 105 for each discipline in which the applicant performs chapter 105-covered work.

**29.2(5) *Active journeyperson license/inactive master license combination.*** An applicant for an active journeyperson license and an inactive master license in the same discipline shall:

*a.* File an application and pay application fees for both an active journeyperson license and an inactive master license in accordance with rule 641—29.5(105).

*b.* Provide the board with evidence that the applicant meets the requirements for master licensure under subrule 29.2(3).

*c.* Provide evidence that the applicant is not performing plumbing, mechanical, HVAC-refrigeration, or hydronic work for which a master license is required.

*d.* Acknowledge awareness that the applicant is unable to perform any plumbing, mechanical, HVAC-refrigeration, or hydronic work for which a master license is required so long as the applicant’s master license is held in inactive status.

**29.2(6) *Inactive license.*** An applicant for an inactive license that does not fall within subrule 29.2(5) shall:

*a.* File an application and pay application fees in accordance with rule 641—29.5(105).

*b.* Provide the board with evidence that the applicant meets the requirements for licensure under rule 641—29.2(105) at the applicable licensure level.

*c.* Provide the board with evidence that the applicant is not actively engaged working in the plumbing, mechanical, HVAC-refrigeration, sheet metal, or hydronic disciplines for which licensure is required.

*d.* Acknowledge awareness that the applicant is unable to perform any plumbing, mechanical, HVAC-refrigeration, sheet metal, or hydronic work for which licensure is required so long as the applicant’s license is held in inactive status.

**29.2(7) *Service technician HVAC specialty license.*** An applicant for a service technician HVAC specialty license shall:

*a.* File an application and pay application fees in accordance with rule 641—29.5(105).

*b.* Provide the board with evidence that:

(1) The applicant possesses a valid certification from North American Technician Excellence, Inc. or an equivalent authority approved by the board, or

(2) The applicant completed a Service Technician Associate degree or equivalent educational or similar training approved by the board.

**29.2(8) *Disconnect/reconnect plumbing technician specialty license.*** An applicant for a disconnect/reconnect plumbing technician specialty license shall:

*a.* File an application and pay application fees in accordance with rule 641—29.5(105).

*b.* Provide the board with evidence that:

(1) The applicant is receiving or has previously received industry training to perform work covered under this specialty license, or

(2) The applicant completed a Service Technician Associate degree or equivalent educational or similar training approved by the board.

**29.2(9)** *Private school or college routine maintenance specialty license.* An applicant for a private school or college routine maintenance specialty license shall:

a. File an application and pay application fees in accordance with rule 641—29.5(105).

b. Provide the board with evidence that the applicant is currently employed by a private school or college.

c. Provide the board with evidence that the applicant is performing routine maintenance within the scope of employment with the private school or college.

**29.2(10)** *Hearth systems specialty license.* An applicant for a hearth systems specialty license shall:

a. File an application and pay application fees in accordance with rule 641—29.5(105).

b. Provide the board with evidence that the applicant possesses a valid certification issued by the National Fireplace Institute or equivalent authority approved by the board.

[**ARC 8530B**, IAB 2/24/10, effective 1/26/10; **ARC 9604B**, IAB 7/13/11, effective 6/21/11; **ARC 9849B**, IAB 11/16/11, effective 12/21/11; **ARC 1220C**, IAB 12/11/13, effective 5/1/14; see Note 2 at end of chapter; **ARC 3061C**, IAB 5/10/17, effective 6/14/17; **ARC 5762C**, IAB 7/14/21, effective 8/18/21]