



SAINT PAUL
SAFETY & INSPECTIONS

DEPARTMENT OF SAFETY & INSPECTIONS (DSI)
ANGIE WIESE, PE (MN), CBO, DIRECTOR

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Master Instructions for Certificate of Competency Application

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

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

RE: **Master Level Applications**

The following information listed in order they appear on the Master Application must be included:

Page 1:

- Circle the trade you are applying for under the “Master Level” heading.
- Fill in your name, address and date of birth.
- Fill in the name and address of your present employer.
- Briefly describe related experience in this trade.
- Fill in years and months working at this trade -must be at least five (5) years of complying experience.
- Fill in name and number of all St. Paul and/or Minneapolis Master and/or Journeyperson Certificates of Competency that you hold. You must hold a St. Paul or Minneapolis Journey Level Certificate of Competency for a minimum of one year in the applied for trade or be a registered mechanical engineer.
- Sign and date first page.

Page 2:

- Master applicants must have Voucher #1 and #2 filled in and signed by two Master Certificate of Competency holders in the applied for trade.
- Signatures of Voucher #1 and #2 must be notarized.

Page 3:

- Fill in “Record of Education”. Include training and apprenticeship related to the applied for trade.
- Fill in “Record of Employment”. It must include at least five (5) years of related on the job experience in the applied for trade. You may use page four if you need more space.
- 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 \$82.50 must accompany application. Make checks payable to the “City of St. Paul”. Remit Application and fee to: Department of Safety and Inspections, 375 Jackson Street, Suite 220, Saint Paul, MN 55101-1806