



**SAINT PAUL**  
SAFETY & INSPECTIONS

DEPARTMENT OF SAFETY & INSPECTIONS (DSI)  
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## Journey Level Instructions for Certificate of Competency Application

TO: **Journey Level Certificate of Competency Examination Applicant**

FROM: **Senior Mechanical/Sheet Metal Inspector**

RE: **Journey Level Applications**

The following information listed in order they appear on journey person application must be included: **Page 1:**

- Circle the trade you are applying for under the “Journey Level” heading. Only one trade per application.
- Fill in name, address and date of birth of applicant.
- Fill in the name and address of your present employer.
- Briefly describe your experience in this trade.
- Fill in the number of the agreement regulating your apprenticeship with Minnesota Department of Labor & Industry, Division of Voluntary Apprenticeship and send in a copy of the Certificate of Completion.
- Fill in number of years and months of experience in this specific trade.
  - You must have at least (4) four years of apprenticeship training and work experience under supervision of a master in specific trade for application or equivalent training and experience as outlined in the attached “Alternative Training and Experience Guidelines” to be considered.
- Fill in Certificate of Competency name and number of any St. Paul or Minneapolis competency cards held.
- Sign at the bottom of page one.

**Page 2:**

- Have Master Certificate of Competency holder, in the applied for trade, completely fill in information for voucher number three only and sign it and have it notarized.

**Page 3:**

- Fill in record of related education. If you are a registered apprentice, include number of your apprenticeship agreement with the Minnesota Department of Labor and Industry, Division of Voluntary Apprenticeship for this trade.
- Fill in record of related employment for this trade. Must include, at least (4) four years of complying experience under supervision of master in specific trade for application to be considered. Duties listed must be within the scope of the applied for Certificate of Competency.
- Sign at the bottom of page three.

**Page 4:**

- Include page four only if more space is needed for record of employment, sign at the bottom.

**Application must be printed legibly or typed!**

**Please Note: Persons with proper qualifications shall take the same certificate of competency examination no more than twice within any two (2) year period.**

A non-refundable fee of \$55.00 must accompany each application form. Make checks payable to the “City of St. Paul”. Remit Application and fee to:

**Department of Safety and Inspections, 375 Jackson Street, Suite 220, St. Paul, MN 55101-1806**