

JEFFREY M. LANIGAN
Mayor



MARK DOMENICO
Director

**DEPARTMENT OF CODE ENFORCEMENT
PLUMBING BOARD**

ROME CITY HALL, 198 N. WASHINGTON STREET
ROME, NEW YORK 13440-5815
Telephone: (315) 339-7642 Fax: (315) 339-7638
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Paul Dousharm, Plumbing Inspector
Joe Guiliano, Commissioner of Public Works

Board Members

Michael Holst
Andrew Maselli
Patricia Waterman

PLUMBING EXAM INFORMATION

PLUMBING LICENSE

Applicants for the examination must be eighteen (18) years of age and certify five (5) years plumbing experience to be eligible to take the examination. Experience cannot be verified by a family member or the applicant's self.

EXAMINATION

Once the City of Rome Plumbing Board has received your application, it will be reviewed for approval. If approved, your information will be turned over to the Plumbing Inspector for testing information. You will receive notification from the Plumbing Inspector on study material, testing sites, testing fees and testing dates. You may contact Plumbing Inspector at 315-339-7642.

*For Limited Residential applicants: Prior to sitting for the exam, applicants must pass the Limited Residential Quiz. Please contact Jonathon Sears at (315)339-7609 to schedule a date/time.

LICENSE AND APPLICATION

Application Fee **\$100.00**

Exam Fee (non-refundable): **\$300.00** (Paid to 3rd party administrator)

Return completed application to the Codes office- Plumbing Inspector

APPLICANT QUALIFICATIONS

Applications for the plumbing examination will be received at any regular scheduled Plumbing Board meeting. The Plumbing Board shall hold regular scheduled meetings on (the third Wednesday of each month at 4:30 pm.). The Board will determine at such meeting the date, time and location of the next examination. The Board will review the application and determine if the applicant meets the qualifications to take the exam.

1) *Certificate of competency:* Prior to the issuance of a license, the applicant must successfully complete an examination for a Certificate of Competency. The examination for the Certificate of Competency shall take place twice during each year, with one scheduled in January and the other in June, and shall be of such character as to fairly test the fitness and qualifications of the applicant for the trade, business or calling of plumbing. Applications for examination will be reviewed at any regular meeting of the board to determine whether the applicant meets the requisite qualifications. The names and standing of all persons examined shall be formally entered on the records of the board.

2) *Applications for examination:* All applications shall be properly completed, acknowledged and filed with the secretary. The applicant must state under oath in his/her own handwriting their full name, residence, including street and street number, his/her citizenship, the name of the parties/firms/corporations in whose service he/she has been and their business or employment during the five years immediately preceding the date of application, as well as the number of years during which he/she has been engaged in the trade, business or calling of plumbing. The applicant shall also submit a certificate signed by not less than two reputable citizens of the city, indicating that they are personally acquainted with the applicant, and believe him/her to be of good moral character and of temperate habits.

3) *Qualifications of applicant:* The applicant must have a standing of at least 75 percent in his/her examination in order to be entitled to a certificate of competency.

Three public notices will be posted within 30 days prior to the date of the exam. Additionally, notification of the examination information will be made to the applicants no later than ten days prior to the exam by the Secretary of the Board.

The plumber's exam is an open book. Candidates are encouraged to bring in their own calculator (no laptop computers), #2 pencils and eraser. The exam proctor will only supply the examination, and charts/ tables, if required.

The Plumbing Codes are founded upon basic principles of environmental sanitation and safety through properly designed, acceptably installed and adequately maintained plumbing systems. Although details of plumbing construction may vary between municipalities, the basic sanitary and safety principles are desirable and necessary to protect the health of the people are the same everywhere.

The qualification of Plumbers licensed by the City of Rome must meet the following qualifications:

- Proficient in common plumbing practices and procedures
- Use and application of a variety of common plumbing hand tools
- Effectively troubleshoot a variety of plumbing system problems
- Assemble and install air, gas, water, and related systems
- Familiarity with repair and/or replace damaged plumbing systems and plumbing fixtures
- Familiarity with repair and install pumps
- Familiarity with procedures and terminology used in the plumbing trade
- Familiarity with backflow device installation and repair
- Techniques of soldering, brazing, and minor welding
- Principles and procedures of record keeping
- Review and interpretation of construction drawings, tables & diagrams
- Basic mathematical principles
- Familiarity with principles and procedures of materials procurement

- Operational hazards and standard safety practices
- Understand and follow oral and written instructions

LICENSE INFORMATION

Scope - Tests a candidate's knowledge of the installation, repair, maintenance, and extension of any plumbing system, including drains, waste, sanitary vents, water supply, fixtures, and indirect wastes.

EXAMINATION OUTLINE

Open Book

120 Questions / 4 hour limit

75% Correct Required to Pass

REFERENCES

The following references ARE allowed in the testing center:

1. *2020 Plumbing Code of New York State*
2. *2020 Fuel Gas Code of New York State*

**For information on how to obtain examination references,
Please call Ashley Goodrich at (315)339-7642.**

On the day of the examination, candidates should arrive at least 30 minutes before start time. Exam is scheduled to start at 9:00 AM. This extra time is for sign-in, identification, and familiarizing yourself with the examination process. If you arrive late, you may not be admitted to the examination site, and you will forfeit your examination registration fee.

Four hours shall be the maximum allowed time for each exam.

The 2020 Plumbing Code of New York State, 2020 Fuel Gas Code of New York State, a calculator, and #2 pencils will be allowed in the exam room. This will be provided by the candidate. Oriska will not supply these materials.

Candidates are required to bring one (1) form of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

Primary Identification (with photo)- Choose One

- State issued Driver's License
- State issued Identification Card
- US Government issued passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card
- Canadian Government issued ID

SECURITY PROCEDURES

The following security procedures apply during examinations:

- All personal belongings of candidates that are not permitted in the examination room. Personal belongings include, but are not limited to, the following items:
 - Electronic devices of any type, including cellular/mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to, open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in the testing room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
 - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
 - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center. This applies to guests of any nature, including drivers, children, friends, family, colleagues, or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicles. Orska will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and Orska shall notify the examination sponsor of the occurrence.
- Any Candidate seen giving or receiving assistance on the examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Once Candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

