

# 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 a 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, which includes the international association of plumbing and mechanical officials (IAPMO) or formerly known as Block and Associates and/or NAI and the ICC (International Code Council formerly known as International Conference of Building Officials, ICBO). [www.iccsafe.org](http://www.iccsafe.org) or [www.prometric.com](http://www.prometric.com)

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

Those who are interested in taking an exam must first complete the "Request For Examination" application, which can be obtained from the Code Services Department, and then must be returned to this office. The building official will review the application and then contact the applicant to schedule an appointment with the applicant. This is necessary so the building official can hand out the various types of reference information, pamphlets, as well as answer any questions that the applicant may have.

Both testing agencies already have preset test dates and test sites scheduled. They also have registration cut-off dates and exam fees, and during the appointment all this necessary information will be addressed.

## **What's the difference between Prometric and ICC exams?**

### **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.

Their registration cut-off date is approximately 16 days prior to the scheduled exam date. A test site in northeast Kansas is offered every month. 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, as long as they meet the registration cut-off dates.

## **ICC Exams**

ICC has prepared exams for the General Contractor (A), Building Contractor (B), and Residential Contractor (C).

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?

The applicant will have to complete the "Request For Certification" application, which can be obtained from the Code Services Department. You will also have to provide a photocopy of documentation of the test taken, the date, the applicant's name, score, and sponsor's signature or name if applicable.

If the documentation is provided to Code Services you can apply for the certification and license.

## **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. You will be certified as a builder, journeyman, master, or specialty contractor.
2. You can obtain a firm license once certified as a builder, master, or specialty contractor.
3. You must submit a "License Surety Bond" in the amount of \$5,000 to the City of Emporia.

Once all of the 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 Service Department.

As previously stated, the City of Emporia requires that every individual who is working in the construction trade must be certified. Therefore, the applicant who successfully passed the exam must be at the job-site at all times.

## **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 have to complete the "Request For Examination" application, which can be obtained from the Code Service Department, and must be returned to this office. The building official will review the application and will then contact the applicant and schedule a test time. Our supervisor exam is given locally in our office with a fee of \$20.

Once the applicant has successfully passed the exam (75% or better), the "Request For Certification" application 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 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) construction project within a 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" in the amount of \$5,000 to the City of Emporia.

The One-Job Building Contractor must conform to all the other requirements of the code including obtaining and paying for all necessary building permits. Also 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 also apply for certification. However, they are not allowed on the job-site without journeyman or master supervision. The City of Emporia allows the ratio of two (2) apprentices to one (1) 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 requirements can be found in the Building and Construction Regulations, which can be purchased through the Code Services Department.

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.