

Mechanical Trades Certification Program

Electrical | Plumbing | Heating and Air
Gas Fitting | Sheet Metal | Pipefitting



1411 Gervais Street | PO Box 12109
Columbia, SC 29211-2109
Phone: 803.933.1209 | Fax: 803.933.1299
masctrades@sc.rr.com
www.masc.sc

Mechanical Trades Certification Program

Since 1965, the Municipal Association of South Carolina has provided an examination and certification program for master and journeyman tradesmen in the electrical, plumbing, heating and air, sheet metal, pipefitting and gas fitting fields. The Association's certification may be used as an indication of skill level in South Carolina cities that require trades certification before issuing licenses and permits.

This certification should not be confused with the South Carolina Contractors Licensing Board licenses. PSI (800.733.9267) administers the examinations for the S.C. Department of Labor, Licensing and Regulation. The Board requires licensing by examination or waiver for contractors bidding on a commercial job in excess of \$5,000. It will waive its examination requirements for holders of the Association's master electrician and master plumber certifications if the candidate passed the Association's examination after December 1990. For candidates who pass the Association's master mechanical examination after September 7, 2013, the Board will also waive its requirements for packaged equipment and air conditioning systems exams.

The Association's certifications also should not be confused with the S.C. Residential **Builders Commission's Specialty Contractors License**. The Commission will waive its examination requirements for electrical and plumbing licenses if a tradesman already holds an Association master certification card in the appropriate trade.

A tradesman interested in either of the above licenses should contact the appropriate agency listed below.

SC Dept of Labor, Licensing & Regulation
(Contractors Licensing Board)
110 Centerview Drive, Suite 102
PO Box 11329
Columbia, SC 29211-1329
Phone: 803.896.4686

SC Residential Builders Commission
110 Centerview Drive, Suite 306
PO Box 11329
Columbia, SC 29211-1329
Phone: 803.896.4696

For those that hold a South Carolina Mechanical Contractors license, call 803.933.1209 for reciprocal license information.

Exam Process

Applicants must submit a completed application to the Municipal Association along with the \$25 application fee. Upon approval, the Association will forward an approval notification to Prov, the contracted examination provider for the Municipal Association of South Carolina. Prov will contact the candidate by email or phone to arrange a test date. Applicants schedule their own examination date and pay a \$100 examination fee directly to Prov.

Candidates qualified to take the exam but those who failed the exam or never took it are not required to file a new application but must remit the \$25 application fee to retake.

Prov is an examination service which prepares, schedules, proctors and grades all examinations for the Municipal Association. (See Prov information on page 7.)

Upon passing the exam, the Municipal Association will issue the appropriate certification card.

Certification Renewal

The Municipal Association will send a renewal notification 60 days prior to the certification card's expiration date. Journeyman certification can be renewed annually for \$20. Master certification can be renewed every two years for \$50.

Cancellation Policy

A candidate who is a "no-show" at a scheduled exam forfeits his application fee and must remit the \$25 application fee before being rescheduled for a future exam.

For Additional Information

Municipal Association of SC
1411 Gervais Street (29201)
PO Box 12109
Columbia, SC 29211
803.933.1209
Email: mascrades@sc.rr.com
www.masc.sc

Prov, Inc.
5200 NW 43rd St, Suite 102-167
Gainesville, FL 32606
866.720.7768 (toll free)
877.228.3926 (fax)
www.provexam.com

Municipal Association of SC Application Process

The applicant must submit a completed application to the Municipal Association of South Carolina. If any information is missing, the Association will return the application for completion.

1. Fill out the application completely. The application must be signed and dated. The Association requires the last four digits of an applicant's Social Security Number to use as an identification number. After passing the exam, the certification card number is used as the card holder's identification. For examination identification, Prov will issue a randomly generated voucher number for the candidate.
2. The \$25 application fee must accompany the completed application. Make checks payable to the Municipal Association of SC. (Only company and personal checks and money orders are accepted.)
3. Document experience by attaching letters(s) from present/previous employer(s). For journeyman testing, submit documentation of two full years of experience. Completion of a two-year degree from an accredited technical college can be counted as one year of experience. For master testing, an applicant must *be* a journeyman and submit documentation of four full years of experience. If an applicant can submit documentation for ten years of experience in the trade, the journeyman requirement can be waived.

This documentation is in addition to information supplied on the application. Failure to submit this documentation will delay approval of your application. Keep a copy of letter(s) for your files. The Association does not maintain copies of these letters indefinitely.

Do not submit resumes or W-2 forms to document experience. Technical training is considered a qualifying factor in addition to on-the-job experience as stated above. The full amount of on-the-job experience must be documented to qualify.

4. Copies of certification cards or licenses issued by any municipality, county or state *must be attached* to application. (See application for details.)

After the application is processed (allow up to two weeks for processing), the candidate will receive an approval email or letter to schedule an appointment with Prov to take the exam.

Prov Scheduling Process

Once approved by the Municipal Association of SC to schedule an exam, Prov will contact the candidate to register and accept payment for the approved examination(s) and provide a voucher number needed for the exam(s). A list of reference materials allowed to be used during the test will also be provided. Prov will send a receipt for payment.

When scheduling an exam appointment, the candidate will be asked for the voucher number provided in the email from Prov. Payment to Prov is also due at this time. If the candidate fails to appear for the exam, the exam fee is forfeited and the candidate must register again with Prov. Prov can be contacted at 866.720.7768.

If the applicant fails the exam, a new application is not required, but the \$25 application fee must be resubmitted to the Municipal Association of SC. The applicant can return a copy of the test results letter from Prov, along with the \$25 application fee. Registration with Prov will be processed using the same procedure as the original application. The Association does not keep applications on file indefinitely. If an applicant does not reschedule within a two-year period, he must submit a new application to take the exam.

For any questions concerning the application, call the Municipal Association at 803.933.1209. For questions concerning scheduling, call Prov at 866.720.7768.

Special Notes

- Submit applications as early as possible prior to an exam.
- All necessary information must be included with application. The Municipal Association will not call employers to verify experience, etc.
- To overnight applications to the Municipal Association, use the street address: 1411 Gervais Street, Columbia, SC 29201.

Sample Letter of Documentation from Employer

(Please provide letter on your company's letterhead)

Municipal Association of South Carolina
Municipal Trades Certification Program
P O Box 12109
Columbia, SC 29211

To Whom It May Concern:

This is to certify that _____ has been employed by this firm from _____ to _____.

The applicant performed (please describe duties performed) while employed by this firm. The work described was supervised by _____ who is a master/journeyman of the trade.

Print Name and Title

Signature

Reference Materials

The Municipal Association does not sponsor any of the programs or suppliers listed below. This information is available to all applicants preparing for a Trades Certification exam.

Prov www.provexam.com	Provides practice examinations. 866.720.7768	(See page 6 of the Prov Candidate Information Bulletin for book vendors.)
Horry – Georgetown Technical College 2050 Hwy 501, Conway, SC 29526	Preparatory classes for all exams, as available. 843.349.5363	
Tom Henry's Code Electrical Classes, Inc. & Bookstore Winter Park, Florida www.code-electrical.com	Seminars and study materials to help prepare for the electrician exams. 800.642.2633	
Midlands Technical College www.midlandstech.edu/cce/	Occasionally offers trade related courses. Contact the Continuing Education Division for information at 803.732.0432 or askmtc@midlandstech.edu.	
Piedmont Technical College Greenwood, South Carolina www.ptc.edu	For information regarding classes, call Bill Cockrell (HVAC) at 864.941.8473 or 864.941.8465 for building construction.	
Orangeburg-Calhoun Tech Orangeburg, South Carolina www.octech.edu	Electrical exam preparation. Call Sandra Moore at 803.535.1236.	
Greenville Technical College Greenville, South Carolina	Electrical exam preparation. To register: 864.250.8800 Information: Larry Roberson: 864.250.8276 or larry.roberson@gvltech.edu	
Mike Holt Enterprises Fort Lauderdale, Florida www.mikeholt.com	Electrical exam preparation - 888.632.2633	
Charleston Electrical Contractors Assoc www.cecasc.org	Electrical exam preparation - Information: 843.323.6353 Email: admin@cecasc.org	
Contractors Seminars, Inc. 125 Contractors Way Suite D Ridgeway, South Carolina 29130 www.scexams.com	Courses for electrical, plumbing, heating and A/C, and EPA certifications They work with you until you pass the exam. Contact Bill Ramsay 803.337.4444 or seminars@scexams.com.	
Florence – Darlington Technical College 2715 W Lucas Street Florence, SC 29501	Electrical and pipefitting exam preparation. Contact Amy McDaniel at 843.413.2715	
Liberty Electric Inc.	Provides extensive electrical training. Contact Von Phillips at libertyelectric@live.de or 269.370.2981.	
S&ME 301 Zima Park Drive Spartanburg, SC 29301	Plumbing exam preparation. Contact Michael Doles at dolesmichael@gmail.com, yourcodeofficial@mail.com or 864.316.6013	
Tri-County Technical College PO Box 587 Pendleton, SC 29670 www.tctc.edu/learn	Journeyman and master electrical exam preparation. Contact Sandra Strickland 864.646.1700 or conted@tctc.edu	

Standard Examinations

Electrical Categories

1. Master Electrician—has the knowledge and skill, to install, repair, alter, add to or change any electrical wires, fixtures, appliances, apparatus, raceways, conduit or any part thereof; which generates, transmits, transforms or utilizes electrical energy in any form for light, heat, power or communications (inclusive of burglary and fire alarm systems), all in compliance with applicable plans, specifications, codes, laws and regulations. *(four-hour exam)*
2. Master Residential Electrician—has the skills of a master electrician, as they apply to installations in one, two or three-family dwellings only. *(three-hour exam)*
3. Journeyman Electrician—qualified to perform work in the electrical trades while employed or supervised by a master electrician. *(three-hour exam)*
4. Journeyman Electrician, Residential—qualified to perform electrical work as it applies to installations in one, two or three-family dwellings only, while employed or supervised by a master electrician or residential master electrician. *(three-hour exam)*

Gas Categories

1. Master Gasfitter—qualified to design, install, maintain, repair or extend gas piping, appliances, gas mains, lines, laterals, tanks and other appurtenances in connection therewith. *(three-hour exam)*
2. Journeyman Gasfitter—qualified to install, maintain, repair, alter or extend gas piping, gas mains, lines, laterals, tanks, appliances and other appurtenances in connection therewith while employed or supervised by a master gas fitter or a gas contractor. *(three-hour exam)*

Mechanical (HARV) Categories

1. HARV (Master Mechanical) —qualified to install, maintain, repair, alter or extend air conditioning, refrigeration, heating, and ventilation systems, unlimited in horsepower or tons, including all duct systems, sheet metal, incinerators and all appurtenances, apparatus or equipment used in connection therewith, also piping, ductwork, insulation of piping, vessels and ducts. *(four and a half-hour exam)*
2. Journeyman Unlimited Air Conditioning—qualified to install, maintain, repair, fabricate, alter or extend air conditioning, refrigeration, piping vessels, warm air heating, low pressure boilers, ventilation systems, duct systems, insulation and related appurtenances within a complete system unlimited in horsepower and tonnage. Supervised by an air conditioning contractor or master. *(three-hour exam)*
3. **Residential HVAC** – qualified to perform residential HVAC work including A/C and heat pump equipment, LP and Natural Gas, including piping, fuel oil appliances and piping, ductwork and associated trades. *(three hour exam)*

Pipefitter Category

1. Journeyman Pipefitter—qualified to layout, install, maintain, repair, and alter piping systems and related appurtenances that provide control of environmental conditions for air conditioning and manufacturing processes while being supervised by a pipefitting or mechanical contractor. *(three-hour exam)*

Plumbing Categories

1. Master Plumber—has knowledge and skill to install, maintain, repair, alter or extend plumbing, sanitary drainage or storm drainage facilities, venting systems, public and private water supply systems, septic tanks, drainage and supply wells, swimming pool piping; irrigation systems; or solar heating water systems and all appurtenances, apparatus, or equipment used in connection therewith, including boilers and pressure process piping and including the installation of water and storm and sewer lines, water and sewer plants and substations. *four-hour exam*)
2. Journeyman Plumber—qualified to perform work in the plumbing trades while employed or supervised by a master plumber. *(three-hour exam)*
3. Master Residential Plumber—has the skills of a master plumber as it applies to installations in one and two-family dwellings and also multiple single-family dwellings (townhouses) not more than three stories in height. *(three-hour exam)*

Sheet Metal Categories

1. Master Sheet Metal—qualified and certified to manufacture, assemble, cast, cut, shape, stamp, forge, fabricate, weld, repair, recondition, adjust and install sheet and rolled metal of any kind or combination and all other materials used in lieu thereof, and including all air-veyor systems and air handling systems regardless of materials used including all equipment and all reinforcements in connection therewith. *(three-hour exam)*
2. Journeyman Sheet Metal—qualified to fabricate, install, replace, repair, alter or extend ferrous and nonferrous ducting in ventilation and exhaust systems while employed or supervised by a sheet metal contractor. *(three-hour exam)*

EPA Certification

- Heating and A/C applicants can call 1.800.296.1996 for information about EPA certification or email spacomment@epa.gov and include contact name, name of organization, email address and telephone number.

Code Books

- HARV, gasfitter and sheet metal examinations are based on the International Mechanical Code 2015. Plumbing examinations are based on the International Plumbing Code 2015. Study information is sent with examination approval letters.
- All electrical examinations are based on the 2014 National Electrical Code.
- Candidate Information Bulletins for each examination can be found on the Prov website at www.provexam.com.

Trades Certification Quick Reference

Exam Scheduling Information

Prov, Inc.
5200 NW 43rd St, Suite 102-167
Gainesville, FL 32606
866.720.7768 (toll free)
877.228.3926 (fax)
www.provexam.com

Application and Program Information

Municipal Association of SC
1411 Gervais Street (29201)
PO Box 12109
Columbia, SC 29211
803.933.1209
Email: masctrades@sc.rr.com
www.masc.sc

Exams Offered

- HARV (Master Mechanical)
- Journeyman Electrician
- Journeyman Electrician Residential
- Journeyman Pipefitter
- Journeyman Plumber
- Journeyman Sheet Metal
- Journeyman Unlimited A/C
- Master Electrician
- Master Gasfitter
- Master Plumber
- Master Residential Electrician
- Master Residential Plumber
- Master Sheet Metal
- Residential HVAC

Code Books

- HARV, gasfitter and sheet metal examinations are based on the International Mechanical Code 2015. Plumbing examinations are based on the International Plumbing Code 2015. Study information is sent with examination approval letters.
- All electrical examinations are based on the 2014 National Electrical Code.
- Candidate Information Bulletins for each examination can be found on the Prov website at www.provexam.com.

Application for Certification

Municipal Association of South Carolina
1411 Gervais Street | PO Box 12109 | Columbia, SC 29211
803.933.1209 | FAX: 803.933.1299

Name _____
Last First Middle I.

Daytime Phone No. () _____ Mobile Phone No. () _____

Last Four Digits of Social Security Number _____

Email address _____

Address _____
Street Address or PO Box City State Zip

Education: (Circle highest grade completed) Grammar School 1 2 3 4 5 6 7 8
High School 9 10 11 12 College 1 2 3 4

<u>Technical Schools Attended</u>	<u>Degrees or Certificates Earned</u>	<u>Dates Attended</u>
_____	_____	_____
_____	_____	_____

(Copies of Degrees/Certificates must be attached to this application)

I hereby make application to the Municipal Association of SC for certification as (*Check one*)

- | | |
|---|---|
| <input type="checkbox"/> HARV (Master Mechanical) | <input type="checkbox"/> Master Electrician |
| <input type="checkbox"/> Journeyman Electrician | <input type="checkbox"/> Master Gasfitter |
| <input type="checkbox"/> Journeyman Electrician Residential | <input type="checkbox"/> Master Plumber |
| <input type="checkbox"/> Journeyman Pipefitter | <input type="checkbox"/> Master Residential Electrician |
| <input type="checkbox"/> Journeyman Plumber | <input type="checkbox"/> Master Residential Plumber |
| <input type="checkbox"/> Journeyman Sheet Metal | <input type="checkbox"/> Master Sheet Metal |
| <input type="checkbox"/> Journeyman Unlimited A/C | <input type="checkbox"/> Residential HVAC |

Qualifications:

- Candidates holding a trades certification card or license from a municipality or county can take the corresponding (journeyman or master) examination.
- If an applicant does not hold a trades certification card or license, the following criteria applies.
 - Journeyman - Applicant shall have a minimum of two years of full-time electrical/plumbing/gas/heating and air/sheet metal installation experience under the supervision of a journeyman or master of the trade. The employer must document this experience in writing, giving the specific dates of employment and a general description of the duties performed by the applicant. Formal, technical and vocational training by accredited training institutions may be considered as a qualifying factor. Completion of a two-year degree from an accredited technical college can be counted as one year of experience.
 - Master - Applicant must be a certified journeyman and worked at least four years in the trade at least two years of which shall be under the supervision of a qualified master of the trade. The employer must document this experience in writing, giving the specific dates of employment and a general description of the duties performed by the applicant. If 10 years of experience in the trade can be documented, the journeyman requirement can be waived.
 - Master residential plumber - Applicant must have four years of experience in the trade with at least two years under the supervision and control of a qualified master of the trade. The employer must document this experience in writing, giving the specific dates of employment and a general description of the duties performed by the applicant.

Present Employer _____
Name of Company Address

Kind of Business _____ Your Position _____

Dates of Employment: From _____ To _____ Name of Supervisor _____

Describe your Duties _____

2nd Last Employer _____
Name of Company Address

Kind of Business _____ Your Position _____

Dates of Employment: From _____ To _____ Name of Supervisor _____

Describe Your Duties _____

3rd Last Employer _____
Name of Company Address

Kind of Business _____ Your Position _____

Dates of Employment: From _____ To _____ Name of Supervisor _____

Describe Your Duties _____

List Trade Certification Cards or Licenses presently held.

1. _____
Certification/License (journeyman or master) Exam Sponsor Card Number Date Issued
2. _____
Certification/License (journeyman or master) Exam Sponsor Card Number Date Issued

Copy of certifications and licenses must be attached to this application.

I hereby grant the Municipal Association of South Carolina permission to verify any information contained herein. I understand that any misrepresentation of facts will be just cause for the Municipal Association of South Carolina to reject the consideration of this application.

I acknowledge and agree as follows:

- (1) I will not represent to anyone that my Municipal Association of South Carolina trade certification card is evidence of a license to engage in any particular trade or business, or represents any evaluation by the Municipal Association of South Carolina or warranty of the quality of my services.
- (2) I will not represent to anyone that my Municipal Association of South Carolina trade certification card represents proof of U.S. citizenship or of lawful presence in the United States.
- (3) I will not display, reproduce, or use the Municipal Association of South Carolina logo without prior written authorization from the Municipal Association of South Carolina. The only generally authorized use of the Municipal Association of South Carolina logo is on the face of a validly issued Municipal Association of South Carolina trade certification card, complete with my signature and the required disclaimers appearing on the reverse side of the card.

Signature of Applicant _____ Date _____

- Include your check or money order in the amount of \$25. The Municipal Association will not process the application unless it is signed and payment is included.

(Make check or money order payable to MASC)
Personal and company checks are accepted
Do not include any payment to Prov with this application.

