

BOARD REQUEST FORM
INSTRUCTIONS FOR SUBMISSION

(Please read all instructions carefully in order to process your request in a timely manner.)

All Board requests must be received NO LATER THAN thirty (30) calendar days prior to the next scheduled Board meeting. Upcoming Board meeting dates can be found under “Board Meetings” on our website.

In order to have a Board request considered at the next regularly scheduled Board meeting, you **must** do the following:

- Submit signed Board Request Form no later than 30 calendar days prior to the next regularly scheduled Board meeting
- Provide a clear, detailed explanation of your request and reason for request
- Submit any and all required documentation to substantiate your request along with your Board Request Form in the required time frame (examples of required documentation below)

Note: Failure to complete any of these required steps may result in your request not being considered or consideration being delayed until the next quarterly Board meeting.

Examples of Documentation needed:

For the Board to consider your request to accept work experience, please provide one or more of the following:

- Signed letters from previous employers preferably on employers’ letterhead that details the time of experience along with the type of experience received (Note: letters will be verified for their authenticity.)
- W2s proving employment at a plumbing and/or gas fitting company
- Military documentation showing relevant experience
- Any other verifiable documentation you feel is relevant to proving your experience

For the Board to consider your request to accept an educational or training program, please provide one or more of the following:

- Transcript from the educational institution detailing coursework
- Certificate of completion of a training program (should detail exactly what type of program was completed)
- Any other verifiable documentation you feel is relevant to proving your education and/or training

If you have any questions, please contact our office at (205)945-4857.

