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:

<table>
<thead>
<tr>
<th>Trade</th>
<th>Experience</th>
<th>Document(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprentice</td>
<td>No Experience Required at time of application</td>
<td>Employment Verification Letter* or Enrollment in Apprenticeship Program</td>
</tr>
<tr>
<td>Journeyman By Waiver</td>
<td>Apprenticeship Training Program (4 years/8,000 hours)</td>
<td>Certificate of Completion or Formal Designation Certificate or Transcripts</td>
</tr>
<tr>
<td>Journeyman By Exam**</td>
<td>3 years' Experience</td>
<td>W2s/1099s/Tax Records and Employment Verification Letter*</td>
</tr>
<tr>
<td>Master - Exam Only**</td>
<td>5 years' Experience</td>
<td>W2s/1099s/Tax Records and Employment Verification Letter*</td>
</tr>
</tbody>
</table>

*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 Mechanical Code, 2012
- Modern Refrigeration and Air Conditioning, 2004

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.