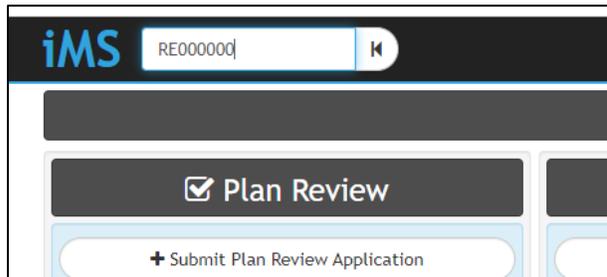


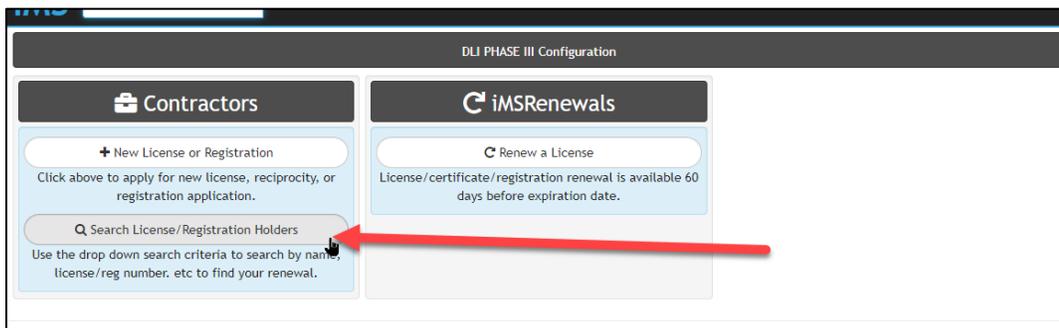
Work Experience Report

To review your logged work experience hours, follow the instructions outlined below to run the Work Experience Report. Please note that only submitted hours that have been verified by our office will be entered onto your record.

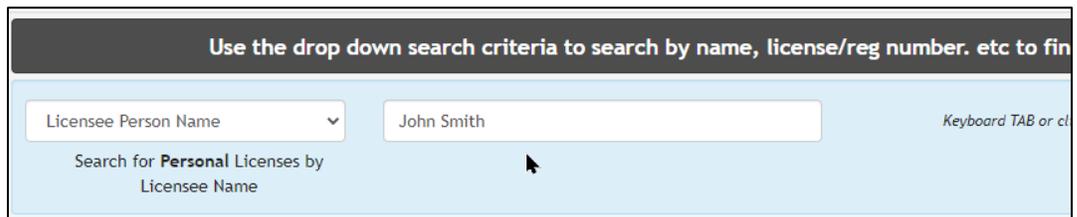
1. Locate your license or registration:
 - a. If you know your full license or registration number, you can search in the “Quick Search” box.
 - i. Note that all licenses and registrations start with two letters and are followed by six numbers



- b. If you do not know your full license or registration number, you can search by clicking the “Search Licenses & Registrations” icon found in the “Contractors” tile.



- i. From the Search License & Registration Holder page, click in the drop-down box to select the criteria you would like to search by

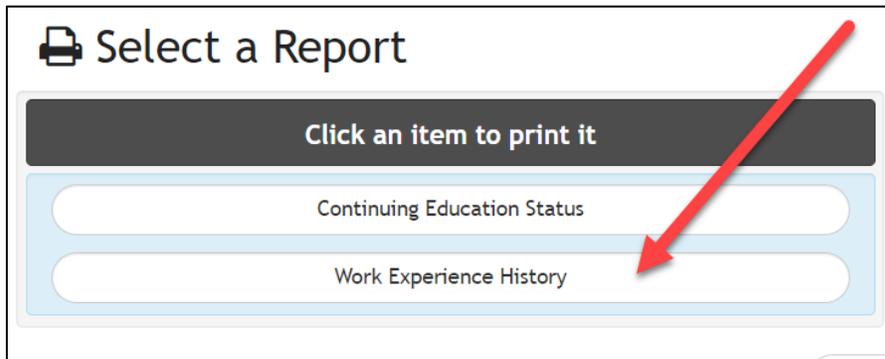


- ii. If after searching, multiple records show, locate your license or registration, and click on your license or registration number found in the record number column. If your search only yields on result, you will be brought directly to your license or registration.

- Once you have located your license or registration you will see a blue, print icon in the upper-right hand corner of the screen. Click on the blue, print icon.



- Click on the “Work Experience History” report.



- Once the report is generated it can be reviewed, saved, or printed.

Reviewing the Work Experience History Report

The Work Experience History report will contain work experience submitted to the Department that has been reviewed and approved by licensing staff. At the top of the report, you will see total hours accrued for all submitted work experience hours to date.

Work Experience Summary	
Experience Area	Total Hours
Additional Experience	0
Drain, waste, vent installation	314
Fixture installation	267
Maintenance and repair of plumbing	22
Water Conditioning Installation Planning	500
Water Conditioning Installation Supervision	0
Water Conditioning System Installation	0
Water Conditioning System Servicing	0
Water distribution installation	164
Water service and sewer installation	0

Below the total hours, you will see each year entered individually. These entries will include that date range experience was gained in, total hours work experience was received for, the contractor work experience was gained under and total for each category.

Total Hours: 467 - Test Plumbing Contractor Start Date: 12/17/2021 - End Date: 06/30/2022	
Experience Area	Hours
Drain, waste, vent installation	164
Fixture installation	117
Maintenance and repair of plumbing	22
Water Conditioning Installation Planning	
Water Conditioning Installation Supervision	
Water Conditioning System Installation	
Water Conditioning System Servicing	

You may also see entries listed where no work experience was submitted. Those entries capture that during that renewal cycle, we did not receive any work experience hours.

Total Hours: - NO WK EXP SUBMITTED Start Date: 07/01/2022 - End Date: 06/30/2023	
Experience Area	Hours
Drain, waste, vent installation	
Fixture installation	
Maintenance and repair of plumbing	

The report will also include any schooling, military, or apprenticeship experience that the Department has received and has approved.

Water service and sewer installation	0
Total Hours: 600 - St Paul JATC Start Date: 05/01/2021 - End Date: 05/01/2022	
Experience Area	Hours
Additional Experience	0
Drain, waste, vent installation	600
Fixture installation	0
Maintenance and repair of plumbing	0