

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 fourteen (14) 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 14 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.

ALABAMA PLUMBERS AND GAS FITTERS EXAMINING BOARD
216 AQUARIUS DR., SUITE 319
HOMEWOOD, AL 35209
PHONE: 205-945-4857
FAX: 205-945-0273
WWW.PGFB.ALABAMA.GOV

Board Request Form

NOTE: Please print or type and provide all requested information. A home address MUST be provided even if you receive your mail at a different address.

Name: _____ Social Security #: XXX-XX-_____

Home Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

I am seeking certification by the Alabama Plumbers & Gas Fitters Examining Board as a:

- | | |
|--|--|
| <input type="checkbox"/> Master Plumber/Gas Fitter | |
| <input type="checkbox"/> Master Plumber | <input type="checkbox"/> Master Gas Fitter |
| <input type="checkbox"/> Journeyman Plumber/Gas Fitter | |
| <input type="checkbox"/> Journeyman Plumber | <input type="checkbox"/> Journeyman Gas Fitter |
| <input type="checkbox"/> Apprentice | |

I wish to: (Please check one)

- Appear in person before the Board at the next regularly scheduled Board meeting
 Have the Board consider my request based on the attached documentation

Reason for Request (Attach additional sheets as necessary): _____

In order to have your request considered, you must submit this form along with any and all documentation fourteen (14) calendar days prior to the next scheduled Board meeting. All documentation must be received prior to this date even if you wish to appear before the Board.

Signature: _____ Date: _____