



GOVERNMENT OF THE DISTRICT OF COLUMBIA
 DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
 OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION
INDIVIDUAL LICENSE PROCESS – PLUMBING/GASFITTING

What You Will Need Before You Apply:

- ✓ One 2"x2" passport style photo (jpeg format) See example.--->
- ✓ Government-issued identification (e.g., driver's license)
- ✓ Debit or credit card to pay application, exam or license fees



Requirements:

Trade	Experience	Document(s)
Apprentice	No Experience Required at time of application	Employment Verification Letter* or Enrollment in Apprenticeship Program
Journeyman By Waiver	Apprenticeship Training Program	Certificate of Completion or Formal Designation Certificate or Transcripts
Journeyman By Exam**	4 years' Experience	W2s/Tax Records and Employment Verification Letter*
Master - Exam Only**	8 years' Experience	W2s/Tax Records and Employment Verification Letter*

**Employment verification letters must be signed by a master-level licensee.*

Ready to apply? Visit the *Board of Industrial Trades* website at:

<https://www.dcopla.com/trades>

NEW APPLICANTS - To begin your online application:

1. Under "Licensing Services," click on the link to the online portal.
2. Select **Register** under "New Individual Applicant" (Individual/Tradesperson License).
3. Complete the registration process and follow the prompts to **create a new account**.

EXISTING LICENSEES – To access your online account:

1. Under **Licensing Services**, click on the link to the online portal.
2. Under **Login**, click **Forgot Your Password?**
3. Enter your **license number** as your User ID (include letters and numbers with no spaces).
4. **Check your e-mail inbox** for a link to reset your password (check your Spam/Junk folder).
5. Follow the prompts to **create a New Password**.
6. **Log In** to the system using your license number and new password.
7. Scroll down to your license type and begin.

****Exam Reference Materials (OPEN BOOK)**

- International Plumbing Code, 2012
- International Fuel Gas Code, 2012

All exams will be administered via computer at: Department of Consumer and Regulatory Affairs, Examination Unit, 1100 4th Street SW, Suite E500, Washington, DC 20024, (202)442-4363

If you encounter any issues with the application process or have questions, please contact a customer service representative at **1-866-270-9817**.