

TO MASTER PLUMBER:

This is a legal document. **YOU, THE LICENSED MASTER PLUMBER, MUST HAVE THIS FORM COMPLETED AND NOTARIZED, NOT THE APPLICANT.** Any misstatement of facts contained in this affidavit is subject to the suspension and/or revocation of the license of the applicant and the master plumber.

IN ADDITION, YOU MAY BE SUBJECT TO LEGAL PENALTIES AS PROVIDED BY LAW FOR FALSE SWEARING.

NO WHITEOUT OR CORRECTIONS ALLOWED ON THIS FORM. IF CORRECTIONS ARE MADE, IT WILL BE RETURNED TO APPRENTICE/JOURNEYMAN UNAPPROVED.

This is to certify that _____
Name

has worked under my direction as a Registered Apprentice Journeyman for:

Name of Company Street Address

City & State From _____ / _____ / _____ To _____ / _____ / _____
Month Date Year Month Date Year
If currently employed write "Present"

Amount of overtime from date as apprentice by applicant during this period was _____ hours

THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Please indicate if Applicant worked:

- Full Time - 40 Hours Per Week
- Part Time - Less Than 40 Hours Per Week
- If Part Time List Total Hours _____

Print Name of Registered Master Plumber

Signature of Registered Master Plumber

License Number

Street Address

City, State, Zip Code

Subscribed and Sworn (affirmed) to before me:

this _____ day of _____, 20____

Telephone Number

Date

(Notary Public or Justice of the Peace)

My Commission Expires: _____

THE APPLICANT MUST UPLOAD THIS COMPLETED FORM TO THEIR APPLICATION WITHIN THE CITIZEN ACCESS PORTAL. PAPER FORMS WILL NOT BE ACCEPTED BY THE OFFICE.
THIS FORM WILL NOT BE ACCEPTED UNLESS IT IS NOTARIZED

How to Register for the Plumbing Exam

Overview

This guide walks through how to register for the Plumbing Exam conducted by the Allegheny County Health Department Plumbing Program. As of Spring 2026 the only way to register for the exam is online using Accela Citizen Access Portal.

Before You Start

Before you start the registration process, be sure to have the following information ready:

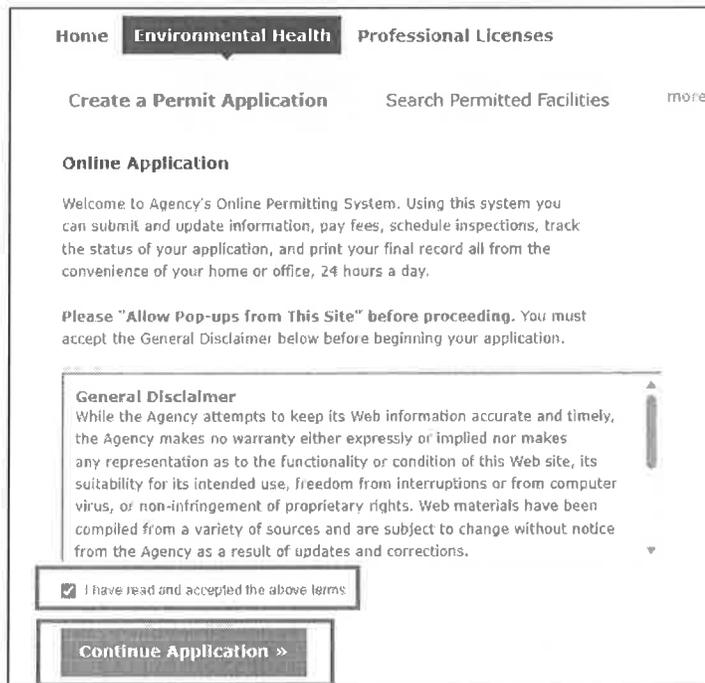
1. The username and password for your Accela Citizen Access Portal account. If you do not already have an account, you can find a link to the portal and directions on how to create an account by going to the Plumbing Program's website:
<https://www.alleghenycounty.us/Services/Health-Department/Plumbing-Program>
2. Documentation of your exam qualifications, in electronic form (scan or photo). Scans and photos must be legible and less than 100MB in size. For more information about documentation of qualification requirements for the exam, please visit the Plumbing Program's website:
<https://www.alleghenycounty.us/Services/Health-Department/Plumbing-Program/Licensing-Information>
3. A valid credit card or bank account information to pay the registration fees online. If you are not able to pay online please call the Plumbing Program office at 412-578-8036.

Registration Steps

1. Log into the Accela Citizen Portal using the link on the Plumbing Program's website: <https://www.alleghenycounty.us/Services/Health-Department/Plumbing-Program>
2. Once in Citizen Portal, click Environmental Health at the top of the Dashboard screen.



3. You will be taken to the Create a Permit Application screen. Review the disclaimer on the application screen and then check the box next to "I have read and accepted the above terms." Then, click the Continue Application button.



4. You will be taken to the Select a Record Type screen. In that screen click the arrow next to "Plumbing" and then in the list of options that appears, click to select the

circle next to “Plumbing Licensing Registration”. Once you have selected that, click the “Continue Application” button at the bottom of the screen.

5. You will be taken to the Important Information screen. **Please read this information carefully as it includes what qualifications you must have to take the exam, as well as information about the exam itself.** If you have questions about any of this information please call the Plumbing Program office at 412-578-8036. Once you have read the information please click the Continue Application button at the bottom of the screen.

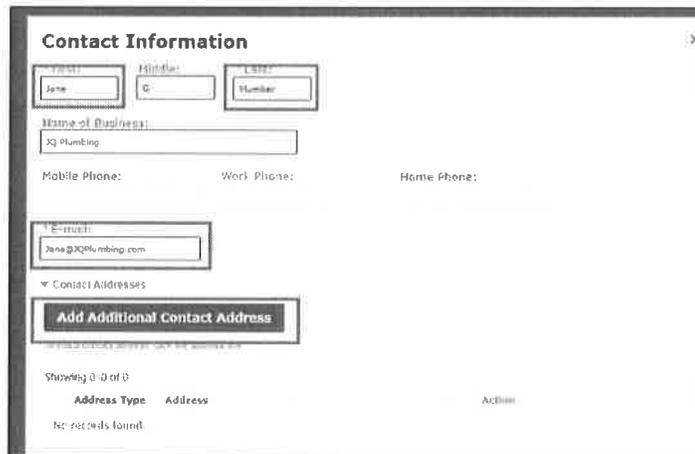
6. You will be taken to the Registration Information screen. This screen has several sections that must be filled out before the registration is complete. **Please follow**

these instructions carefully to make sure your registration will be processed correctly.

- 7. In the Registrant section
 - a. Click the “select from Account button”



- b. If you only have one contact on your Citizen Portal account, that account information will be filled in automatically.
 - c. If you have more than one contact on your account, you will be asked which contact to add.
 - d. If you would like to add an additional contact to use, click the Add New button to add a contact.
 - i. In the Contact Information screen, fill in all the required fields (First and Last Name, and Email) then click the Add Additional Contact Addresses button.



- ii. In the Contact Address Information screen, make sure the Address Type is Mailing, fill in the address fields, and click Save and Close.

Contact Address Information

Address Type: Mailing

Address Line 1: 542 Fourth Ave

Address Line 2:

City: Pittsburgh State: PA ZIP Code: 15219

Save and Close Save and Add Another Clear Discard Changes

- iii. You will be taken back to the Contact Information screen with a message that the contact address was added successfully. Click the Continue button to finish adding the contact to your application.

Contact Information

First: Jane Middle: Q Last: Rumber

Name of Business: JQ Plumbing

Mobile phone: Work phone: Home phone:

Email: jane@jqplumbing.com

Contact Addresses

Add Additional Contact Address

✓ Contact address added successfully

Address Type: Mailing Address: 542 Fourth Ave Action: Add

Continue Clear Discard Changes

- e. Once a contact is added to your application it will appear in the Registrant section.

Step 2: Registration Information > Registrant

Registrant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit button.

John Q Plumber
JQP Plumbing
John@jqpplumbing.com
Home Phone: 4125554123
Mobile Phone: 4125551234
Work Phone: 4125554124
Fax:

[Edit](#) [Remove](#)

▼ **Contact Addresses**

Add Additional Contact Address

To edit a contact address, click the address link.

✔ **Contact address added successfully.**

Showing 1-1 of 1

Address Type	Address
Mailing	542 Fourth Ave

- 8. In the Exam Type section
 - a. Select the type of exam you are registering for
 - i. Apprentices should register for the Journeyman Plumber Examination
 - ii. Journeyman Plumbers should register for the Master Plumber Examination

Exam Type

Exam Type

Please select the exam type you wish to register:

Previous Exam:

Journeyman Plumber Examination
Master Plumber Examination

- b. If you have taken **this type of exam** before, select “Yes” in the Previous Exam question. Otherwise select “No”.

Exam Type

Exam Type

Please select the exam type you wish to register:

Previous Exam:

Journeyman Plumber Examination*

Yes No

- 9. In the Technical School Information section
 - a. **If you are applying for the Master Exam, you do not need to fill out this section**

- b. If you are applying for the Journeyman Exam, please include your school information by clicking the Add a Row button.

Technical School Information

Technical School Information

Showing 0-0 of 0

School	Classroom Hours
No records found.	

Add a Row **Edit Selected** **Delete Selected**

- i. You will be taken to the Technical School Information screen. Select the school you attended from the School drop-down, and enter the number of hours you attended that school. Then click Submit.

Technical School Information

* School: AMPAC Classroom Hours: 500

Submit Cancel

- ii. A row with the information you entered will be added to the list. If you need to add more rows click the Add a Row button again.

Technical School Information

Technical School Information

Showing 1-1 of 1

<input type="checkbox"/>	School	Classroom Hours
<input type="checkbox"/>	AMPAC	500

Add a Row **Edit Selected** **Delete Selected**

10. In the Employment History section

- a. Click the Add a Row button. You will be taken to the Employment History screen.
- b. In this screen, fill out all the fields (please note: all fields in this screen are required) and then click the Submit button.

Employment History

* Employed by Master Plumber:

* Master Plumber HP Number:

* Employed As:

* Business Name:

* Starting Date:

* End Date:

* Amount of Overtime:

* Please indicate if Applicant worked:

Submit Cancel

- c. The information entered will appear in the Employment History section. If you need to add additional employment history, click the Add a Row button again.

Employment History

Employment History

Showing 1 of 1

	Employed by Master Plumber	Master Plumber HP Number	Employed As	Business Name	Starting Date	End Date	Amount of Overtime	Please indicate if Applicant worked	
	Jake Q Plumber	PLMB-LIC-0001	Apprentice	JQ Plumbing	01/01/2024	04/03/2025	40	Full Time - 40 Hours Per Week	Actions

Add a Row **Edit Selected** **Delete Selected**

11. In the Other Jurisdiction License Information

- a. **If you do not have a license from another jurisdiction, you do not need to fill out this section.**
- b. To add a license from another jurisdiction, click the Add a Row button

Other Jurisdiction License Information

Other Jurisdiction Licenses

Showing 0 of 0

License Number	Jurisdiction
No records found.	

Add a Row **Edit Selected** **Delete Selected**

- c. You will be taken to the Other Jurisdiction Licenses screen
 - i. Enter in the license number and jurisdiction of your license

- ii. Click the Submit button to add the information to the row

Other Jurisdiction Licenses

License Number: Jurisdiction:

- iii. The information entered will appear in the Other Jurisdiction License Information section. If you need to add additional employment history, click the Add a Row button again.

Other Jurisdiction License Information

Other Jurisdiction Licenses

Showing 1-1 of 1

<input type="checkbox"/>	License Number	Jurisdiction	
<input type="checkbox"/>	123456	Butler County	Actions ▾

12. Once all of the information has been entered, click the Continue Application button at the bottom of the screen.

13. If you are applying for the Journeyman Plumber Exam, the next screen will be the Apprentice Information screen. **If you are applying for the Master Plumber Exam go to step 15 below.** In that section, enter the following information:

- a. Click Yes or No as appropriate in the “Are you registered with the Allegheny County Health Department as an apprentice plumber?” question.
 - i. If you clicked Yes in the question above, enter your apprentice card number in the Apprentice Card Number field, and then the card’s effective date in the Effective Date field.
 - ii. If you clicked No on that question, please enter NONE in the Apprentice Card Number field, and today’s date in the Effective Date field.
- b. Enter the number of classroom hours that you have accumulated in the box next to “Number of Classroom Hours accumulated to examination date”
- c. If you need an accommodation for the exam, click Yes next to “Accommodation Requested”. Otherwise, click “No”.
- d. If you need an accommodation, please enter the type of accommodation you need into the box next to “Accommodation Type”.

- e. Once you have entered all of the information click Continue Application at the bottom of the screen.

The screenshot shows a web form titled "Step 2: Registration Information > Apprentice Information". The form contains the following fields and options:

- Required** * Are you registered with the Allegheny County Health Department as an apprentice plumber?: Radio buttons for Yes and No.
- Required** * Apprentice Card Number: Text input field containing "P-0001".
- Required** * Effective Date: Text input field containing "02/01/2020".
- Required** * Number of Classroom Hours accumulated to examination date: Text input field containing "576".
- Accommodation Requested:** Radio buttons for Yes and No.
- Accommodation Type:** Text input field with a "spell check" link below it.

At the bottom of the form are two buttons: "Save and resume later" and "Continue Application".

14. If you are applying for the Master Plumber Exam, the next screen will be the Journeyman Information screen. **If you are applying for the Journeyman Plumber Exam go to step 14 above.** In that section, enter the following information:

- Click Yes or No as appropriate in the “Do you possess a current, valid Journeyman Plumber’s license issued by the Allegheny County Health Department?” question.
 - If you clicked Yes in the question above, enter your Journeyman license number in the Journeyman License Number field, and then the license’s effective date in the Effective Date field.
 - If you clicked No on that question, enter NONE in the Journeyman License Number field and today’s date in the Effective Date field.
- If you need an accommodation for the exam, click Yes next to “Accommodation Requested”. Otherwise, click “No”.
- If you need an accommodation, please enter the type of accommodation you need into the box next to “Accommodation Type”.
- Once you have entered all of the information click Continue Application at the bottom of the screen.

Step 2: Registration Information > Journeyman Information * indicates a required field.

Journeyman Information

Journeyman Information

* Do you possess a current, valid Journeyman Plumber's license issued by the Allegheny County Health Department?: Yes No

* Journeyman License Number:

* Expiration Date:

Accommodation Requested: Yes No

Accommodation Type:

spell check

15. You will be taken to the Supporting Documentation/Attachments screen. This is where you will need to upload the scans or photos of the documentation that is needed to prove you qualify to sit for the exam.

- a. You need to upload the following documents in order to proceed
 - i. Notarized Statement of Work Experience (Required)
 - ii. Copy of Outside Jurisdiction Plumbing License (if you indicated you have one in step 11)
- b. To upload a document, click the Add button at the bottom of the screen.

Step 3: Supporting Documentation > Supporting Documentation * indicates a required field.

Attachments

All applications must include:

- Photocopies of current plumbing licenses issued by other jurisdictions
- Notarized statement of work experience under a Master Plumber. Please list in the description the dates of employment and the number of hours worked.

The maximum file size allowed is 100 MB.
 ade;odp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;lns;nde;nh;html;msc;msp;msi;php;plf;scr;set;shb; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

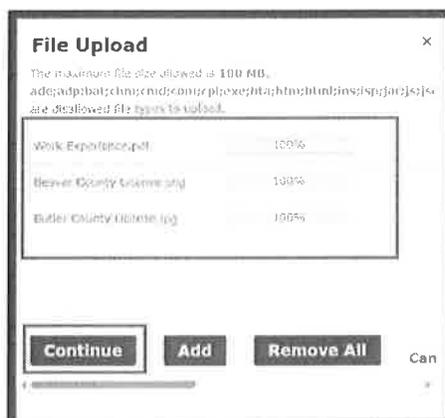
- c. You will be taken to the File Upload screen. Click the Add button to select a file.



- d. You will be taken to a screen to select a file on your computer to upload. Select the file you want to upload and click Open. NOTE: if you are not using a Windows computer this process might look different.



- e. The file will be uploaded and the name of the file will appear in the File Upload screen. Click Add again to upload additional files until all the needed files have been added to the screen. Then click the Continue button at the bottom of the screen.



- f. You will be taken back to the Attachments screen. Below the list of documents (which is still empty), you will need to enter information for each of the files that you uploaded. If you added a document in error, you can click the Remove button to the right of the Type selection box. If you need to add another document, click the Add button at the bottom of the screen.
- i. In the Type selection box, select the type of file it is (work experience or other jurisdiction license)
 - ii. In the Description box, for work experience please include the dates of employment and hours worked for that particular work experience.

The screenshot shows the 'Attachments' screen. At the top, it says 'All applications must include:' followed by a list of requirements: 'Photocopies of current plumbing licenses issued by other jurisdictions' and 'Notarized statement of work experience under a Master Plumber. Please list in the description the dates and the number of hours worked.' Below this, it states 'The maximum file size allowed is 100 MB' and lists disallowed file types: 'a;e;dp;bat;chm;cmd;com;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mdc;nif;nhl;png;rss;txt;wml;wpl;xls;xml;zip'. A table with columns 'Name', 'Type', 'Size', 'Latest Update', and 'Action' is shown, with 'No records found.' below it. A form for adding a new attachment is visible, with a 'Type' dropdown set to 'Notarized Statement of Work Experience', a 'File' field containing 'Work Experience.pdf' and '100%', and a 'Description' text area containing 'employed from 1/1/2025 to 1/31/26'. A 'spell check' link is at the bottom left.

- g. Once you have done this for all of the files, click Save at the bottom of the screen. **NOTE: Once you save a document you cannot remove it or change its type. If you make a mistake please upload the correct file and in the description describe the incorrect file that should be disregarded.**

The screenshot shows the bottom of the Attachments screen. It features a 'Description:' text area. Below it, there are three buttons: 'Save', 'Add', and 'Remove All'. At the very bottom, there are two more buttons: 'save and resume later' and 'Continue Application >'. The text 'Dutler County License app' and '100%' is visible at the top left of the screenshot.

- h. The files will be listed in the list in the Attachments screen and you will get a message indicating that they were uploaded successfully.

Employment History

Employment History [Edit](#)

Employed by Master Plumber	Master Plumber HP Number	Employed As	Business Name	Starting Date	End Date	Amount of Overtime	Please indicate if Applicant worked
Jack O Plumbing	63778-11C- 0055	Plumber	JO Plumbing	02/15/2023	07/16/2025	09	KJA Title - 45 Hours Per Week

Other Jurisdiction License Information

Other Jurisdiction licenses [Edit](#)
No Custom Lists data for the subgroup above.

- b. Once you have reviewed all of the information and it is correct, read the certification text at the bottom of the screen, then click the box next to “By checking this box I agree to the above certification.” then click the Continue Application at the bottom of the screen.

I hereby certify that the facts set forth above and attached in support of this application for examination are true and complete to the best of my knowledge. I understand that the Allegheny County Health Department shall revoke any license issued under the provisions of Article XV, if the Department shall find that the license was obtained by fraud or misrepresentation.

By checking this box, I agree to the above certification. Date: 02/20/2026

[Save and resume later](#) [Continue Application »](#)

17. You will be taken to the Pay Fees screen. Confirm that the correct exam type (Journeyman or Master) and fee (\$133) is listed. If the information is correct, click Continue Application at the bottom.

Plumbing Licensing Registration

1 **2 Registration Information** 3 Supporting Documentation 4 Review 5 Pay Fees 6 Record Issuance

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Journeyman License Exam Fee	1	\$133.00

TOTAL FEES: \$133.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

18. You will be taken to the Payment Options screen. **Please note, the options on this screen do not have the correct convenience fee amounts assigned. The correct amounts are as follows and will be reflected when you pay:**

- a. **Pay with credit/debit or PayPal – 4% of the total fee (also note Paypal is not an available option)**
- b. **Pay with Credit Card – 4% of the total fee**
- c. **Pay with Bank Account - flat \$1-\$2 fee depending on the amount of the total fee**
- d. Once you select your option, click the Submit Payment button

Payment Options

Amount to be charged: \$133.00
Convenience Fee: \$2.00
Total Amount: \$135.00

Pay with credit/debit or PayPal 4% fee
 Pay with Credit Card 4% fee
 Pay with Bank Account flat \$1-\$2 fee

Submit Payment >>

19. You will be taken to the Health Department Payment Portal page. **Once you reach this page DO NOT click the back button on your browser. If you need to exit this screen click the Cancel button at the bottom of the screen and you will be taken back to the Citizen Access Portal.**

- a. Fill out your name, address, and email on the left side of the screen
- b. In the middle, select your payment method (Credit Card or Checking/Savings) and enter payment information.
- c. Check the box next to “I accept the service fee and its Terms and Conditions”
- d. Check the box next to “I’m not a robot”
- e. Click the Submit Payment button.

ALLEGHENY COUNTY

Resident Information

Account Number: 00045

Individual Business

First Name: John Q

Last Name: Plumber

Country: United States of America

Address 1: 342 Parkway

Address 2:

City: Pittsburgh

State: Pennsylvania

Zip Code: 15210

Email: JQ_Plumber@CPPlumbing.com

Phone:

Payment Information

Payment Method: Credit Card Check Savings

Name on Card: John Plumber

Card Number: 0000 0000 0000 0000

Expiration Date: 04 April 2023

Billing Zip Code: 15210

CVV Code: 1234567

Payment Amount: \$136.32

Service Fee: \$5.32

Total Amount: **\$136.32**

I authorize Service Fee and its Terms and Conditions.

Comments:

I'm not a robot

ATTENTION

Allegheny uses GovTeller to process payments. GovTeller charges the following fees:

- Wire: \$100/transfer
- ACH/E-check: \$1.50

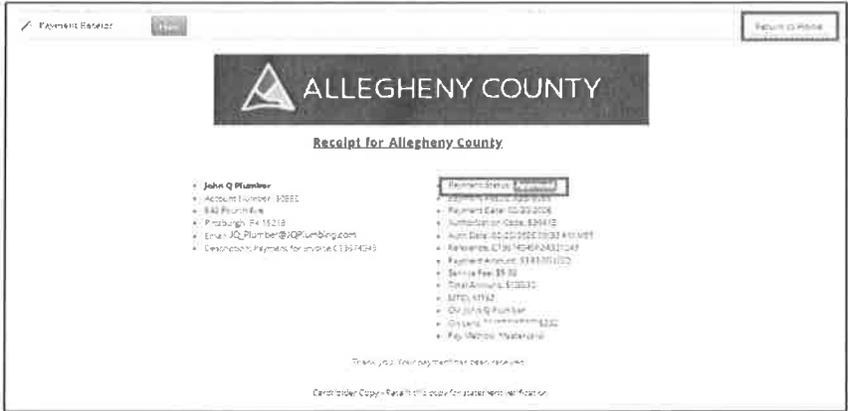
Please note that Allegheny County does NOT receive any of these fees. All service fees go to GovTeller. There will be two items on your statement: The first is the amount due, which comes to us. The second is the service fee amount and that goes to GovTeller.

If you have any questions or would like to verify someone in customer support, please call (412) 355-1212 during standard business hours: Monday through Friday, 9am - 5pm Eastern Standard Time.

TERMS AND CONDITIONS By checking the box and submitting payment online you agree to the Service you agree to the terms and conditions of this Agreement. You must accept the link and view the Terms and Conditions if you have questions.

PRIVACY POLICY Personal Information: We do not sell, trade, rent or otherwise share for marketing purposes your Personal Information with third parties. In general, the Personal Information you provide to us is used to help us communicate with you and provide reasonable safeguards to securely identify Non-Personal Information. In general, we use Non-Personal Information to help us improve the Service and customize the user experience. We also aggregate Non-Personal Information in order to track trends and analyze use patterns on the Site.

- f. If the payment was successful, you will receive a notice that the payment was approved. If you put your email into the payment screen you will also receive an email receipt. You can click on the “Return to Home” button in the upper right corner of the screen to go back to the Citizen Access Portal, or just close this screen.



Congratulations! You Have Completed the Application

Once you have successfully complete the application, you will receive an email from the Plumbing Program indicating that your application was received.

As your application is reviewed, you will receive additional emails indicating the status of your application. You can also view your application status in the Citizen Access Portal at any time by logging into the portal and clicking on My Records.

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Environmental Health', and 'Professional Licenses'. Below this is a secondary navigation bar with 'Dashboard', 'My Records' (highlighted with a red box), 'My Account', and 'Advanced Search'. The main content area is titled 'Environmental Health' and shows 'Showing 1-1 of 1' records. A table below lists the record details:

Record Number	Record Type	Facility Name	Address	Expiration Date	Status	Action
PLMB-CERT-20-0005	Plumbing Licensing Registration				Pending	

Errors and Issues

If you are having trouble getting through the application, here are some tips to help:

1. Make sure that ALL required fields are filled in on a section with the correct type of information before going to the next section. Required fields are indicated in the application by a red asterisk symbol (*).
 - a. If you fail to fill in a required field, or put in the wrong information (for instance put text in a date field) you will get an error message indicating what was done wrong. Go back and correct it and you should be able to move forward.
2. Have all of your information ready **before** starting the application. If you find you do not have the information handy, you can always click the Save and Resume Later button at the bottom of the application. You can then go back into My Records and click Resume Application to go back to where you were.
3. If you have questions about the qualifications or need assistance, please contact the Plumbing Program office at 412-578-8036.

Links

Plumbing Program website (includes links to how to create an account and a link to Citizen Access Portal)

<https://www.alleghenycounty.us/Services/Health-Department/Plumbing-Program>

Plumbing Program Licensing website (includes link to exam qualification and other information about the exam)

<https://www.alleghenycounty.us/Services/Health-Department/Plumbing-Program/Licensing-Information>