

Minnesota Department of Labor and Industry
 Construction Codes and Licensing
 Licensing and Certification Services
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Water Conditioning Work Experience Verification Form

Applicant's Legal Name:	License / Registration Number: (if applicable)	SSN: (Last 4 digits Only)
Applicant's Address:	City, State, Zip	Email Address:

To renew a registration, unlicensed individuals must provide verification of their employment by a licensed contractor or registered employer for the registration period. Verification information required includes: name, address, and phone number of the employer, registered individual's dates of employment with the employer, class of work performed; and hours worked. The information provided on this form is public data and shall be used to qualify the registered unlicensed individual for an applicable license exam. **Individuals with multiple employers during the reporting period must make copies of the form and have each employer complete a separate verification.**

Employer Name	License / Registration Number	
Employer Address	Telephone	
City	State	Zip
Name of Responsible Person (Master Electrician)	License Number	Title
Email Address		

Qualifying work experience is verified based on a 12-month registration period. Actual hours must be reported by Class of Work performed by the registered individual. Blanks will be recorded as 0 hours. No more than 875 qualifying hours may be reported per 12-month registration period. Hours reported on this form must be supported by records maintained by the employer to demonstrate compliance. Knowingly providing inaccurate or fraudulent information is a violation of law and subjects the violator to a monetary penalty of up to \$10,000.

Complete a SEPARATE work experience form for each year of employment.	Are the hours reported on this form taken from payroll records? <input type="checkbox"/> YES <input type="checkbox"/> OTHER (specify)
Date of Employment: Start Date: July 1 _____ End Date: _____	

CLASS OF WORK	For Office Use Only	Hours Worked
PRACTICAL WATER CONDITIONING INSTALLATION, SERVICING AND TRAINING AS A REGISTERED UNLICENSED INDIVIDUAL	UP TO 875	
PRACTICAL WATER CONDITIONING INSTALLATION, SERVICING EXPERIENCE AND TRAINING PRIOR TO BEING A REGISTERED UNLICENSED INDIVIDUAL (Up to 100 hours of practical water conditioning installation and servicing experience prior to becoming a registered unlicensed individual may be applied to the practical experience requirement.)	100 HOURS	
TOTAL OF ALL QUALIFYING HOURS WORKED (MAX 875 HOURS PER YEAR)		

Form must be signed by the designated Responsible Person and the Applicant. I certify that I personally know or that the employer's employment records verify that this individual, during the referenced employment period, engaged in the identified classes of work for the number of hours shown. The applicant's signature below acknowledges agreement with the information provided on this form.

RESPONSIBLE PERSON'S SIGNATURE	DATE SIGNED	APPLICANT'S SIGNATURE	DATE SIGNED
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INSTRUCTIONS
READ CAREFULLY BEFORE COMPLETING THIS FORM
Employer must complete the Work Experience Verification Form

WORK EXPERIENCE VERIFICATION FORM REQUIRED

Registered unlicensed individuals, as part of renewing their registration, must provide verification of their employment by a licensed contractor or registered employer during the registration period of July 1 to June 30. This form reports the verified hours and is adapted for use by unlicensed individuals registered to perform plumbing work. The reason for verifying work hours each year along with renewing a registration is so the registered individual does not have to verify these hours when applying for a license examination. Verifying hours annually when renewing a registration enables the department to gradually qualify an individual for examination, which makes for quicker approvals. Please submit a separate work experience form for each year of experience.

Employer Information (mandatory information if business is licensed in Minnesota)

- Enter the employer's business name, address, license or registration number, contact's phone number, and email address. (NOTE: License number is mandatory, if business holds contractor license number or registered employer number in Minnesota.)
- Enter the employer's designated responsible individual's name and license number. The individual's license number must match what the department has on record as the designated responsible individual and license number.
- Only record work experience for the time period that the registered unlicensed plumber had a current registration with Department of Labor Industry

Registered Apprentice - If part of an apprenticeship program the following is required when applying for the journey worker exam:

- Complete exam application
- Letter from apprenticeship program, which includes hours, dates of completion and name of the apprenticeship program

Unlicensed Registered Water Conditioner

- Complete information on the form for the registered individual.
- The work period being verified is the 12-month registration period of July 1st to June 30th of each year and only for the months in which you had a current registration with Department of Labor & Industry.
- Provide exact dates of employment during the 12-month registration period (July 1st to June 30th). Include the month, day, and year.
- Indicate whether the hours reported on the form are taken from payroll records; and if not, specify the other forms of documentation used to verify the individual's work experience.
- For each class of work identified, enter the actual hours the individual performed that class of work during the registration period. (Note: Blanks will be assigned 0 hours.)
- Enter the total number of water conditioning work hours verified, which may not exceed 1,750 hours.
- Complete mailing address information for the unlicensed individual's. Updates to the individual's personal or mailing address may be noted on the registration renewal form. Address changes may also be made using a form available online at <http://www.dli.mn.gov/workers/plumber/licensing-personal-plumber-licenses>.

Certification Signature and Date

- The employer's designated responsible individual must certify, with a signature, that the registered unlicensed individual performed the identified classes of work for the number of hours entered on the form during the 12-month registration period.
- The registered unlicensed individual's signature on the form acknowledges agreement with the information verified by the employer.

QUALIFYING FOR A LICENSE EXAMINATION

Work verification is for the following license classifications, which require a minimum number of months/hours qualifying work experience to become licensed. Detailed information on qualifying for a license exam is available at www.dli.mn.gov

License Class	Law (Rule)	Requirement	Minimum Requirements
Water Conditioner Journey Worker	326b.46 Law 4716.0092 Rule	875 hours	6 months practical experience (875 Hours) which includes 100 Hours Installation and 200 Hours Servicing; the remaining required hours of practical experience may be in any aspect of water conditioning work. NOTE: Up to 100 hours of practical water conditioning installation and servicing experience prior to becoming a registered unlicensed individual may be applied to the practical experience requirement. However, none of this practical experience may be applied if the unlicensed individual did not have any practical experience in the 12-month period immediately prior to becoming a registered unlicensed individual.
Water Conditioner Master	326B.46 Law 4716.0092 Rule	1, 750 hours	12 months of experience consists of at least 1,750 hours which includes 200 hours installation; 300 hours servicing; 250 hours planning and 250 hours supervising; the remaining required hours of practical experience may be in any aspect of water conditioning work.

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MAKE A COPY FOR YOUR RECORDS