

Certification & Licensing Requirements

How to become certified, licensed, and bonded in the building trades profession with the City of Emporia.



All persons or firms who engage in the building construction and other related trades such as electric, plumbing, heat and air, roofing, siding, structural concrete, and mobile home utility installation within the City limits or the surrounding metropolitan area are required to be certified and/or licensed and bonded with the City of Emporia.

How do I obtain an individual certification?

The City of Emporia requires that in order to obtain a certification, you must have successfully passed a State recognized examination covering your related trade. The State of Kansas Statute requires that you shall take the specified test for Kansas or the international test's that insure a score of 75% or better. Many other states only require a test score of 70% or better, so make sure of your test score before applying for a certification in Emporia or other cities in Kansas.

What exams are acceptable?

The Kansas State Legislature passed into law two (2) testing agencies that are to be recognized by jurisdictions. These testing agencies are: Prometric, or formerly known as Block and Associates and/or NAI, which includes the international association of plumbing and mechanical officials (IAPMO) and the ICC (International Code Council formerly known as International Conference of Building Officials, ICBO). www.iccsafe.org or www.prometric.com

How do I take one of these exams and when are they offered?

Exam information with ICC is available at www.iccsafe.org/certification-exam-catalog and will be completed by the applicant.

Exam information for Prometric is available at www.prometric.com/test-takers/search/construction and will be completed by the applicant.

Registration dates and fees for Prometric exams are listed in the Candidate Information Bulletin.

What is the difference between the Prometric and ICC exam?

Prometric Exams

Prometric has prepared exams for all the trades. The City of Emporia requires examinations for General Contractor, Building Contractor, Residential Contractor, Class B Building Contractor**; Master & Journeyman exams for Plumbing, Electric, and Mechanical Contractors; Roofing Contractor; and Structural Concrete Contractor.

**Class B Building Contractor is a license category only recognized by the City of Emporia. Other jurisdictions are not required to recognize this exam.

The registration cut-off date is approximately 16 days prior to the scheduled exam date. After the exam has been taken, the test results are returned approximately within 2 weeks to this office. Our office will then notify the applicant by

letter of the test results.

Prometric has a list of reference materials that the examination will be covering.

If the applicant is not successful in passing, they can resubmit an application at any time, if they meet the registration cut-off dates.

ICC Exams

ICC has prepared exams for the General Contractor (A), Building Contractor (B), Residential Contractor (C), Journeyman and Master Electrician, Plumbing and Mechanical and Roofing.

The exam is a computer-based testing method (CBT) on an electronic testing device called an EXPro. The EXPro allows you to test on a computer touch screen which does not require any computer or typing experience. The exams from the EXPro can be scheduled within 3 business days and your test results are given to you within minutes of completing the exam.

The only reference material necessary is generally the code book.

What's the passing score for the exams?

A passing score is 75% or better.

I have already passed one of these exams, how do I become certified?

You will provide a photocopy of documentation showing the test that was taken, date of exam, applicant's name and the score.

If the documentation is provided to Code Services, you can apply for individual certification and/or firm licensing.

How do I begin the licensing procedures?

The Code Services Department has all the necessary application forms that must be completed. Our regulations break down the licensing procedure into three (3) steps.

1. Individual Certification - You will be certified as a builder, apprentice, journeyman, master, or specialty individual.
2. Building Trades License - The firm must have a certified individual, who has taken a state recognized exam (or a local exam for Siding Contractors) as a builder, master (electrician, plumber, mechanical) or specialty contractor. Exception: Demolition, Fire Extinguishing Systems, Lawn Sprinkler Systems and One Job Contractors are not required individual certification.
3. A "License Surety Bond" is required for licensing. The necessary information for the bond is:
 - Principal name
 - Type of business trade license (ie: General, Builder, Electrician)
 - Expiration date (must be December 31 of the license year)
 - Bond must be stamped or sealed
 - Power of Attorney sheet (for the bonding company or insurance agent)

Once all necessary applications, fees and bond are completed and accurate, our office can issue you a contractor's license. **All certifications, licenses and bonds expire on December 31 of each year.** Fees will not be prorated.

The fees vary depending on which certification and license you are requesting. Therefore, to get an accurate fee schedule you should contact the Code Services Department at 620-343-4270 or 620-343-4274.

As previously stated, the City of Emporia requires every individual who is working in the construction trade must be certified. Therefore, the applicant who successfully passed the exam is required to be on the job site, at all times. **(See Exception)**

Please contact Code Service for more information.

Exception

Building Supervisor or Roofing Supervisor

If the applicant, the certified person for the firm, is not planning on being at the job-site, then a supervisor, who is employed by this firm and has passed our local supervisor exam, can be certified as a supervisor and be the responsible party at the job-site.

The applicant will contact the Code Services office, in order to receive testing information. The supervisor exam is given in our office with a fee of \$20.

Once the applicant has successfully passed the exam (75% or better), the "Application for Individual Certification" can then be completed. A supervisor's certification fee is \$15.

What if I'm in town for only one construction project and I haven't taken any State recognized tests?

There is a license for a One-Job Building Contractor. **The One-Job license shall be for a new commercial structure, which has an occupancy classification for customer use.** The building contractor, who has not passed a State of Kansas recognized exam and yet has been in the construction business for at least 6 years, can apply for a One-Job Building Contractor's license. The form is available in the Code Services Department.

This license is restricted to one (1) new commercial construction project within 24-month period. Once approved, the building contractor can begin the licensing procedure.

1. Complete the license application.
2. \$250 license fee.
3. You must submit a "License Surety Bond", listing the company as a One-Job Builder, in the amount of \$5,000 to the City of Emporia. (See bond information above)

The One-Job Building Contractor must conform to all the other requirements of the code including obtaining and paying for all necessary building permits. **A certified construction supervisor shall be on the job-site at all times, while construction is being done.**

Electrical, Plumbing, Mechanical Contractors

A certified journeyman or master shall be the responsible party at the job-site. All apprentices must apply for certification. However, apprentices are not allowed on the job-site without journeyman or master supervision. The City of Emporia allows the ratio of two (2) certified apprentices to one (1) certified journeyman or master on the job-site.

This information is intended as an overview of the City of Emporia's requirements for certification and licensing. **This information shall not be construed to cover all the requirements.**

The Code Service Department looks forward to assisting you with the process of licensure with the City of Emporia, Kansas.

For more information please contact our office at 620-343-4274.