

Step 1: Create an account on the ePLACE Portal. Begin by clicking the “New Users: Register for an Account” link and follow the steps.

Step 2: Once you have created an account, you will need to log into your new account.

Home **Manage Licenses, Permits and Certificates** **File and Track Complaints**

Advanced Search ▾

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer access to many licensing, permitting and certificate services online. With this Portal, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees & Applicants:

- Apply for, Renew, or Amend a License, Permit or Certificate Application
- Make Required Payments Online

Options for Consumers and the General Public:

- Check License Status for a Individuals or Business Licensee [here](#)
- Conduct a General or Specific Search of Licensees
- File an Online Complaint Against a Licensee

You do not need to register to check a license status, or to search for licensees. To perform other functions online, a registration is needed.

Login

User Name or E-mail:
larry.lemieux@mass.gov

Password:
.....

Login >

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Step 3: Go to the **Manage License, Permits and Certificates** tab or section and click on [File an Online Application](#).

General Information
Search for a Commonwealth Licensee

Manage Licenses, Permits and Certificates
File an Online Application
Manage My Licenses, Permits & Certificates

File and Track Complaints
File a Complaint
Track Complaints

Step 4: From the drop down: Choose the application that you want to file online. (Click the Continue Button).

Board of Registration of Engineering Systems
▶ Board of Registration of Electrologists
▶ Board of Registration of Landscape Architects
▶ Board of Registration of Home Inspectors
▶ Board of Registration of Massage Therapy
▶ Board of Registration of Professional Engineers and of Land Surveyors
▶ Board of Registration of Psychologists
▶ Board of Registration of Real Estate Appraisers
▶ Board of Registration of Real Estate Brokers and Salespersons
▶ Board of Registration of Sanitarians
▶ Board of Registration of Social Workers
▶ Board of Speech-Language Pathology and Audiology
▶ Board of State Examiners of Electricians
▼ Board of State Examiners of Plumbers and Gas Fitters
○ Link your license / permit / certificate to your portal account
○ LTD LP Installer Application
○ LP Installer Application
○ Gas Fitter Apprentice Application
○ Gas Fitter Business Application
○ Gas Fitter Journeyman Application
○ Gas Fitter Master Application
○ Gas Fitting Permit
○ Plumbing Journeyman Application
● Plumbing Apprentice Application
○ PL & GF Inspector Application
○ Plumbing Permit
○ Plumbing Master Application
○ Plumbing Business Application
○ License Request for Verification/Certification
○ Application for Complaint
▶ Department of Labor Standards
▶ Office of Private Occupational School Education

Continue >

Step 5: On this page click on the **Select from Account** button.

Step 5A: Put in your contact information.

Home **Manage Licenses, Permits and Certificates** File and Track Complaints

File an Online Application Manage My Licenses, Permits & Certificates

Plumbing Apprentice Application

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Step 1: Contact Information > Contact Information
You are applying for a NEW license with the Division of Professional Licensure. If you were previously licensed and are seeking renewal or reinstatement contact the Board that licensed you before proceeding. Reminder, application fees paid to the Commonwealth are non-refundable.

Be advised that your mailing address is a matter of public record. If you do not want to use your home address as your public mailing address, please provide an alternate address where you regularly receive mail.

Your application cannot be processed until you submit a notarized CORI authorization form. The CORI authorization form is, available online through the Board's website. You may upload the completed notarized form later in the documents section of this application or mail it to the Board's office.

Please begin by choosing either: **Select from Account** (choosing this will provide information already entered at the account registration step) or **Add New** (choosing this will allow you to add new contact information that differs from the information you provided during the account registration step). This will open a new screen and allow you to provide the information requested. Existing contacts, where applicable, may be changed using the Edit link.

Regarding Professional and Criminal History Questions:

If you had a case sealed, expunged, pardoned or court ordered to be kept confidential; or you had a juvenile (delinquent) case that was NOT indicted to either Superior Court or as a Youthful Offender (YO), you may answer NO and you do not need to provide an explanation for that particular case.

If you answer YES to any question, you must attach an explanation for that particular case. The Board is authorized to access data about convictions and pending criminal cases. These records and other Federal and professional records may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.

* Indicates a required field.

Applicant

To begin, click the "Select from Account" or the "Add New" button below. Existing contacts, where applicable, may be changed using the "Edit" link.


Select from Account Add New
Save and resume later Continue >

Step 5A continued

public mailing address. please provide an alternate address where you regularly receive mail.

Contact Information

Salutation: *First Name: Middle Name: *Last Name: Suffix:

*SSN: *Date of Birth:  Gender: Female Male Title:

Primary Phone: Alternate Phone:

Mobile Phone: Fax Number:

*Preferred Communication: *Email:



Please fill in the required fields.

Step 5B: Answer attestations.

Contact Information

Postal Mail

1. Has disciplinary action been taken against you by a licensing board in any jurisdiction?: *
 Yes No

2. Are you the subject of pending disciplinary action by a licensing board in any jurisdiction?: *
 Yes No

3. Have you voluntarily surrendered a professional license to a licensing board in any jurisdiction?: *
 Yes No

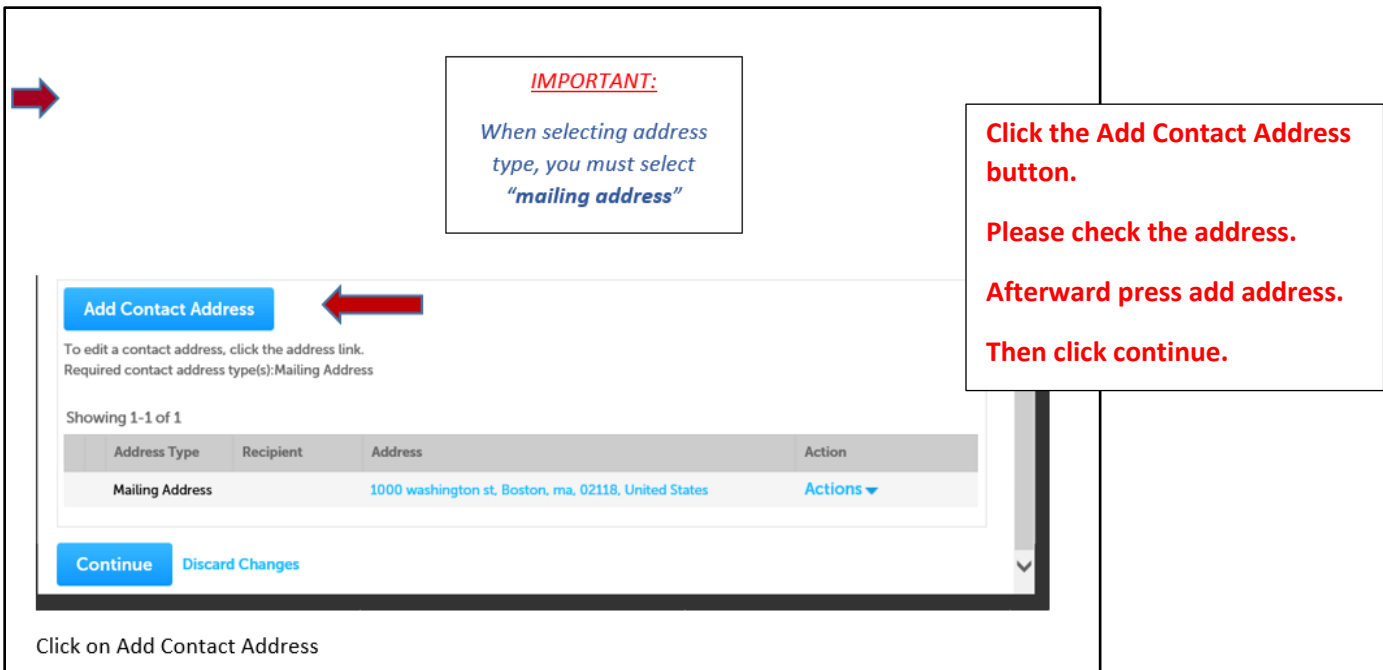
4. Have you ever applied for and been denied a professional license in any jurisdiction?: *
 Yes No

5. Have you been convicted of a felony or misdemeanor in any jurisdiction?: *
 Yes No

If you have recently changed your name or have been known by any other name in the past (maiden, alias, former), please provide the details here:

Please read and answer all Attestations.

Step 5C: Add Contact Address



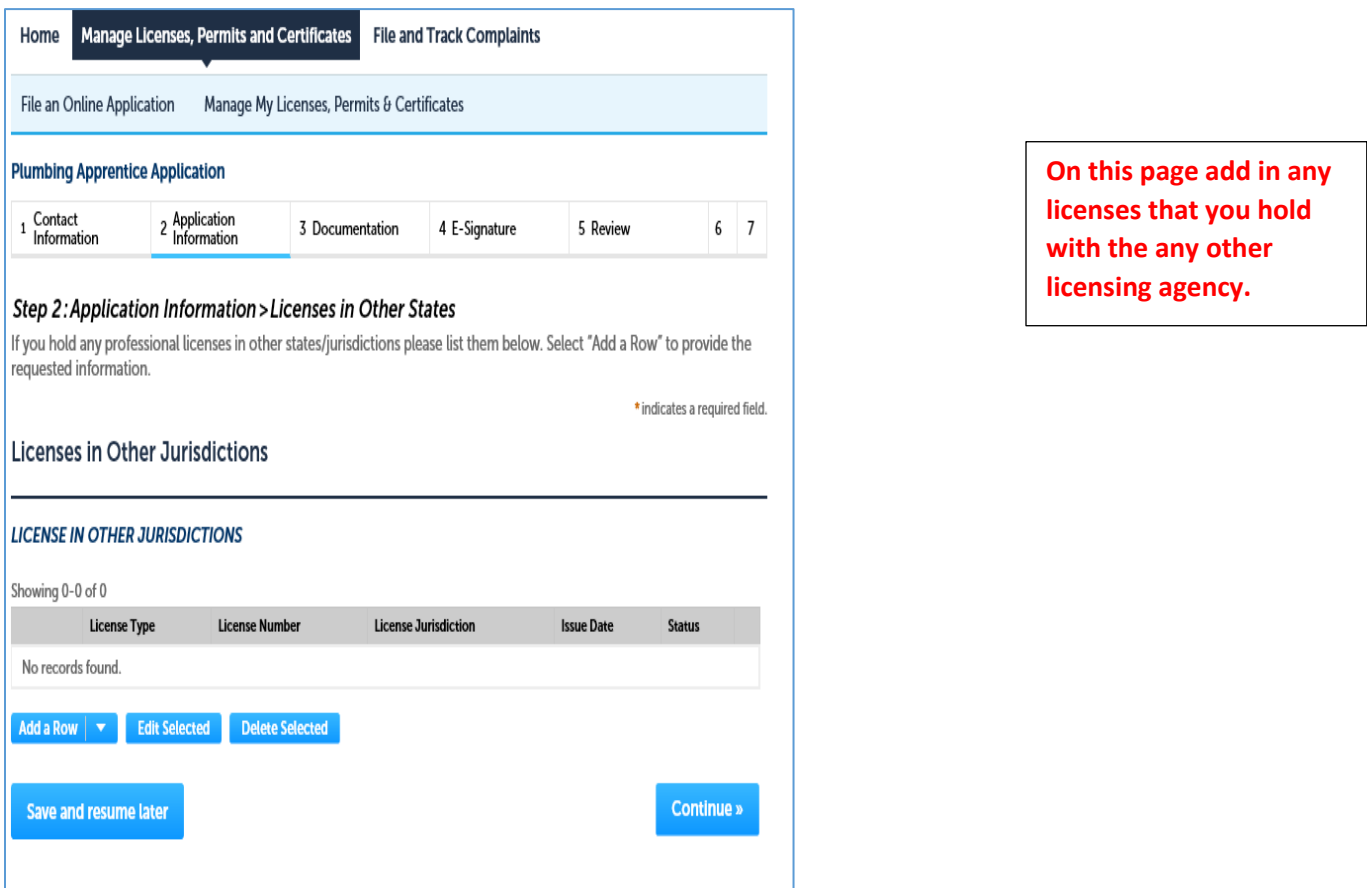
IMPORTANT:
When selecting address type, you must select "mailing address"

Click the Add Contact Address button.
Please check the address.
Afterward press add address.
Then click continue.

Click on Add Contact Address

The screenshot shows a web interface for adding a contact address. At the top left, a red arrow points to the 'Add Contact Address' button. Below it, a text box explains that the required address type is 'Mailing Address'. A table shows one entry: 'Mailing Address' with the recipient '1000 washington st, Boston, ma, 02118, United States'. At the bottom, there are 'Continue' and 'Discard Changes' buttons. A second red arrow points to the 'Add Contact Address' button. To the right, a separate box contains instructions: 'Click the Add Contact Address button. Please check the address. Afterward press add address. Then click continue.' Below the screenshot, the text 'Click on Add Contact Address' is written.

Step 6: Licenses in Other States



On this page add in any licenses that you hold with the any other licensing agency.

The screenshot shows a web interface for managing licenses. The top navigation bar includes 'Home', 'Manage Licenses, Permits and Certificates', and 'File and Track Complaints'. Below this, there are links for 'File an Online Application' and 'Manage My Licenses, Permits & Certificates'. The main content area is titled 'Plumbing Apprentice Application' and shows a progress bar with steps 1 through 7. Step 2, 'Application Information', is highlighted. Below the progress bar, the text reads 'Step 2: Application Information > Licenses in Other States'. A note states: 'If you hold any professional licenses in other states/jurisdictions please list them below. Select "Add a Row" to provide the requested information.' A small asterisk indicates a required field. The section is titled 'Licenses in Other Jurisdictions'. Below this, there is a table header for 'LICENSE IN OTHER JURISDICTIONS' with columns: License Type, License Number, License Jurisdiction, Issue Date, and Status. The table currently shows 'No records found.' At the bottom, there are buttons for 'Add a Row', 'Edit Selected', and 'Delete Selected'. At the very bottom, there are 'Save and resume later' and 'Continue »' buttons. To the right of the screenshot, a box contains the instruction: 'On this page add in any licenses that you hold with the any other licensing agency.'

Step 7: Plumbing Education



IMPORTANT:

If you are currently enrolled in a Vocational High School program you will need to fill out this portion of the application.

[Home](#) **Manage Licenses, Permits and Certificates** [File and Track Complaints](#)

[File an Online Application](#) [Manage My Licenses, Permits & Certificates](#)

Plumbing Apprentice Application

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Step 2: Application Information > Plumbing Education

Students enrolled in a Massachusetts Vocational Technical High School program may be eligible for education and experience credits towards a higher license.

The school must be listed with the Board in order to be eligible to qualify.

* indicates a required field.

Plumbing Vocation Education

PLUMBING VOCATIONAL EDUCATION

* I am currently enrolled in a plumbing program at a Massachusetts Vocational Technical High School: Yes No

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

Plumbing Vocation Education

PLUMBING VOCATIONAL EDUCATION

* I am currently enrolled in a plumbing program at a Massachusetts Vocational Technical High School:

Yes No

If yes, which School?: *

--Select--

Save and resume later

Continue »

If you are currently enrolled in a Vocational High School, please find and click on your school in the list below. Then click the continue button.

Plumbing Vocation Education

PLUMBING VOCATIONAL EDUCATION

* I am currently enrolled in a plumbing program at a Massachusetts Vocational Technical High School:

If yes, which School?: *

--Select--

Assabet Valley Technical
Attleboro High School
Baypath Vocational School
Blackstone Valley Vocational
Bristol Plymouth Vocational
Cape Cod Regional Tech. H. S.
Diman Vocational School
Franklin County Technical
Greater Lawrence Vocational
Greater Lowell Technical
Greater New Bedford Regional
Keefe Technical School
Leominster Technical High
Lynn Vocational School
Madison Park High School
Minuteman Vocational School
Montachusett Vocational
Nashoba Valley Vocational
Northeast Metro Vocational
Plymouth South High School
Quincy High School
Shawsheen Vocational
Smith Vocational
Southeastern Reg. Vocational
Tri-County Vocational
Whittier Vocational
Worcester Tech High School

Save and resume later

Continue »

Commonwealth of Massachusetts.

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Mass

OR

Plumbing Vocation Education

PLUMBING VOCATIONAL EDUCATION

* I am currently enrolled in a plumbing program at a Massachusetts Vocational Technical High School:

Yes No

Save and resume later

Continue »

If you are not currently enrolled in a Vocational High School. Select "no" and press continue.

Step 8: Military Status

Step 2: Application Information > VALOR Act

The Division of Professional Licensure (DPL) is pleased to offer licensing benefits to active duty members of the military, relocated military spouses, and veterans pursuant to the Veterans' Access, Livelihood, Opportunity and Resources Act (VALOR Act) and VALOR Act II.

Under VALOR Act II, which was signed into law on April 3, 2014, DPL will waive the Commonwealth's portion of the initial licensure fee for individuals who qualify for benefits through one of the categories listed above. Applicants are advised that they may still be required to pay fees charged by private vendors who assist DPL in processing license applications or administering exams.

To apply for any of these benefits, interested parties must self-identify as an active duty member of the military, military spouse, or veteran, by downloading and completing the appropriate affidavit form found at <http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/info-and-services/valor-act-info.html>, and returning it to DPL along with other requested documents and applicable application materials.

* indicates a required field.

Military Status

MILITARY STATUS

* Military Status:

--Select--
Active Duty
N/A
Spouse
Veteran

Save and resume later

Continue »

Please select the military status that applies to you: Active Duty, N/A Not Applicable, Spouse, or Veteran.

Step 9: Employing Master Plumber Statement

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Plumbing Apprenticeship Application

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Step 2: Application Information > Employer Statement

To qualify for licensure, apprentice plumbers must be directly employed by Master Plumber who holds a current and valid Massachusetts Master license.

Provide the below details regarding the Master Plumber under whom you will be employed following your licensure.

Be advised that in order to submit this application the "STATEMENT OF EMPLOYING MASTER PLUMBER" must be completed by the Master licensee and uploaded on the documents page of this application.

* indicates a required field.

Employee Master Plumber Statement

EMPLOYING MASTER PLUMBER STATE

* Name of Employing Master Plumber:

* Master Plumber License Number:

* Master Plumber Serial Number:

Plumbing Corporation License Number:

* Number of licensed employees who are not Apprentices:

* Number of Apprentice Plumbers currently in my employ:

Save and resume later

Continue »

The Master Plumber must complete this section of the application.

Step 10: Documentation

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Step 3: Documentation > Documentation

Your application may not be submitted until you upload the following:

1. A notarized [CORI authorization form](#).
2. A 2" x 2" color passport photo.
3. [STATEMENT OF EMPLOYING MASTER PLUMBER](#).

If you encounter an issue with uploading the required documents please email them to ann.m.denuos@mass.gov. Please be sure to reference the application record ID that is provided upon submission of this application.

Applicants are advised that they should retain original copies of all supporting documents and that they may be required to submit original copies to the Board at a later date, if requested.

* Indicates a required field.

Documentation

The maximum file size allowed is 20 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Add **Save and resume later** **Continue »**

On this page use the blue hyperlinks to download required documents to be filled out.

Note: Make sure you have forms that require a notary signature and stamp "notarized".

By using the Add button, you can upload the required document into your file. Then click the continue button.

Step 11: Electronic Signature

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Step 4: E-Signature > E-Signature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I further certify that I have had the opportunity to review and correct the information provided in this application. I understand that any misrepresentation or omission of information contained in this application may be grounds for the Board to deny the application or to suspend or revoke a license issued to me.

I further attest that, pursuant to M.G.L. c 62, §49A, to the best of my knowledge and belief, I have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand, and accept all terms of the foregoing statement. I make my eSignature by completing the fields below.

* indicates a required field.

Electronic Signature

ELECTRONIC SIGNATURE

I agree: *

My full name: *

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

Please read the statement before e-signature.

After you have and agreed on the statement and typed in your name, press continue to proceed to the next page.

Step 12: Review

Home **Manage Licenses, Permits and Certificates** File and Track Complaints

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Plumbing Apprentice Application

1	2	3 Documentation	4 E-Signature	5 Review	6 Pay Fees	7 Record Issuance
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Step 5: Review

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

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Plumbing Apprentice Application

Applicant [Edit](#)

On this page please review your application.

At this time you can make any correction needed.

Then click Continue button.

Step 13: Pay Fees

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Plumbing Apprenticeship Application

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Step 6: Pay Fees

The license, permit, and/or certificate fees for your transaction are listed below for review.

Please note that all online credit card transactions incur a 2.35% convenience fee. There is a fee of \$0.35 associated with online payment by ACH/EFT.

Convenience fees are charged by our e-payment vendor and are non-refundable.

To proceed and pay, click Continue and you will be redirected to the Commonwealth's payment site.

Application Fees

Fees	Qty.	Amount
Apprentice Plumber - Certificate	1	\$14.00

TOTAL FEES: \$14.00
Note: This may not include additional fees, such as licensure fees, which may be assessed later.

[Continue »](#)

This Pay Fees page shows the amount due.

Click the Continue button.

Step 14: Payment Page

Division of Professional Licensure (DPL)

For refund inquiries call DPL 617-727-0124 1000 Washington Street, Suite 710, Boston, Massachusetts 02118

2.35% Convenience fee for credit card and \$0.35 for ACH / [ACH FAQ](#)

Payment Receipt

Payment

You have elected to pay for the following item(s).

Description	Record Number	Amount
Apprentice Plumber - Certificate	19TMP-172845	\$14.00
		\$14.00

Total Convenience Fee Due: \$0.33
Total Amount Due: \$14.33

Billing Information

First Name

Last Name

Street

Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type

Card Number

CVV Code

Then you are redirected to the online payment page.

Complete the entire form and submit.