

Alabama Plumbers & Gas Fitters Examining Board



September 2024 Edition Newsletter



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Important Reminders

See inside for detailed 2025 renewal information

- Annual business renewals in addition to your individual certification renewals became required in 2017. Effective January 1, 2022, business registration renewals began being subject to a fee of \$25 annually. Please see page 3 for detailed information regarding business renewals.
- If you apply for a new certification prior to December 1, you will automatically be issued a 2024 certification. If you wish to be issued a 2025 certification prior to December 1, you must send the applicable initial certification fees along with the renewal fee for the new license type. If you do not wish to send the renewal fee with your initial fees, you will still be required to renew prior to January 1, 2025 in order to avoid late fees. As a reminder, you only have ninety (90) days from date of passing your examination to obtain your new certification.
- Check our website regularly for updates on fiscal year end deadline application and renewal processing prior to October 1 when 2025 renewals begin.
- Renewal reminders will not be sent out via paper mail any longer. We will be sending out e-mail reminders periodically throughout renewal season and phone call reminders during the month of December. If you or any of your employees or co-workers have not updated their contact information with us recently, it can be updated or verified by logging in to the online renewal portal. Our law does require updates to information within 30 days of a change, so this should be done any time there is a change so no important information is missed.

**Visit our website at
www.pgfb.alabama.gov to update your
online profile any time in the online
renewal portal. Future newsletters may
be sent electronically only, so make sure
your e-mail address on file is correct.**

Don't miss the deadline!! 2025 Renewal season is October 1– December 31, 2024

REMINDER: 2025 certification renewals and annual business registrations must be completed online. We will not be accepting payments submitted directly to our office. Once you complete your online renewal, you will print out your certification. Medical Gas endorsements will continue to be renewed by submission of current MGA or NITC card to the Board along with the renewal fee. If you have any concerns about renewing online, please contact the Board office.

NOTE: Employers who renew certifications for their employees and are renewing 20 or more employees may submit payment to our office along with a list of employees, their certification numbers, and the last 4 digits of their SSN if the company wishes to pay for these renewals with one check.

Renewal Fee Information

The Board's annual renewal fees outlined in Alabama Administrative Code r. 720-x-4-.01 changed effective January 1, 2022. This year's renewal fees will be as follows:

Apprentice—\$35	Business Registration—\$25
Journeyman Plumber or Gas Fitter—\$75	Med Gas Renewal—\$25
Journeyman Plumber/Gas Fitter—\$150	
Master Plumber or Gas Fitter—\$175	
Master Plumber/Gas Fitter—\$350	

Don't forget to renew before January 1, 2025 to avoid added late renewal penalty which is equal to the amount of your renewal!

Online Renewals - Solutions to some FAQs

- If your login isn't working for an individual renewal: Verify that you are spelling your last name correctly and not including any suffixes such as Jr., III., etc.. Also verify that you are using the last FIVE digits of your SSN to login.
- If your login isn't working for a business renewal, your information may not be up-to-date in our records. You must use the phone number and zip code we have on file. This information can be updated once you login.
- If your certification doesn't print at the end of payment, you can simply log back in to your online profile and use the "print certificate" button in the upper right hand corner to print your certificate. You can access this at any time throughout the year. Remember, we no longer mail out certifications, so you must print one off if you wish to have a hard copy.

Business Renewals: Requirements & Info

One common misunderstanding we hear is regarding the business registration & renewal process. Each business performing plumbing and/or gas fitting in the State of Alabama is required to renew annually. This requirement is not fulfilled by just renewing employees' cards, even including the Principal Master Plumber and/or Gas Fitter for your company. Business registration renewals are a renewal of their own.

Each business registered with the Board is assigned an EMP registration number. Business registrations are subject to a \$25 Initial Registration fee and a \$25 annual renewal fee beginning January 1, 2022. If your business has ever been registered with us, you are already assigned an EMP number and your EMP registration must be renewed. If you have not renewed since prior to January 1, 2022, or if you did not renew your EMP registration for 2024, you will be subject to back fees and penalties. The late penalty is equal to one year's renewal fee of \$25. The total amount will be calculated for you in the renewal process. If you are unsure if your business has been registered with us, you can search by your company name in the online business lookup (note: for best results, ONLY enter the business name in the lookup search) or call the Board office and someone can check your records.

As a reminder, it is required for you to update your business records within thirty (30) days of a change even outside of renewal season. You can log in to your online profile and do this at any time with no charge. Please periodically check your contact information, business name, business information such as Owner & Principal Master, and employee listing to make sure all necessary updates

Business Renewal Amounts

Business renewal amounts will be as follows if a company is currently in our database to obtain a 2025 EMP registration after October 1, 2024:

- Expiration date of 12/31/2021 or before: Owes \$125 in total: \$25 renewal business, \$25 Late Renewal - Business, and \$75 Business Delinquent Fee.
- Expiration date of 12/31/2022 or before: Owes \$100 in total: \$25 renewal business, \$25 Late Renewal - Business, and \$50 Business Delinquent Fee.
- Expiration date of 12/31/2023: Owes \$75 in total: \$25 renewal business, \$25 Late Renewal - Business, & \$25 Business Delinquent Fee
- Business Expiration date of 12/31/2024: Only owes \$25 renewal fee

Exam Prep Training Opportunities

The Plumbers & Gas Fitters Examining Board continues to offer no charge plumbing and gas fitting exam prep classes at various locations throughout the state. You can visit our website and find the upcoming classes in a couple of different locations. They can be found on our home page in the scrolling content and also under "Applicants" or "Licensees" by scrolling down to "Training Opportunities" under each menu. We do encourage you to contact the Board office to sign up for these classes so that you can be notified if any changes occur. If you are planning to attend a class, please check the "News" section of our website leading up to the class for any updates.

New hands-on testing option with North Alabama Homebuilders Academy (NAHA)

The State of Alabama Plumbers and Gas Fitters Examining Board is in the final stages of approving an alternative method of testing for the Journeyman certificate in gas and plumbing. Apprentices who demonstrate difficulty with the current written examination may be eligible to be assessed through a hands-on process. Examinees will be required to demonstrate the same level of knowledge and skill as the written test but in a practical demonstration format. To be eligible for this assessment, candidates must:

- Be a registered apprentice
- Attempt the written assessment two times
- Confirm eligibility with Plumbers and Gas Fitters Examination Board
- Complete the registration process through NAHA

Exciting news! Hands on test option coming soon!

The North Alabama Homebuilding Academy will begin offering this option in October of this year. Interested candidates should go to www.GoBuildYourFuture.com, click on “P & GF Interest Form” at the top, fill out the form and click submit. This option will currently only be available at their Huntsville/Madison location, but will hopefully expand in the future.

2022 Law Changes - A summary

The following sections of § 34-37 were amended in 2022. The below provides a brief summary of each section changed. Please visit our website if you wish to view the entire section of Ala. Code that was amended. Law and rules can be found under “Licensees”, then scroll down to “Law and Rules”.

- 34-37-1 (15) Added definition of a residential dwelling.
- 34-37-1 (16) Added definition of a residential jobsite.
- 34-37-3 Added 2 new places on the PGFB 7-member board: A residential plumber and residential gas fitter.
- 34-37-6 (e) (2) Allows the board to accept alternative means of demonstrating competence for Journeyman Plumber and Journeyman Gas Fitter exam applicants.
- 34-37-6 (i) Created a 60-day emergency certification process during declared states of emergency.
- 34-37-6.1 Established a minimum number of apprentices that will be allowed to be supervised by Journeymen or Masters. (Residential 1 to 5 ratio and Commercial 1 to 3 ration)
- 34-37-8 (d) Granted the board authority to require continuing education as a prerequisite to renewing certification.
- 34-37-12 Authority to require that disciplinary settlement agreements, judgments or board orders be satisfied prior to renewal of a certification.

Continue to next page for a summary of changes to Ala. Administrative Code.

Administrative Rule Changes

Below is a summary of rule changes that have occurred from 2019 - current that we encourage you to be aware of. Please pay special attention to the rules denoted by underlined red text. We believe it is very important for you to familiarize yourself with the text of all of our administrative rules; however, these are ones that may impact you most.

- 720-X-1-.01 Amended an existing rule describing the makeup of the board.
- 720-X-1-.02 Amended minimum standards to the 2021 IPC, IFGC and IRC.
- 720-X-2-.02 Amended Onsite Wastewater section to clarify jurisdictional boundaries between the PGFB and AOWB.
- 720-X-3-.02 Amended existing rule to clarify what is defined as gas fitting.
- 720-X-4-.02 New rule that describes the requirements for individuals who are licensed in another state to take our exams.
- 720-X-4-.03 New rule that describes the requirements for a person in the military who is licensed in another state to become certified in Alabama.
- 720-X-4-.04 New rule describing the requirements for 60-day emergency certification applicants during a declared state of emergency.
- 720-X-4-.05 New rule describing the requirements for applicants who hold a license with the LP Gas Board and wish to obtain a reciprocal certification with the PGFB.
- 720-X-4-.06 New rule describing requirements for applicants who have plumbing or gas fitting experience in the military and wish to receive academic credit toward certification with the PGFB.
- 720-X-7-.01 Amended rule that changes the ICC code editions for exams to the 2021 IPC and 2021 IFGC.
- 720-X-11-.01 Amended rule that establishes the supervision requirements for residential and commercial jobsites.
- 720-X-12-.02 Amended rule that limits a licensee to being Principal Master Plumber for one registered entity.
- 720-X-12-.03 New rule that establishes a 90-day waiver from the requirement to have a principal master employed with an entity. Establishes conditions that are required for approval, which are limited to death or incapacitation. Establishes notification requirements.
- 720-X-13-.02 Amended rule that limits a licensee to being Principal Master Gas Fitter for one registered entity.
- 720-X-19-.01 New rule establishing a code of conduct for licensees. Requirement for written agreements between licensees and customers.
- 720-X-20-.01 New rule that establishes the boards obligations and procedures relative to handling consumer complaints.

Visit our website to view the full text for each Administrative Rule that was amended. Law and rules can be found under “Licensees”, then scroll down to “Law and Rules”. The Board publishes all proposed Administrative Rule changes as required by the Alabama Administrative Procedures Act. Proposed rule changes can also be found on our website.



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Thank you certified contractors!

The Board appreciates the hard working certified contractors who are determined to deliver quality services to Alabama's consumers. These contractors spend a lot of time and money to meet the requirements necessary to maintain their certifications while unscrupulous contractors attempt to take business from the certified contractor by lowering prices and doing substandard work.

The Board often receives calls from certified contractors who are discouraged by the continued presence of uncertified contractors working without obtaining the proper certification.

The Board's officers attempt to find as many of these uncertified contractors as possible, however, when you see or know of a possible uncertified contractor working in your area, please notify the Board in order for our officers to check on the validity of these contractors. Visit our website under "Forms" to find the "Uncertified Contractor Complaint Form".