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Title 46

PROFESSIONAL AND OCCUPATIONAL STANDARDS

Part LV. Plumbers

NOTE: All references of the “latest edition” to the ASSE and NFPA refer to the latest editions as adopted by the Department of Health and Hospitals, Office of Public Health in LAC 51:XIV.

Chapter 1. Introductory Information

§101. Definitions

Apprentice Gas Fitter—a natural person engaged in learning the gas fitting trade by working under the direct on-the-job supervision of a gas fitter and in the employ of an employing entity. Apprentice gas fitters shall be indentured in an apprenticeship program approved by the Workforce Commission.

Apprentice Plumber—a natural person engaged in learning the plumbing trade by working under the direct on-the-job supervision of a journeyman plumber and in the employ of an employing entity. Apprentice plumbers shall be indentured in an apprenticeship program approved by the Louisiana Department of Employment and Training.

Backflow—the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any source or sources other than its intended source.

Backflow Prevention Device—an assembly that has been investigated and approved by the American Society of Sanitary Engineering International (ASSE), and, if applicable, by the Louisiana Department of Health and Hospitals.

Cross-Connection—any physical link in a public or a consumer's potable water supply system that allows backflows or any other source of contamination or pollution.

Direct, Constant On-The-Job Supervision—a licensed journeyman plumber/master plumber or natural gas fitter/master natural gas fitter is physically present and in direct communication at the property or jobsite for residential construction and single-story or single building commercial construction, and in the same building on the same floor level for multi-level or multi-story commercial construction, where the apprentice is engaged in plumbing. A licensed journeyman plumber/master plumber or natural gas fitter/master natural gas fitter may supervise apprentices who are engaged in plumbing or natural gas fitting at that time as governed by the Louisiana Workforce Commission. An apprentice doing work other than plumbing or natural gas fitting shall not be considered an apprentice for purposes of supervision.

Employing Entity Gas Fitter—as that term is used in R.S. 37:1367(B) and (C) and in these regulations, shall mean a corporation, partnership or sole proprietorship that holds itself out as engaging in the business or art of *gas fitting* as defined in this Section and who employs at least one master

gas fitter on a regular paid basis for actual services performed by that master gas fitter supervising gas fitters.

Employing Entity Plumbing—as that term is used in R.S. 37:1367(B) and (C) and in these regulations, shall mean a corporation, partnership or sole proprietorship that holds itself out as engaging in the business or art of *plumbing* as defined in this Section and who employs at least one master plumber on a regular paid basis for actual services performed by that master plumber or master plumbers supervising journeyman plumbers.

Gas Fitter—a natural person who possesses the necessary qualifications and knowledge to install, alter, and/or repair natural gas systems; is licensed as such by the board; is supervised by a master gas fitter; and is in the employ of an employing entity.

Gas Fitting—the work or business of installing, repairing, improving, altering, or removing natural gas piping, fittings, valves, or tanks used for conveying fuel gas for appliances on or in premises or in buildings annexed to immovable property. For purposes of this Chapter, gas fitting does not include the following:

1. the installation or maintenance of piping by any entity of a municipal or gas district system that is subject to the regulatory authority of the Public Service Commission, the New Orleans City Council, or the Office of Pipeline Safety in the Department of Natural Resources;

2. any work done by a person who is licensed by the Louisiana Liquefied Petroleum Gas Commission or any other services performed pursuant to such a license.

- 3.a. piping connection, disconnection, or reconnection from the outlet side of the appliance shutoff valve to the appliance inlet;

- b. the following persons or entities shall not be construed as a gas fitter or master gas fitter for any purpose of this Chapter solely due to the performance of services described in Subparagraph 3.a:

- i. any person or business entity licensed by the State Licensing Board for Contractors as a mechanical contractor;

- ii. any person or business entity classified under the heating, air conditioning, ventilation, duct work, and refrigeration subclassification of mechanical contractors pursuant to R.S. 37:2156.2.

Journeyman Plumber—a natural person who possesses the necessary qualifications and knowledge to install, alter, and/or repair plumbing systems; is licensed as such by the

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board; is supervised by a master plumber; and is in the employ of an employing entity.

Maintenance Work—as that term is used in R.S. 37:1377(D)(9) and §101.Plumbing.1.i of these rules shall mean and be limited to the changing of the working parts of faucets or valves of plumbing fixtures equipped with exposed fixture supply stops; the repair or replacement of fixture trim; or the clearing of stoppages but only through cleanout fittings approved by applicable health codes adopted by the Louisiana Department of Health and Hospitals or through vent terminal openings. Such maintenance work shall specifically not include construction, installation, or *repairs* as defined in §101.Repair.

Master Gas Fitter—a natural person who possesses the necessary qualifications and knowledge to plan and lay out natural gas systems, supervises gas fitters in the installation, alteration, and/or repair of natural gas systems, and is licensed as such by the board.

Master Plumber—a natural person who possesses the necessary qualifications and knowledge to plan and lay out plumbing systems; who supervises journeyman plumbers in the installation, alteration, and/or repair of plumbing systems; and who is licensed as such by the board.

Medical Gas and Vacuum System Verification—the work or business of testing and verifying medical gas piping installations and systems. Medical gas piping systems include vacuum piping. The medical gas piping systems subject to this definition include facilities and laboratories within the scope of National Fire Protection Association (NFPA) *NFPA 99 Health Care Facilities Code*, latest edition. It shall include a person's ability to understand and apply NFPA 99, as well as standards listed in section 1.4 of the *Professional Qualifications Standard for Medical Gas Systems Installers, Inspectors and Verifiers, ASSE-Series 6000, Standard 6030*, latest edition, and to properly document findings to be kept as a permanent record for review by the Louisiana State Fire Marshal or other governmental agencies with compliance and enforcement authority.

Medical Gas and Vacuum Systems Verifier—a natural person who possesses the necessary qualifications and knowledge to test and verify the operation of medical gas and vacuum piping systems, subject to the professional qualification standards established by the American Society of Sanitary Engineering International (ASSE) *Series 6000, Standard 6030*, (latest edition), and who is licensed as such by the board.

Medical Gas Piping Installation—the work or business of installing in buildings and premises piping used solely to transport gases for medical purposes. Generally, it shall refer to a pipe distribution system characterized by a central supply (including bulk systems, manifold devices or medical air compressors) with control equipment and piping extending to points in a facility where nonflammable gases are required or utilized, with suitable outlet valves at each use point.

Medical Gas Piping Installer—a natural person who possesses the necessary qualifications and knowledge to install, repair and maintain medical gas piping installations and is licensed as such by the board.

Multi-Site—any location where the employing entity is performing work as defined in §101 in or on more than one adjacent structure.

Plumbing—

1. the work or business of installing in buildings and on premises the pipes, fixtures, and other apparatus for supplying water, or removing liquid waste and/or water-borne waste, and fixtures, vessels and process piping that is in direct contact with products for human consumption. The term is also used to designate the installed fixtures, drainage fixtures and water distribution systems of buildings or premises. For purposes of this Part the definition of *plumbing* given above will not include:

- a. water used in manufacturing establishments for processing products that are not for human consumption;
- b. drilling of water wells;
- c. community water supply distribution system or systems;
- d. community sewage collection or treating system or systems;
- e. fixtures, vessels or piping used by manufacturing establishments for removal of any waste other than human, vegetable or animal waste;
- f. all piping used for heating or cooling where it is not directly connected with a potable water system;
- g. all piping used for conveying oil, gas, or other hydrocarbons;
- h. work done by an individual on his own personal residence;
- i. work done by an owner management company, its agents, employees, or assigns for maintenance work to be carried out upon the owner's property, as such *maintenance work* is defined by rules of the State Plumbing Board. Such maintenance work shall specifically not include construction or installation.

2. Provided, however, anything herein to the contrary notwithstanding, the term *plumbing* shall not include pipes, fixtures, and other apparatus of any nature whatsoever used in manufacturing plants, or used in the exploration for production of, or transportation of oil, gas or other minerals, whether before, during, or after installation.

3. Provided, further that anything herein to the contrary notwithstanding, the term *plumbing* shall not include the work or business of installing, repairing or maintaining individual sewage systems approved by the Office of Public Health of the Department of Health and Hospitals (DHH) by persons licensed to perform such work or business by DHH. For purposes of this Subsection, the individual sewage system shall include the individual

mechanical plant, septic tank system, or other DHH-approved individual sewage treatment device up to the inlet connection of the primary treatment device, but shall not include the building sewer or building plumbing.

Repair—as that term is used in R.S. 37:1367(A), shall mean and be limited to the performance of repairs to existing plumbing, the clearing of stoppages, or repairing leaks. Such repair work shall be performed only by a *journeyman plumber* as defined in §101, *journeyman plumber*, of these rules, or by a *tradesman plumber* as defined in §101, *tradesman plumber*, of these rules.

Site—any location where the employing entity is performing work as defined in §101 in or on a single structure.

Tradesman Plumber—a natural person who possess the necessary qualifications and knowledge to repair existing plumbing systems and is licensed by the board to repair existing plumbing systems in one- and two-family dwellings at the direction of a master plumber, without the supervision of a journeyman plumber.

Water Supply Protection Specialist—as used in R.S. 37:1366.H, 1367.G and 1368.H, a master plumber or journeyman plumber licensed by this board, who has been issued an endorsement to his master or journeyman plumber license by this board permitting him to install, repair and maintain backflow prevention devices between the public's or an individual consumer's potable and other water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas or substance other than the intended potable water with which the system is supplied.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1277 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, Plumbing Board, 1968, amended and promulgated by the Department of Employment and Training, Plumbing Board, LR 17:49 (January 1991), amended by the Department of Labor, Plumbing Board, LR 21:1348 (December 1995), LR 26:329 (February 2000), amended by the Workforce Commission, Plumbing Board, LR 42:575 (April 2016), LR 43:541 (March 2017), LR 43:972 (May 2017), LR 44:633 (March 2018), amended by the Workforce Commission, Plumbing Board, LR 44:1915 (October 2018), amended by the Workforce Commission, Plumbing Board, LR 47:274 (February 2021), LR 49:914 (May 2023).

§103. Gender and Meaning

A. Whenever any words are used in these regulations in the masculine gender, they shall also be construed to include the feminine gender in all situations where they would so apply; and whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply and wherever any words are used in the plural, they shall also be construed to include the singular.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, amended and promulgated by Department of Employment and Training, State Plumbing Board,

LR 17:57 (January 1991), repromulgated by the Department of Labor, State Plumbing Board, LR 30:2068 (September 2004).

Chapter 3. Licenses

§301. Licenses Required

A. No natural person shall engage in doing the work of a journeyman plumber unless he possesses a license or renewal thereof issued by the board. A journeyman plumber may engage in the art of plumbing only when he is under the supervision of a master plumber licensed by this board. Notwithstanding any other provision to the contrary, a journeyman plumber may repair existing plumbing independently and without the supervision of a master plumber.

B. No natural person shall engage in doing the work of an apprentice unless he possesses a registration or renewal thereof issued by the board as established in §508. Registered apprentices may engage in the art of plumbing only when they are under the direct, constant on-the-job supervision of a licensed plumber as defined in §101, and as governed by the Louisiana Workforce Commission.

C. The board shall issue a license to any person who qualifies under the board's regulations and who desires to engage in doing the work of a journeyman plumber if he passes a written and manual journeyman plumber's examination given by the board and pays the fees established by the board.

D. No natural person shall engage in the work of a master plumber unless he possesses a master plumber's license or renewal thereof issued by the board. The board shall issue a master plumber license to any person who qualifies under the board's regulations and who desires to engage in doing the work of a master plumber if he passes a written examination given by the board and pays the fees established by the board. A written examination shall not be required for persons applying pursuant to this Section and §303. A master plumber shall not engage in the work of a journeyman plumber unless he also possesses a journeyman plumber's license issued by the board or previously possessed a journeyman plumber's license issued by the board. A person issued a master plumber's license shall designate to the board, as required by the rules of the board, an employing entity, which may be a corporation, partnership, or sole proprietorship. A licensed master plumber shall notify the board of any change of employment status with an employing entity within 30 days of the effective date of change in employment status. A master plumber shall designate no more than one employing entity at any time. The board may charge a reasonable fee for processing such redesignations.

E. No employing entity shall hold itself out as engaging in the business or art of plumbing unless it employs a master plumber. No master plumber shall knowingly allow an employing entity to hold itself out as employing such master plumber at a time when it does not employ him within the meaning of R.S. 37:1368.C and this Section. Notwithstanding any other provision to the contrary, a

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journeyman plumber may repair existing plumbing independently and without the supervision of a master plumber. In the event a master plumber employed by an employing entity dies, the employing entity will be permitted to operate on the basis of the deceased master plumber's license for a period of time not to exceed six months following the death of the master plumber. The board may require proof of death. The six-month grace period provided herein must be applied for, in writing, within 30 days of the death of the master plumber. The employing entity must comply with all other regulations issued by the board during the grace period.

F. Every employing entity shall maintain an established place of business, with facilities for receiving complaints, calls and notices during normal business hours, from any person for whom it is performing plumbing or from the board and its representatives. It shall display a sign, plainly visible from the street at every place where it and its employees are performing plumbing work. If the employing entity is the sole-employing entity for a multi-site project, where employees are performing plumbing work, it may post one sign, plainly visible from the street, at the entrance of the project. All posted signs shall designate the employing entity's full name, physical address, telephone number and master plumber license number issued by the board to the designated active master plumber in its employ. The sign posted at a single site shall include legible lettering at least 2 inches high with the words "Louisiana Licensed Master Plumber" (or abbreviated "LA Lic. Master Plumber" or "LMP _____"). For multi-site projects, where only a single sign is posted, in addition to the above requirement, the lettering must be at least 4 inches high. The employing entity shall also identify itself by permanent signs or lettering affixed to its service vehicles on both sides of such vehicles indicating the same information required of job-site signs in at least 2-inch lettering." All public advertising, solicitations, customer invoices, and business correspondence issued by or on behalf of an employing entity shall set forth the information described herein.

G. Employment of an active master plumber by an employing entity on a regular paid basis, as required by R.S. 37:1368.C and this Section, shall mean employment or self-employment for wages or under a bona fide contract of hire with no more than one employing entity at any given time. Such employment or self-employment must include services performed by the active master plumber which is within the state of Louisiana or both within and without the state of Louisiana.

H. Temporary working permits to journeyman plumbers only may be issued as required by R.S. 37:1376 and may be issued to a holder of a state license from states with like examinations, should that state recognize the Louisiana license, or where other bona fide evidence shows that the applicant's past experience would be capable of protecting the public from defective plumbing. Each temporary permit must be signed by both the chairman and the secretary of the board. A reasonable fee may be charged for the issuance of temporary permits, as fixed by the board.

I. Any individual who maintained a restricted journeyman's license or restricted master plumber's license prior to January 1, 2023, and maintained compliance with the provisions of R.S. 37:1371 and 1380 through January 1, 2023, shall be issued a journeyman's license or master plumber's license upon written request to the board. Any individual who was issued a restricted journeyman's license or master plumber's license prior to January 1, 2023, but did not maintain such license due to a lack of compliance with R.S. 37:1371 and 1380, shall be treated as if he was inactive upon his last day of compliance with such provisions. Upon submission of a written request to the board, payment of renewal fees in accordance with R.S. 37:1371(A), and submission of a written showing of compliance with R.S. 37:1380, the board shall issue the individual a journeyman's license, if the individual previously held a restricted journeyman's license or master plumber's license, if the individual previously held a restricted master plumber's license. The board may refuse to grant a journeyman or master plumber's license to an individual who previously maintained a restricted journeyman or restricted master plumber's license, if the individual failed to comply with additional licensing requirements not provided for in R.S. 37:1371 and 1380.

J. An inactive master plumber, as that term is used in R.S. 37:1368.E, shall mean a natural person who is licensed by the board as a master plumber or who successfully applies for and passes the examination for master plumber license administered by the board pursuant to §305. An applicant for inactive master plumber status must state in a form supplied by the board that he does not wish or intend to practice as a master plumber. An inactive master plumber shall not be permitted to designate an employing entity, or knowingly allow an employing entity to hold itself out as employing him as a master plumber. An inactive master plumber can convert his status to that of a master plumber by submitting to the board an appropriate form supplied by the board and upon payment of a fee established by the board. During the period of his inactive status the inactive master plumber shall pay a fee established by the board. An inactive master plumber converting his status under this Section shall designate an employing entity. An inactive master plumber shall be permitted to work as journeyman plumber during the period or periods he maintains an inactive plumber's license, if he is currently or was previously licensed by the board as a journeyman plumber.

K. The board is empowered to assess special enforcement fees on a daily basis at a rate not to exceed \$10 a day relative to any master plumber or employing entity, or both, that fails or refuses, after due notice, to comply with the sign and posting requirements established by. The daily enforcement fees assessed by the board under this provision shall not exceed, in the aggregate, \$500. This special enforcement fee shall be in addition to any licensing fees required by law, or any other penalty or sanction assessed by a court of competent jurisdiction or by the board.

L. In the event any applicant for any license or endorsement who successfully completes a required

examination, but fails to pay to the board any requisite license or endorsement fee within 90 days of notice of his examination results shall not be issued the applicable license or endorsement unless and until he submits to an successfully completes re-examination and pays the appropriate fees for such re-examination and subsequent license or endorsement fee. Imposition of this re-examination requirement may be waived for good cause. Any special endorsement fees incurred before or during the re-examination process shall not be affected.

M. No natural person shall engage in doing the work of a gas fitter unless he possesses a license or renewal thereof issued by the board. A gas fitter may engage in the art of gas fitting only when he is under the supervision of a master gas fitter licensed by this board.

N. Apprentices may engage in the art of gas fitting only when they are under the direct, constant on-the-job supervision of a licensed gas fitter as defined in §101, and as governed by the Louisiana Workforce Commission.

O. The board shall issue a license to any person who qualifies under the board's regulations and who desires to engage in doing the work of a gas fitter if he passes a written and manual gas fitter's examination given by the board and pays the fees established by the board.

P. No natural person shall engage in the work of a master gas fitter unless he possesses a master gas fitter's license or renewal thereof issued by the board. The board shall issue a master gas fitter license to any person who qualifies under the board's regulations and who desires to engage in doing the work of a master gas fitter if he passes a written examination given by the board and pays the fees established by the board. A written examination shall not be required for persons applying pursuant to §310. A master gas fitter shall not engage in the work of a gas fitter unless he also possesses a gas fitter's license issued by the board or previously possessed a gas fitter's license issued by the board. A person issued a master gas fitter's license shall designate to the board, as required by the rules of the board, an employing entity, which may be a corporation, partnership, or sole proprietorship. A licensed master gas fitter shall notify the board of any change of employment status with an employing entity within 30 days of the effective date of change in employment status. A master gas fitter shall designate no more than one employing entity at any time. The board may charge a reasonable fee for processing such redesignations.

Q. No employing entity shall hold itself out as engaging in the business or art of gas fitting unless it employs a master gas fitter. No master gas fitter shall knowingly allow an employing entity to hold itself out as employing such master gas fitter at a time when it does not employ him. In the event a master gas fitter employed by an employing entity dies, the employing entity will be permitted to operate on the basis of the deceased master gas fitter's license for a period not to exceed six months following the death of the master gas fitter. The board may require proof of death. The six-month grace period provided herein must be applied for, in writing,

within 30 days of the death of the master gas fitter. The employing entity must comply with all other regulations issued by the board during the grace period.

R. Every employing entity shall maintain an established place of business, with facilities for receiving complaints, calls and notices during normal business hours, from any person for whom it is performing gas fitting or from the board and its representatives. It shall display a sign, plainly visible from the street at every place where it and its employees are performing gas-fitting work. If the employing entity is the sole-employing entity for a multi-site project, where employees are performing natural gas work, it may post one sign, plainly visible from the street, at the entrance of the project. All posted signs shall designate the employing entity's full name, physical address, telephone number and master gas fitter license number issued by the board to the designated active master gas fitter in its employ. The sign posted at a single site shall include legible lettering at least 2 inches high with the words "Louisiana Licensed Master Gas Fitter" (or abbreviated "LA Lic. Master Gas Fitter" or "LMNGF ____"). For multi-site projects, where only a single sign is posted, in addition to the above requirement, the lettering must be at least 4 inches high. The employing entity shall also identify itself by permanent signs or lettering affixed to its service vehicles on both sides of such vehicles indicating the same information required of job-site signs, in at least 2-inch lettering." All public advertising, solicitations, customer invoices, and business correspondence issued by or on behalf of an employing entity shall set forth the information described herein.

S. Employment of an active master gas fitter by an employing entity on a regular paid basis, as required by this Section, shall mean employment or self-employment for wages or under a bona fide contract of hire with no more than one employing entity at any given time. Such employment or self-employment must include services performed by the active master gas fitter which is within the state of Louisiana or both within and without the state of Louisiana.

T. Temporary working permits to gas fitters may be issued as required by R.S. 37:1376 and may be issued to a holder of a state license from states with like examinations, should that state recognize the Louisiana license, or where other bona fide evidence shows that the applicant's past experience would be capable of protecting the public from defective gas fitting. Each temporary permit must be signed by both the chairman and the secretary of the board. A reasonable fee may be charged for the issuance of temporary permits, as fixed by the board (see §312).

U. An *inactive master gas fitter*, as that term is used in R.S. 37:1368(E), shall mean a natural person who is licensed by the board as a master gas fitter or who successfully applies for and passes the examination for master gas fitter license administered by the board pursuant to §307 of these rules. An applicant for inactive master gas fitter status must state in a form supplied by the board that he does not wish or intend to practice as a master gas fitter. An inactive master gas fitter shall not be permitted to designate an employing

entity, or knowingly allow an employing entity to hold itself out as employing him as a master gas fitter. An inactive master gas fitter can convert his status to that of a master gas fitter by submitting to the board an appropriate form supplied by the board and upon payment of a fee established by the board. During the period of his inactive status the inactive master gas fitter shall pay a fee established by the board. An inactive master gas fitter converting his status under this Section shall designate an employing entity. An inactive master gas fitter shall be permitted to work as gas fitter during the period or periods he maintains an inactive gas fitter's license, if he is currently or was previously licensed by the board as a gas fitter.

V. The board is empowered to assess special enforcement fees on a daily basis at a rate not to exceed \$10 a day relative to any master gas fitter or employing entity, or both, that fails or refuses, after due notice, to comply with the sign and posting requirements established by this Section. The daily enforcement fees assessed by the board under this provision shall not exceed, in the aggregate, \$500. This special enforcement fee shall be in addition to any licensing fees required by law, or any other penalty or sanction assessed by a court of competent jurisdiction or by the board.

W. In the event any applicant for any license or endorsement who successfully completes a required examination, but fails to pay to the board any requisite license or endorsement fee within 90 days of notice of his examination results shall not be issued the applicable license or endorsement unless and until he submits to and successfully completes re-examination and pays the appropriate fees for such re-examination and subsequent license or endorsement fee. Imposition of this re-examination requirement may be waived for good cause. Any special endorsement fees incurred before or during the re-examination process shall not be affected.

X. No natural person shall engage in doing the work of a tradesman plumber unless he possesses a tradesman plumber limited license or renewal thereof issued by the board. At the direction of a master plumber licensed by the board, a tradesman plumber may independently repair existing plumbing in one- and two-family dwellings without the supervision of a journeyman plumber.

Y. The board shall issue a limited license to any person who qualifies under the board's regulations and who desires to engage in doing the work of a tradesman plumber if he passes a written and manual tradesman plumber's examination given by the board and pays the fees established by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D).

HISTORICAL NOTE: Adopted by the Department of Labor, Plumbing Board, 1968, amended and promulgated by the Department of Employment and Training, Plumbing Board, LR 17:49 (January 1991), amended by the Department of Labor, Plumbing Board LR 19:897 (July 1993), LR 19:1593 (December 1993), LR 21:1348 (December 1995), LR 25:1857 (October 1999), amended by the Workforce Commission, Plumbing Board, LR

42:576 (April 2016), LR 43:541 (March 2017), LR 43:972 (May 2017), LR 47:274 (February 2021), LR 49:915 (May 2023).

§303. Application for License

A. Applications for journeyman plumber license shall be completed and sworn to before a notary public by the applicant. Each applicant, except those completing apprenticeship programs approved by the board, must furnish references from three journeyman plumbers licensed by this board, stating the periods, to the best of their knowledge, that the applicant has worked at the manual labor of the trade of plumbing and is qualified to take the examination without assistance, and provide whatever other information is requested, on official board application form. However, the board may accept an affidavit from the applicant in lieu of references in the event the applicant satisfies the board that such references are not obtainable for reasons beyond his control.

B. The board must satisfy itself that an indentured apprentice plumber has satisfactorily completed the approved apprenticeship program.

C. Applications for master plumber license shall be completed and sworn to before a notary public by the applicant. The applicant must submit proof that he is licensed by the board at the time of application as a journeyman plumber or the applicant must submit proof that he is a professional engineer licensed by the state of Louisiana with experience in the art of plumbing as defined in R.S. 37:1377.D. He must furnish whatever other information relevant to his experience that is requested in the application form or specially requested by the board.

D. An application for medical gas piping installer shall be completed and sworn to before a notary public by the applicant. The applicant must submit proof that he has completed a course of training described in §304 by an organization certified by the board pursuant to R.S. 37:1368.G. Additionally, the applicant must present proof of maintenance of performance qualification as a brazer in accordance with §304. The applicant must furnish whatever other information relevant to his experience that is requested in the application form or specially requested by the board.

E. An application for a water supply protection specialist endorsement to a master or journeyman plumber license shall be completed and sworn to before a notary public by the applicant. The applicant must submit proof that he is licensed by the board at the time of application as a master or journeyman plumber. The applicant must submit proof that he has completed a course of training described in §310. He must furnish whatever other information relevant to his experience that is requested in the application form or specifically requested by the board.

F. An application for medical gas and vacuum systems verifiers license shall be completed and sworn to before a notary public by the applicant. The applicant must submit proof that he has successfully completed a course of training and related certification testing described in §315 by an organization certified by the board pursuant to R.S. 37:1368(I). The applicant must furnish whatever information

relevant to his experience that is requested in the application form or specifically requested by the board.

G. Applications for gas fitter license shall be completed and sworn to before a notary public by the applicant. Each application shall state two years of having performed manual labor of gas fitting in that two-year training period was under the direct, constant on-the-job supervision of a licensed gas fitter as defined in §101.

1. Each applicant shall be qualified to take the examination without assistance, and provide whatever other information is requested, on official board application form.

H. The board must satisfy itself that an indentured apprentice gas fitter has satisfactorily completed the approved apprenticeship program.

I. Applications for master gas fitter license shall be completed and sworn to before a notary public by the applicant. The applicant must submit proof that he is licensed by the board at the time of application as a gas fitter or the applicant must submit proof that he is a professional engineer licensed by the state of Louisiana with experience in the art of gas fitting as defined in R.S. 37:1377(K). He must furnish whatever other information relevant to his experience that is requested in the application form or specially requested by the board.

J. Applications for tradesman plumber limited license shall be completed and sworn to before a notary public by the applicant. Each applicant must possess a current apprentice registration certificate issued by the board and must furnish references from three journeyman and/or master plumbers licensed by this board, stating the period, to the best of their knowledge, that the applicant has worked at the manual labor of the trade of plumbing and is qualified to take the examination without assistance, and provide whatever other information is requested, on official board application form.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D).

HISTORICAL NOTE: Adopted by the Department of Labor, Plumbing Board, 1968, amended and promulgated by the Department of Employment and Training, Plumbing Board, LR 17:50 (January 1991), amended by the Department of Labor, Plumbing Board, LR 21:1348 (December 1995), LR 26:329 (February 2000), amended by the Workforce Commission, Plumbing Board, LR 42:576 (April 2016), LR 43:542 (March 2017), LR 43:972 (May 2017), LR 49:917 (May 2023).

§304. Medical Gas Piping Installer License

A. No natural person shall engage in the work or business of medical gas piping installation unless he possesses a license or renewal thereof issued by this board. The board shall issue a medical gas piping installer license to any person who qualifies under the board's regulations and who desires to engage in the work or business of a medical gas piping installer if he passes a written and manual examination given by the board for this purpose and pays the fees established by the board. No person shall qualify for examination as a medical gas piping installer unless he completes a course of training provided by an

organization recognized by the board pursuant to this Section.

B. As authorized by R.S. 37:1368.G, the board shall recognize and certify certain programs of education and training of medical gas piping installation offered by private or public organizations or institutions. A natural person's satisfactory completion of any such program shall qualify him for admission to an examination offered under §304.A of these regulations. Any such organization must satisfy the board that its program or programs meets the following criteria.

1. The program is open to those members of the public that meet the requirements of American Society of Sanitary Engineering International (ASSE) *Professional Qualifications Standard for Medical Gas Systems Personnel Series 6000, Standard 6010*, latest edition.

2. The program meets criteria prescribed by the board and compliant with the guidelines of the *ASSE International Series 6000, Standard 6010*, latest edition.

3. The program must employ or utilize certified welding inspectors (CWI) to witness brazing exercises and the certification of brazers in accordance with American Welding Society (AWS), Standard for Brazing Procedures and Performance Qualification.

4. The program must be conducted at a facility capable of housing brazing qualification procedures administered to trainees in accordance with either section IX, "Welding and Brazing Qualifications" of the American Society of Mechanical Engineers (ASME) *Boiler and Pressure Code* or AWS B2.2, standard for brazing procedure and performance qualification, as modified by National Fire Protection Association (NFPA) *NFPA 99 Health Care Facilities Code*, latest edition. Such brazing training must be performed and qualified on 1 1/2 inch nominal type "L" copper tubing in compliance with section IX of the *ASME Boiler and Pressure Vessel Code*, latest edition, *NFPA 99, Health Care Facilities Code*, latest edition and *ASSE International Series 6000, Standard 6010*, latest edition.

5. Courses of instruction defined in this Section must be provided by a person or persons possessing a current medical gas system instructor certification compliant with the guidelines of *ASSE Series International Series 6000, Standard 6050*, pursuant to R.S. 37:1368(G).

C. To be eligible for board certification pursuant to R.S. 37:1368.G, an interested organization providing medical gas piping installation training and education must complete a written application on a form or forms supplied by the board. The board shall be entitled to receive timely information on the program or programs administered by such organization and background of instructors upon request at any time. The board, acting through its representatives, may also inspect the facility and observe the actual training and education programs used or offered by such organizations. Failure to cooperate with the board and its representatives may be grounds for denial or withdrawal of board certification of any such organization. The board may investigate

complaints concerning such programs. Adverse administrative action affecting an organization's application for certification or its continued status as an organization certified by the board pursuant to R.S. 37:1368.G will be subject to the Administrative Procedure Act.

D. An applicant for a medical gas piping installer license must attach to his application a money order or check for the appropriate fee established in §312.

E. Regular quarterly examinations for medical gas piping installer may be held in conjunction with examinations for journeyman or master plumber license applications, or on such days specially set by the board. Interested persons shall be notified of the examination schedule.

F. A medical gas piping installer license application must be submitted to the office of the state Plumbing Board of Louisiana not less than 30 days before any scheduled examination. Failure to report for the examination will result in the forfeiture of the applicant's fee. This forfeiture may be reversed by the board upon a showing of good cause by the applicant explaining his failure to attend the scheduled examination.

G. The chairman of the board shall appoint an examiner or examiners to conduct medical gas piping installer license examinations. An examiner may be a representative of a private or public professional service provider qualified to administer a standardized, nationally recognized test duly adopted by the board.

H. The board may accept, in lieu of an examination directly administered by the board to any applicant, the verifiable results of an examination administered by an organization meeting the criteria of *ASSE Series 6000, Standard 6010* §10-3.2.3, as certified pursuant to R.S. 37:1368(G) as evidence of successful completion of the examination referred to in R.S. 37:1368(G). Any papers from such examinations must be available for inspection and the board may require notarized affidavits from the applicant and the administering organization representative attesting to the accuracy of the examination results and the scope of any such examination, which must minimally include the subject areas of the practical examination described in this Section.

I. A medical gas piping installer shall, as a condition of licensing under these regulations, maintain his brazer performance qualification in accordance with *NFPA 99 Health Care Facilities Code*, pursuant to R.S. 37:1368(G).

J. Any person, who at any time is cited by the board for working as a medical gas piping installer without possessing the necessary license issued by the board, shall be subject to a special enforcement fee as a precondition to any subsequent examination or licensing of any nature. This fee shall be in addition to the regular fees assessed by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D) and R.S. 37:1368(G).

HISTORICAL NOTE: Promulgated by the Department of Labor, Plumbing Board, LR 21:1349 (December 1995), amended LR 25:1858 (October 1999), amended by the Workforce

Commission, Plumbing Board, LR 42:576 (April 2016), LR 43:973 (May 2017), LR 49:917 (May 2023).

§305. Requirements to Take Exam for Journeyman Plumber's License

A. Requirements

1. An applicant for journeyman plumber's examination shall have performed 8,000 hours of manual labor of plumbing under the direct, constant on-the-job supervision of a licensed plumber as defined in §101.

2. He shall have sufficient education to read and write the answers to the examination questions and shall understand the plumbing terms used in the sanitary code adopted by the Department of Health and Hospitals in regard to the installation or repair of plumbing.

3. He shall furnish a 2-inch by 2-inch photograph of himself with the application.

4. He shall submit his application and required documents to the office of the state Plumbing Board of Louisiana not less than 30 days before any scheduled examination. The board shall inform all interested persons of the examination schedule.

5. He must attach a money order or check for the appropriate fee to the application. The fee is established in §309.

6. No master plumber certificate shall permit any master plumber to do the work of a journeyman plumber.

B. Regular quarterly examinations will be held on the first Saturday of January, April, July and October in the City of Baton Rouge, or on such days specially set by the board. Regularly scheduled examinations are subject to postponement or relocation to accommodate legal holidays or other conditions beyond the control of the board.

C. Failure to report for examination will result in the forfeiture of the applicant's fee. This forfeiture may be reversed by the board upon showing a good cause by the applicant explaining his failure to attend the scheduled examination.

D. Special examinations may be held at such times and places as the board may direct. Any person or persons may request that he be examined by the board at times and places other than the regularly scheduled examination dates, and the board shall examine such applicant or applicants as are qualified, at a reasonable time and place designated by the board after notice of such request, at the payment of a fee as established by the board.

E. The examination shall be given by one or more examiners. At least one board member shall be present. If one is not available, the executive director shall oversee examinations only after notification to all board members.

F. The chairman of the board shall appoint the examiner or examiners, who may be representatives of a private professional service provider qualified to administer a standardized, nationally recognized test duly adopted by the board. If necessary, the chairman shall appoint additional

examiners to conduct the special examination described in this Section or an examiner to conduct any special examination required as an accommodation to a qualified disabled individual under the Americans with Disabilities Act.

G. An applicant for journeyman plumber's examination, who does not have sufficient education to read and write the answers to the examination questions, as required in this Section, can apply to the board for a waiver of that particular requirement upon producing satisfactory proof to the board that the applicant has 10 years experience in manual labor of plumbing under the direct, constant on-the-job supervision of a licensed plumber as defined in §101 and has no more than a fourth grade education. A fee for this examination may be established by the board.

1. The chairman of the board shall appoint special examiners to assist these applicants in the completion of the written portion of their examinations. These special examiners will not provide any information or data to the applicants, but will only complete the written portion of any examination given to such applicants by writing the answers for the applicants as provided to the special examiner. These examiners will assist these applicants in such a manner as to prevent disclosure of answers to examination questions to any other applicant participating in the examination.

2. These applicants will be granted provisional licenses. This provisional and limited license shall permit any such applicant to engage in the work of a journeyman plumber, upon passing the special examination described herein, within the geographic areas to which the Louisiana State Plumbing Law has been made applicable. However, the license issued by the board shall state that the license was issued pursuant to these provisions.

3. Applicants under these special provisions will not be relieved of any other requirements or conditions associated with the issuance of a journeyman plumber's license by this board as established under the board's revised rules and regulations and the Louisiana State Plumbing Laws, R.S. 37:1365-37:1378.

H. Notwithstanding the foregoing provisions of this Section, any person or persons who at any time within three years of being cited by the board or its agents for engaging in the work of a journeyman plumber at a time when he did not possess a license or renewal thereof issued by the board, or was otherwise subject to civil or criminal prosecution for doing the work of a journeyman plumber without possessing a license or renewal thereof issued by the board, may request that he be examined by the board pursuant to this Section, but only after the payment of a special enforcement fee as established by the board, which shall be in addition to the regular license fee established by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(A) and (D).

HISTORICAL NOTE: Adopted by the Department of Labor, Plumbing Board, 1968, amended and promulgated LR 14:440 (July 1988), amended LR 15:1088 (December 1989), amended and repromulgated by the Department of Employment and Training,

Plumbing Board, LR 17:51 (January 1991), amended by the Department of Labor, Plumbing Board, LR 24:1948 (October 1998), LR 25:1857 (October 1999), amended by the Workforce Commission, Plumbing Board, LR 42:577 (April 2016), LR 49:917 (May 2023).

§306. Requirements to Take Exam for Master Plumber License

A. Requirements

1. An applicant for master plumber examination shall have a current journeyman plumber license issued by the board, or the applicant shall possess a current license issued by the State Board of Registration for Professional Engineers and Land Surveyors certifying or registering him as a professional engineer. A registered or certified professional engineer must further have experience in the art of plumbing as defined in R.S. 37:1377.D for a period of five years.

2. In all cases the applicant shall have sufficient knowledge and understanding to comprehend, interpret, and apply the sanitary code relative to plumbing adopted by the Louisiana Department of Health and Hospitals. In this regard, he must possess sufficient knowledge to plan and lay out plumbing systems. He must also possess knowledge and understanding to comprehend business and legal terms of the business of plumbing.

3. The applicant shall furnish a 2-inch by 2-inch photograph of himself with the application.

4. He shall submit his application and required documents to the office of the state Plumbing Board of Louisiana not less than 30 days before any scheduled examination. The board shall inform all interested persons of the examination schedule.

5. He must attach a money order or check for the appropriate fee to the application. The fee is established in §309.

B. Regular quarterly examinations will be held in conjunction with the examination conducted pursuant to §305, or on such days specially set by the board.

C. Failure to report for examination will result in the forfeiture of the applicant's fee. This forfeiture may be reversed by the board upon a showing of good cause by the applicant explaining his failure to attend the scheduled examination.

D. Special examinations may be held by the board under the same conditions described in §305.

E. The examination shall be given by one or more examiners. At least one board member shall be present. The examiner must be a master plumber licensed by the board or a special appointee under this Section.

F. The chairman of the board shall appoint the examiner or examiners, who may be a representative of a private professional service provider qualified to administer a standardized, nationally recognized test duly adopted by the board.

G. Notwithstanding the foregoing provisions of this Section, any person or persons who at any time within three years of being cited by the board or its agents for engaging in the work of a master plumber at a time when he did not possess an appropriate active master plumber license or renewal thereof issued by the board, or was otherwise subject to civil or criminal prosecution for doing the work of master plumber without possessing a license or renewal thereof issued by the board, may request that he be examined by the board pursuant to this Section, but only after payment of a special enforcement fee as established by the board, which shall be in addition to the regular license fee established by the board for active master plumbers.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, amended and promulgated by the Department of Employment and Training, State Plumbing Board, LR 17:52 (January 1991), amended by the Department of Labor, Plumbing Board, LR 25:1858 (October 1999), amended by the Workforce Commission, Plumbing Board, LR 42:577 (April 2016), LR 49:918 (May 2023).

§307. Requirements to Take Exam for Gas Fitter's License

A. Requirements

1. An applicant for gas fitter's examination must have been a registered apprentice with the board for two years and shall provide notarized affidavit of having performed manual labor of gas fitting in that two-year training period under the direct, constant on-the-job supervision of a licensed gas fitter as defined in §101.

2. He shall have sufficient education to read and write the answers to the examination questions and shall understand the gas fitting terms used in the code acceptable to the authority having jurisdiction in regard to the installation or repair of gas fitting.

3. He shall furnish a 2-inch by 2-inch photograph of himself with the application.

4. He shall submit his application and required documents to the office of the State Plumbing Board of Louisiana not less than 30 days before any scheduled examination. The board shall inform all interested persons of the examination schedule.

5. He must attach a money order or check for the appropriate fee to the application. The fee is established in §310.

6. No master gas fitter certificate shall permit any master gas fitter to do the work of a gas fitter.

B. Regular quarterly examinations will be held on the first Saturday of January, April, July and October in the City of Baton Rouge, or on such days specially set by the board. Regularly scheduled examinations are subject to postponement or relocation to accommodate legal holidays or other conditions beyond the control of the board.

C. Failure to report for examination will result in the forfeiture of the applicant's fee. This forfeiture may be reversed by the board upon showing a good cause by the applicant explaining his failure to attend the scheduled examination.

D. Special examinations may be held at such times and places as the board may direct. Any person or persons may request that he be examined by the board at times and places other than the regularly scheduled examination dates, and the board shall examine such applicant or applicants as are qualified, at a reasonable time and place designated by the board after notice of such request, at the payment of a fee as established by the board.

E. The examination shall be given by one or more examiners. At least one board member shall be present. If one is not available, the executive director shall oversee examinations only after notification to all board members.

F. The chairman of the board shall appoint the examiner or examiners, who may be representatives of a private professional service provider qualified to administer a standardized, nationally recognized test duly adopted by the board. If necessary, the chairman shall appoint additional examiners to conduct any special examination required as an accommodation to a qualified disabled individual under the Americans with Disabilities Act.

G. Notwithstanding the foregoing provisions of this Section, any person or persons who at any time within three years of being cited by the board or its agents for engaging in the work of a gas fitter at a time when he did not possess a license or renewal thereof issued by the board, or was otherwise subject to civil or criminal prosecution for doing the work of a gas fitter without possessing a license or renewal thereof issued by the board, may request that he be examined by the board pursuant to this Section, but only after the payment of a special enforcement fee as established by the board, which shall be in addition to the regular license fee established by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D).

HISTORICAL NOTE: Promulgated by the Workforce Commission, Plumbing Board, LR 43:543 (March 2017), amended LR 49:918 (May 2023).

§308. Requirements to take Exam for Master Gas Fitter License

A. Requirements

1. An applicant for master gas fitter examination shall have a current gas fitter license issued by the board or, hold the state Licensing Board for Contractors mechanical work (statewide) license or the applicant shall possess a current license issued by the Professional Engineering and Land Surveying Board certifying or registering him as a professional engineer. A registered or certified professional engineer must further have experience in the art of gas fitting as defined in R.S. 37:1377(K) for a period of five years.

2. In all cases the applicant shall have sufficient knowledge and understanding to comprehend, interpret, and apply the code acceptable to the authority having jurisdiction. In this regard, he must possess sufficient knowledge to plan and lay out gas fitting systems. He must also possess knowledge and understanding to comprehend business and legal terms of the business of gas fitting.

3. The applicant shall furnish a 2-inch by 2-inch photograph of himself with the application.

4. He shall submit his application and required documents to the office of the State Plumbing Board of Louisiana not less than 30 days before any scheduled examination. The board shall inform all interested persons of the examination schedule.

5. He must attach a money order or check for the appropriate fee to the application. The fee is established in §312.

B. Regular quarterly examinations will be held in conjunction with the examination conducted pursuant to §307, or on such days specially set by the board.

C. Failure to report for examination will result in the forfeiture of the applicant's fee. This forfeiture may be reversed by the board upon a showing of good cause by the applicant explaining his failure to attend the scheduled examination.

D. Special examinations may be held by the board under the same conditions described in §307.

E. The examination shall be given by one or more examiners. At least one board member shall be present. If one is not available, the executive director shall oversee examinations only after notification to all board members. The examiner must be a master gas fitter licensed by the board or a special appointee under this Section.

F. The chairman of the board shall appoint the examiner or examiners, who may be a representative of a private professional service provider qualified to administer a standardized, nationally recognized test duly adopted by the board. If necessary, the chairman shall appoint additional examiners to conduct any special examination required as an accommodation to a qualified disabled individual under the Americans with Disabilities Act.

G. Notwithstanding the foregoing provisions of this Section, any person or persons who at any time within three years of being cited by the board or its agents for engaging in the work of a master gas fitter at a time when he did not possess an appropriate active master gas fitter license or renewal thereof issued by the board, or was otherwise subject to civil or criminal prosecution for doing the work of master gas fitter without possessing a license or renewal thereof issued by the board, may request that he be examined by the board pursuant to this Section, but only after payment of a special enforcement fee as established by the board, which shall be in addition to the regular license fee established by the board for active master gas fitters.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D).

HISTORICAL NOTE: Promulgated by the Workforce Commission, Plumbing Board, LR 43:543 (March 2017), amended LR 49:918 (May 2023).

§309. Requirements to Take Exam for Tradesman Plumber License

A. Requirements

1. An applicant for tradesman plumber's examination shall have a current apprentice registration certificate issued by the board and have performed 4,000 hours of manual labor of plumbing under the direct, constant, on-the-job supervision of a licensed plumber as defined in §101.

2. He shall have sufficient education to read and write the answers to the examination questions and shall understand the plumbing terms in regard to the installation or repair of plumbing.

3. He shall furnish a 2-inch by 2-inch photograph of himself with the application.

4. He shall submit his application and required documents to the office of the state Plumbing Board of Louisiana not less than 30 days before any scheduled examination. The board shall inform all interested persons of the examination schedule.

5. He must attach a money order or check for the appropriate fee to the application. The fee is established in §312.

6. No tradesman plumber certificate shall permit any tradesman plumber to do the work of a journeyman plumber.

B. Regular quarterly examinations will be held in the city of Baton Rouge, on such days specially set by the board. Regularly scheduled examinations are subject to postponement or relocation to accommodate legal holidays or other conditions beyond the control of the board.

C. Failure to report for examination will result in the forfeiture of the applicant's fee. This forfeiture may be reversed by the board upon showing a good cause by the applicant explaining his failure to attend the scheduled examination.

D. Special examinations may be held at such times and places as the board may direct. Any person or persons may request that he be examined by the board at times and places other than the regularly scheduled examination dates, and the board shall examine such applicant or applicants as are qualified, at a reasonable time and place designated by the board after notice of such request, at the payment of a fee as established by the board.

E. The examination shall be given by one or more examiners. At least one board member shall be present. If one is not available, the executive director shall oversee examinations only after notification to all board members.

F. The chairman of the board shall appoint the examiner or examiners, who may be representatives of a private professional service provider qualified to administer a

standardized, nationally recognized test duly adopted by the board. If necessary, the chairman shall appoint additional examiners to conduct the special examination described in Subsection D of this Section or an examiner to conduct any special examination required as an accommodation to a qualified disabled individual under the Americans with Disabilities Act.

1. The chairman of the board shall appoint special examiners to assist these applicants in the completion of the written portion of their examinations. These special examiners will not provide any information or data to the applicants, but will only complete the written portion of any examination given to such applicants by writing the answers for the applicants as provided to the special examiner. These examiners will assist these applicants in such a manner as to prevent disclosure of answers to examination questions to any other applicant participating in the examination.

2. These applicants will be granted provisional licenses. This provisional and limited license shall permit any such applicant to engage in the work of a tradesman plumber, upon passing the special examination described herein, within the geographic areas to which the Louisiana state plumbing law has been made applicable. However, the license issued by the board shall state that the license was issued pursuant to these provisions.

3. Applicants under these special provisions will not be relieved of any other requirements or conditions associated with the issuance of a tradesman plumber's license by this board as established under the board's revised rules and regulations and the Louisiana state plumbing laws, R.S. 37:1365-37:1378.

G. Notwithstanding the foregoing provisions of this Section, any person or persons who at any time within three years of being cited by the board or its agents for engaging in the work of a tradesman plumber at a time when he did not possess a license or renewal thereof issued by the board, or was otherwise subject to civil or criminal prosecution for doing the work of a journeyman plumber without possessing a license or renewal thereof issued by the board, may request that he be examined by the board pursuant to this Section, but only after the payment of a special enforcement fee as established by the board, which shall be in addition to the regular license fee established by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D) and R.S. 37:1368(G).

HISTORICAL NOTE: Promulgated by the Workforce Commission, Plumbing Board, LR 43:973 (May 2017), amended LR 49:918 (May 2023).

§310. Renewals

A. All plumbing and medical gas piping installer licenses, medical gas and vacuums systems verifier licenses, as well as water supply protection endorsements, expire December 31 of each year. Applications for renewal will be mailed out by the end of October. The issuance of renewals will commence November 1 of each year. The term "renewal application" as used in this Section shall refer to all licenses and endorsements issued by the board.

B. All renewal applications received at the board's office later than midnight the last day of December will be delinquent and will require a revival fee in addition to the renewal fee. Any license not renewed by the last day of December will pay a revival fee, in addition to the renewal fee, if renewed between January 1 and March 31. Any license renewed after March 31, will require an increased revival fee, in addition to the renewal fee. The fees are set forth in §312. Any person performing the work of a tradesman plumber, journeyman plumber or a master plumber without the appropriate license issued by the board after March 31 of any year without having renewed his license from the immediately preceding year shall be subject to the special enforcement fee established in §305 or §306 or §309.

C. A person who has allowed his previously issued tradesman plumber or journeyman plumber license to expire may be afforded the option, in lieu of re-examination, of paying a special revival fee of \$50 per year for each year the license was not renewed up to a limit of four consecutive years. However, any such person who performs the work of a journeyman plumber without possessing a license issued by the board during this period shall be subject to the special enforcement fee established in §305 or §309.

D. A person who has allowed his previously issued master plumber license, or inactive master plumber license to expire may be afforded the option, in lieu of re-examination, of paying a special revival fee of \$250 per year for each year the license was not renewed up to a limit of four consecutive years. Any person who performs the work of a master plumber without possessing a license issued by the board during any period of lapsed license shall be subject to the special enforcement fee established in §306.

E. To be considered timely filed, any renewal application under this Section must actually be received at the office of the state Plumbing Board of Louisiana within the time specified for filing or be sent to that office by first-class mail, postage prepaid, and bearing a postmark showing that the application was mailed on or before the last day for filing.

F.1. As authorized by R.S. 37:1366(J)(3) the board may waive the examination required for the issuance of a gas fitter or master gas fitter license to any person who meets and provides verifiable proof that he met at least one of the following requirements:

a. that prior to July 1, 2016, he held a journeyman plumber license issued by the board and was employed by an employing entity performing gas fitting work verifiable by any such employing entity;

b. that prior to July 1, 2016 he held a journeyman gas fitter license issued by a municipality or other local governmental authority;

c. that prior to July 1, 2016 he held a master gas fitter license issued by a municipality or other local governmental authority;

d. that prior to July 1, 2016 he held a state License Board for Contractors mechanical work (statewide) license; or

e. that prior to July 1, 2016 he held a master plumber license issued by the board and performed gas fitter work verified by at least three invoices or building permits as proof of work performance.

2. In any case, any application for such waivers of examination, with verified proof, must be submitted before December 31, 2017.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D).

HISTORICAL NOTE: Adopted by the Department of Labor, Plumbing Board, 1968, promulgated LR 2:419 (December 1976), amended LR 7:588 (November 1981), amended by Department of Employment and Training, Plumbing Board, LR 17:52 (January 1991), LR 18:30 (January 1992), amended by the Department of Labor, Plumbing Board, LR 21:1350 (December 1995), LR 26:329 (February 2000), amended by the Workforce Commission, Plumbing Board, LR 42:577 (April 2016), LR 43:544 (March 2017), LR 43:974 (May 2017), LR 49:919 (May 2023).

§311. Insurance Requirements for Master Plumbers and Master Gas Fitters

A. No master plumber, restricted master plumber, or master gas fitter license shall be issued, renewed, or revived until the applicant has provided proof acceptable to the board that insurance has been issued to the employing entity which is designated in accordance with R.S. 37:1367 by an insurer authorized to do business in this state.

B. The employing entity shall maintain:

1. worker's compensation insurance as required by law;
2. motor vehicle bodily injury and property damage liability insurance in the minimum amount required by law;
3. comprehensive general liability and property damage insurance in a minimum amount of \$100,000, except on plumbing work or gas fitting work done in parishes under 30,000 persons in population; on buildings, residences, or structures being no more than 6,000 square feet of interior space, the minimum aggregate amount shall be \$50,000.

C. The provisions of this Section shall not apply to master plumbers or master gas fitters applying for and being issued an inactive master plumber license or a master gas fitter license.

D. The certification of insurance shall contain a provision, and the policy so endorsed, that the insurance carrier shall notify the board, in writing, of any change in or cancellation of the insurance policy or policies at least 30 days prior thereto.

E. In the event a master plumber, or restricted master plumber, or master gas fitter changes his designation of an employing entity, the insurance requirements of this Subsection shall remain in effect.

F. A licensed journeyman plumber performing repairs as defined in §101 and §301.E shall be subject to the insurance requirements of this Subsection.

G. Any master plumber, restricted master plumber, or master gas fitter subject to the lesser comprehensive general liability and property damage insurance requirements in parishes described in paragraph B.3 of this Section on the type of work described therein shall be subject to the greater insurance requirements generally imposed on master plumbers, restricted master plumbers and master gas fitters when performing work in all other parishes or on buildings, residences or structures being more than 6,000 square feet of interior space in any parish.

H. The board is empowered to assess special enforcement fees on a daily basis at a rate not to exceed \$10 a day relative to any master plumber, master gas fitter or employing entity, individually or collectively, that fails or refuses, after due notice, to comply with the insurance requirements for master plumbers and master gas fitters as established in this Section. The daily enforcement fees assessed by the board under this provision shall not exceed, in the aggregate, \$500. This special enforcement fee shall be in addition to any licensing fees required by law, or any other penalty or sanction assessed by a court of competent jurisdiction or by the board.

I. If an employing entity is exempt from the worker's compensation laws, as provided by applicable Louisiana law, it shall execute an affidavit of non-coverage on a form provided by the board. Failure to timely submit this affidavit may subject the employing entity to special enforcement fees under this Section of these regulations and/or an action for injunctive relief by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366 and R.S. 37:1377.

HISTORICAL NOTE: Adopted by the Department of Labor, Plumbing Board, 1968, amended by Department of Employment and Training, Plumbing Board, LR 17:53 (January 1991), amended LR 18:30 (January 1992), amended by the Department of Labor, Plumbing Board, LR 19:897 (July 1993), LR 25:1856 (October 1999), amended by the Workforce Commission, Plumbing Board, LR 43:545 (March 2017), LR 43:974 (May 2017).

§312. Fees

A. The fees and charges of the board relative to apprentice plumbers shall be as follows:

1. initial registration fee—\$10;
2. renewal fee—\$10;
3. revival fee—\$15:
 - a. if renewed after March 31—\$30;
4. fee for N.S.F. or returned check—\$20;
5. special enforcement fee imposed under §301 - \$500.

B. The fees and charges of the board relative to tradesman plumbers shall be as follows:

1. special examinations—\$500;

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2. examinations—\$125;
3. illiterate examinations—\$150;
4. initial license fee (this fee to be paid after applicant has successfully passed the exam, in order to receive his first license)—\$ 30;
5. renewal fee—\$30;
6. revival fee—\$15:
 - a. if renewed after March 31—\$30;
7. temporary permits—\$75;
8. administrative charges for processing application (to be retained by the board should applicant withdraw his application before taking examination) - 50 percent of examination fee;
9. fee for N.S.F. or returned check—\$20;
10. special enforcement fee imposed under §309 - \$500.

C. The fees and charges of the board relative to journeyman plumbers shall be as follows:

1. special examinations—\$500;
2. examinations—\$125;
3. illiterate examinations—\$150;
4. initial license fee (This fee to be paid after applicant has successfully passed the exam, in order to receive his first license.)—\$40;
5. renewal fee—\$40;
6. revival fee—\$15:
 - a. if renewed after March 31—\$30;
7. temporary permits—\$75;
8. administrative charges for processing application (to be retained by the board should applicant withdraw his application before taking the examination) - 50 percent of examination fee;
9. fee for N.S.F. or returned check—\$20;
10. special enforcement fee imposed under §305 - \$500.

D. The fees and charges of the board relative to master plumbers and inactive master plumbers shall be as follows:

1. special examinations—\$500;
2. examinations—\$100;
3. initial license fee—\$180;
4. renewal fee—\$180;
5. revival fee—\$60:
 - a. if renewed after March 31—\$120;
6. administrative charges for processing application (to be retained by the board should applicant withdraw his

application before taking the examination)—50 percent of exam fee;

7. fee for N.S.F. or returned check—\$20;
8. special enforcement fee imposed under §306 - \$500;
9. inactive master plumber fee—\$30;
10. fee for conversion of inactive master plumber license to active master plumber—\$150;
11. employing entity redesignation fee—\$150;
12. special daily enforcement fee imposed under §301.K—\$10/day, not to exceed \$500 in the aggregate;
13. special daily enforcement fee imposed under §308.H—\$10/day, not to exceed \$500 in the aggregate.

E. The fees and charges of the board relative to medical gas piping installers shall be as follows:

1. special examinations—\$500;
2. examination—\$95;
3. initial endorsement fee (this fee to be paid after applicant has successfully passed the exam)—\$30;
4. renewal fee—\$30;
5. revival fee—\$10:
 - a. if renewed after March 31—\$20;
6. administrative charges for processing application (to be retained by the board should an applicant withdraw his application before taking the examination)—50 percent of exam fee;
7. fee for N.S.F. or returned check—\$20;
8. special enforcement fee imposed under §304.K—\$500.

F. The fees and charges of the board relative to water supply protection specialist endorsements shall be as follows:

1. special examinations—\$500;
2. examination—\$50;
3. initial endorsement fee (this fee to be paid after applicant has successfully passed the exam)—\$10;
4. renewal fee—\$10;
5. revival fee—\$10:
 - a. if renewed after March 31—\$20;
6. administrative charges for processing application (to be retained by the board should an applicant withdraw his application before taking the examination)—50 percent of exam fee;
7. fee for N.S.F. or returned check—\$20;
8. special enforcement fee imposed under §313 - \$500.

G. The fees and charges of the board relative to medical gas and vacuum systems verifier shall be as follows:

1. application fee—\$200;
2. renewal fee—\$200;
3. revival fee—\$65:
 - a. if renewed after March 31—\$130.
4. administrative charges for processing application (to be retained by the board should applicant withdraw his application before taking the examination)—50 percent of examination fee;
5. special enforcement fee imposed under §307—\$500.

H. The fees and charges of the board relative to gas fitters shall be as follows:

1. special examinations—\$500;
2. examinations—\$125;
3. ADA accommodation examinations—\$150;
4. initial license fee (this fee to be paid after applicant has successfully passed the exam, in order to receive his first license)—\$40;
5. renewal fee—\$40;
6. revival fee—\$15:
 - a. if renewed after March 31—\$30;
7. temporary permit—\$75;
8. administrative charges for processing application (to be retained by the board should applicant withdraw his application before taking the examination)—\$62.50;
9. fee for N.S.F. or returned check—\$20;
10. special enforcement fee imposed under §307—\$500.

I. The fees and charges of the board relative to master gas fitters, and inactive master gas fitters shall be as follows:

1. special examinations—\$500;
2. examinations—\$100;
3. initial license fee—\$180;
4. renewal fee—\$180;
5. revival fee—\$60:
 - a. if renewed after March 31—\$120;
6. administrative charges for processing application (to be retained by the board should applicant withdraw his application before taking the examination)—50 percent of exam fee;
7. fee for N.S.F. or returned check - \$20;
8. special enforcement fee imposed under §306 - \$500;

9. inactive master gas fitter fee—\$30;

10. fee for conversion of inactive master gas fitter license to active master gas fitter—\$150;

11. employing entity re-designation fee—\$150;

12. special daily enforcement fee imposed under §308 - \$10/day, not to exceed \$500 in the aggregate.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D) and R.S. 37:1371.

HISTORICAL NOTE: Adopted by the Department of Labor, Plumbing Board, 1968, amended and promulgated LR 7:588 (November 1981), amended LR 15:1089 (December 1989), amended by the Department of Employment and Training, Plumbing Board, LR 16:23 (January 1990), LR 17:53 (January 1991), amended by the Department of Labor, Plumbing Board, LR 19:898 (July 1993), LR 19:1594 (December 1993), LR 21:1351 (December 1995), LR 26:327 (February 2000), amended by the Workforce Commission, Plumbing Board, LR 43:545 (March 2017), LR 43:975 (May 2017), LR 44:633 (March 2018), repromulgated LR 46:401 (March 2020), amended LR 49:919 (May 2023).

§313. Water Supply Protection Specialist Endorsement

A. No natural person shall engage in the work of a water supply protection specialist unless he possesses an endorsement to either a master plumber license or a journeyman plumber license or renewals thereof issued by the board. The board shall issue such an endorsement to either form of license to any person who qualifies under the board's regulations and who desires to engage in doing the work of a water supply protection specialist, if he passes an examination given by the board and pays the fees established by the board.

B. As authorized by R.S. 37:1368(H), the board shall recognize and certify certain programs of education and training of water supply protection specialist offered by private or public organizations or institutions compliant with *ASSE International, Cross-Connection Control Professional Qualifications Standard ASSE Series 5000* or a nationally recognized, board-approved program. A journeyman or master plumber licensed by this board who successfully completes any such program shall qualify for admission to an examination offered under §313.A of these regulations. Any such organization must satisfy the board that its program or programs includes training and testing as specified in the *ASSE International, Cross-Connection Control Professional Qualifications Standard ASSE Series 5000*, or a nationally-recognized, board-approved program.

C. Courses of instruction defined in this Section must be provided by a person or persons meeting the credentials and requirements of *ASSE Series 5000*, or a nationally-recognized board-approved program.

D. To be eligible for board certification pursuant to R.S. 37:1368(H), an interested organization providing water supply protection specialist training and education must complete a written application on a form or forms supplied by the board. The board shall be entitled to receive timely information on the program or programs administered by such organization and background of instructors upon

request at any time. The board, acting through its representatives, may also inspect the facility and observe the actual training and education programs used and offered by such organization. Failure to cooperate with the board and its representatives may be grounds for denial or withdrawal of board certification of any such organization. The board may investigate complaints concerning such programs. Adverse administrative action affecting an organization's application for certification or its continued status as an organization certified by the board pursuant to R.S. 37:1368(H) will be subject to the Administrative Procedure Act.

E. The board may accept, in lieu of an examination directly administered by the board to any applicant, the verifiable results of an examination administered by an organization certified pursuant to R.S. 37:1368(H) as evidence of successful completion of the examination referred to in R.S. 37:1368(H). Any papers from such examinations must be available for inspection and the board may require notarized affidavits from the applicant and the administering organization representative attesting to the accuracy of the examination results and the scope of any such examination, which must minimally include the subject areas described in this Section.

F. An applicant for a water supply protection specialist endorsement must attach to his application a money order or check for the appropriate fee established in §312.

G. Regular quarterly examinations for water supply protection specialist endorsements may be held in conjunction with examinations for journeyman or master plumber license applications, or on such days specially set by the board. Interested persons shall be notified of the examination schedule.

H. A water supply protection specialist endorsement application must be submitted to the office of the state Plumbing Board of Louisiana not less than 30 days before any scheduled examination.

I. The chairman of the board shall appoint an examiner or examiners to conduct water supply protection specialist endorsement examinations. An examiner may be a representative of a private or public professional service provider qualified to administer a standardized, nationally recognized test duly adopted by the board.

J. Any person, who at any time is cited by the board for working as a water supply protection specialist without possessing an endorsement to that effect, shall be subject to a special enforcement fee as a precondition to any subsequent examination or licensing of any nature. This fee shall be in addition to the regular fees assessed by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D) and R.S. 37:1368(H).

HISTORICAL NOTE: Promulgated by the Department of Labor, Plumbing Board, LR 21:1350 (December 1995), amended by the Department of Labor, Plumbing Board, LR 25:1859 (October 1999), amended by the Workforce Commission, Plumbing Board, LR 42:577 (April 2016), repromulgated LR 43:546 (March 2017), LR 43:976 (May 2017), LR 49:920 (May 2023).

§314. Integrity of Examination

A. The board may reject an examination for any license or endorsement under this Chapter, if the board determines that the applicant completed any portion of any such examination with the assistance of any other person or unauthorized written materials secreted into the examination site. Examinees will be allowed to utilize board approved resource or industry code materials or permitted by authorized third-party examiners. Examinees determined to have violated the prohibitions of this Section shall be notified in writing and, upon request by the examinee or at the direction of the executive director, an informal conference before the executive director or committee appointed by the board will be conducted. An affected examinee may appeal the determination reached in the informal conference by filing a written appeal with the board. Such appeal hearings shall comport with the provisions of R.S. 49:955(B). Based on the evidence adduced at any such hearing, the board may impose sanctions upon the examinee with respect to any subsequently administered examination and related licensing.

B. The board is empowered to act upon reports of violation of Subsection A of this Section by examinees received from private or public organizations recognized as examiners under §§304, 306, 313, or 310 and impose sanctions as described in this Section.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366.D.

HISTORICAL NOTE: Promulgated by the Department of Labor, Plumbing Board, LR 24:1948 (October 1998), amended LR 26:328 (February 2000), repromulgated by the Workforce Commission, Plumbing Board, LR 43:547 (March 2017), LR 43:977 (May 2017), LR 49:920 (May 2023).

§315. Medical Gas and Vacuum Systems Verifier

A. No natural person shall engage in the work of a medical gas and vacuum systems verifier unless he possesses a license or renewal thereof issued by this board. The board shall issue a medical and vacuum systems verifier license to any person who:

1. qualifies under the board's regulations;
2. desires to engage in the work or business of a medical gas and vacuum systems verifier;
3. passes a written and manual examination conducted by a nationally recognized organization for this purpose; and
4. pays the fees established by the board.

B. As authorized by R.S. 37:1368.I, the board shall recognize and certify certain programs of education and training of medical gas and vacuum systems verifiers offered by private or public organizations or institutions. A natural person's satisfactory completion of any such program and related exit examination shall qualify him for licensing under Subsection A of this Section of these regulations. Any such organization must satisfy the board that its program or programs meet the following criteria.

1. The program is conducted at a training facility and given to those persons that meet the requirements of American Society of Sanitary Engineering (ASSE) *Professional Qualifications Standard for Medical Gas Systems Personnel Series 6000, Standard 6030*, latest edition.

2. The program meets criteria prescribed by the board and American Society of Sanitary Engineering (ASSE), *Series 6000, Standard 6030*, latest edition.

3. Courses of instruction defined in this Subsection must be provided by a person or persons possessing a current medical gas system instructor certification in compliance with *ASSE Series 6000, Standard 6050*, latest edition.

C. To be eligible for board certification pursuant to R.S. 37:1368(I), an interested organization providing medical gas and vacuum systems verification training and education must complete a written application on a form or forms supplied by the board. The board shall be entitled to receive timely information on the program or programs administered by such organization and background of instructors upon request at any time. The board, acting through its representatives, may also inspect the facility and observe the actual training and education programs used or offered by such organizations. Failure to cooperate with the board and its representatives may be grounds for denial or withdrawal of board certification of any such organization. The board may investigate complaints concerning such programs. Adverse administrative action affecting an organization's application for certification or its continued status as an organization certified by the board pursuant to R.S. 37:1368(I) will be subject to the Administrative Procedure Act.

D. An applicant for a medical gas and vacuum systems verifier license must attach to his application a money order or check for the appropriate fees established in §312 of this Chapter.

E. The board may accept, in lieu of an examination directly administered by the board to any applicant, the verifiable results of an examination administered by an organization meeting the criteria of *ASSE Series 6000, Standard 6030*, §30-3.2.3, latest edition and certified pursuant to R.S. 37:1368(I), as evidence of successful completion of the examination necessary for the issuance of a license for medical gas and vacuum systems verifier. Any papers from such examinations must be available for inspection and the board may require notarized affidavits from the applicant and the administering organization representative attesting to the accuracy of the examination results and the scope of any such examination, which must minimally include the subject areas described in *ASSE Series 6000, Standard 6030*, latest edition.

F. Any person, who at any time is cited by the board for working as a medical gas and vacuum systems verifier without possessing the necessary license issued by the board, shall be subject to a special enforcement fee as a precondition to any subsequent examination or licensing of

any nature. The fee shall be in addition to the regular fees assessed by the board.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D).

HISTORICAL NOTE: Promulgated by the Department of Labor, Plumbing Board, LR 26:329 (February 2000), amended by the Workforce Commission, Plumbing Board, LR 42:577 (April 2016), repromulgated LR 43:548 (March 2017), LR 43:977 (May 2017).

§316. Standards for Medical Gas and Vacuum Systems Verifiers

A. A medical gas and vacuum systems verifier shall not certify to any party the results of any tests on medical gas pipeline systems or equipment installed or repaired by any person not licensed by the board as a medical gas piping installer.

B. As a condition for licensing and renewal thereof, and subject to the disciplinary powers of the board under R.S. 37:1378(3) and (8), any person licensed by the board as a medical gas and vacuum systems verifier shall be obligated to cooperate with the Louisiana state fire marshal and his agents in connection with his regulation of medical gas piping installation and systems verification.

C. The duties described in Subsection B of this Section include the responsibility of a medical gas and vacuum systems verifier to accurately report to the fire marshal prior to the fire marshal's inspection the following as to any gas and vacuum system subject to his verification:

1. the successful completion of pressure testing of all manufactured assemblies for both positive gases and vacuum systems, as supplied by the manufacturer of any such systems, prior to this installation;

2. satisfactory cleaning of piping and fittings from the cleaning agency in accordance with the standard "cleaning equipment for oxygen service" (CGA G-4.1);

3. documentation of each board-licensed medical gas piping installer's braze performance qualification in accordance with *NFPA 99, Health Care Facilities Code*, latest edition;

4. documentation of the medical gas contractor's braze procedure specification and procedure qualification record;

5. documentation of successful completion of the board-licensed installer's required testing, including a blowdown test, initial pressure test, cross-connection test, piping purge test and standing pressure test;

6. documentation of the verifier's successful completion of required testing, including cross-connection, valve test, outlet flow test, alarm testing, piping purge test, piping purity test, final tie-in test, operational pressure test, medical gas concentration test, medical air purity test and labeling.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1336(D).

HISTORICAL NOTE: Promulgated by the Department of Labor, Plumbing Board, LR 26:330 (February 2000), amended by

the Workforce Commission, Plumbing Board, LR 42:578 (April 2016), repromulgated LR 43:548 (March 2017), LR 43:978 (May 2017).

Chapter 5. The Board

§501. Applicability

A. This Part shall apply to:

1. all cities, towns, villages, communities and public sewerage and/or water districts in the state of Louisiana;

2. all areas within 1 mile of the boundary of any city or sewer or water districts referred to above; and all areas within 1 mile of the community, sewerage or water facilities of the areas referred to above;

3. nothing herein contained shall be construed to apply to any employee of any municipal department or gas, sewer, and/or water district system.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, amended and promulgated by Department of Employment and Training, State Plumbing Board, LR 17:53 (January 1991).

§503. Officers

A. Officers of the board shall be representative of the trade, so that all board members will be eligible for office, but the three officers cannot all be from the same organization.

1. Chairman. The chairman shall be chief executive officer of the board and shall:

a. preside over all meetings of the members;

b. have general active management of the board's business;

c. see that all regulations, declaratory orders, resolutions, and minutes of all regular or special meetings of the board are carried into effect;

d. have the general powers and duties of supervision and management usually vested in the office of president, all subject to the approval of the board at the next meeting;

e. execute agreements in the name of and on behalf of the board, and co-sign checks, but shall not enter into contracts, agreements, or debts without approval of a majority of the board members present at a regular or special meeting, or favorable written ballot of at least five board members;

f. Appoint a vice chairman in his vacancy until the next board meeting, where a nomination committee will recommend the next vice chairman, subject to a vote by the entirety of the board.

2. Vice Chairman. The vice chairman shall:

a. perform the duties of chairman in the absence of the chairman at all annual or called meetings or should the

chairman become temporarily incapacitated. The vice chairman shall succeed the chairman in case of resignation or death of the chairman;

b. perform the duties of the secretary-treasurer should the secretary-treasurer become temporarily incapacitated.

3. Secretary-Treasurer. The secretary-treasurer shall:

a. keep minutes of all meetings in a separate official minute book provided for that purpose, which, upon approval by the board, shall be signed by the president and secretary;

b. give notice of all meetings of the board and in general, he shall perform all duties incident to the office of the secretary;

c. be charged with the performance of such services on behalf of the board as may from time to time be determined by the board members;

d. have custody of all funds, securities, and other properties and assets of the board;

e. keep books belonging to the board, full and accurate amounts of all receipts and disbursements;

f. deposit all monies, securities, and other valuable effects in the name of the board in such depositories as may be designated for that purpose by the board members;

g. disburse the funds of the board as may be ordered by the board members, making proper vouchers for such disbursements, and shall render to the chairman and to the board at the regular meeting or when requested, an account of all his transactions as treasurer;

h. submit a detailed financial statement in writing at the annual meeting;

i. co-sign all checks;

j. with the chairman, shall prepare a budget for presentation to the board at each annual meeting;

k. mail minutes of all meetings or examinations to each board member not less than 30 days after such meeting or examination;

l. mail notices and renewal applications to all holders of certificates not later than November 1 each year;

m. as soon as possible after March 1 each year, compile a list of all certificates issued by the board, and make list available without cost to board members, advisory committee members, State Pipe Trades Association, Louisiana Association of Plumbing-Heating-Cooling Contractors and to such state officials, state boards, or committees as normally require such a list;

n. shall cause himself, the chairman, vice chairman and the other necessary employees to be bonded in the amount as set by the board. The premium shall be paid by the board;

o. have authority with approval of the chairman to hire temporary office help, when needed, and subject to confirmation at the next board meeting;

p. after each meeting promptly record all motions.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, amended and promulgated by Department of Employment and Training, State Plumbing Board, LR 17:53 (January 1991), amended by the Workforce Commission, Plumbing Board, LR 49:920 (May 2023).

§505. Duties of Board Members

A. Each board member shall:

1. represent himself as a board member only in official board activities;
2. attend and take an active part in all board meetings;
3. review financial reports, and all correspondence sent to them pertaining to board business;
4. promptly respond to all mail polls.

B. No board member shall correspond or conduct himself in any manner tending to create an appearance of official board action without specific written authority of the board.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, amended and promulgated by Department of Employment and Training, State Plumbing Board, LR 17:54 (January 1991).

§506. Executive Director

A. The board may appoint and employ an executive director who shall be responsible for performing whatever duties the board may assign or delegate to him to effectuate the purposes and policies of the plumbing law, these regulations or orders of the board.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, amended and promulgated by Department of Employment and Training, State Plumbing Board, LR 17:54 (January 1991).

§507. Meetings

A. The board shall hold quarterly meetings and any special meetings shall be called when and if necessary, if funds are available.

B. The annual meeting of the board and election of officers shall be held during the month of August of each year. Special meetings may be called by the chairman or by five members of the board. No special meetings shall be called without notifying each board member and each member of the advisory committee in writing 10 days in advance.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, amended and promulgated by Department of Employment and Training, State Plumbing Board, LR 17:54 (January 1991).

§508. Duties of the Board

A. The board shall recognize the system of qualification of registration of apprentices as administered by joint and nonjoint apprenticeship committees approved by the state of Louisiana.

B. Not later than January 1, 2017, the board shall establish and maintain a registry of all apprentice plumbers employed in Louisiana and shall issue a certificate to all registrants under R.S. 37:1366.

C. The board shall assist the Board of Supervisors of Community and Technical Colleges in developing training, program, and course requirements that will prepare individuals to meet the qualifications established by the board for a tradesman plumber.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1336(D).

HISTORICAL NOTE: Promulgated by the Workforce Commission, Plumbing Board, LR 43:978 (May 2017).

Chapter 7. Board Employees

§701. Seasonal and Part-Time Employees

A. Board members and advisory committee members shall be given photo ID cards so that they can act as special enforcement officers for the board.

B. The board may employ special enforcement officers as is necessary for the conduct of the board's affairs, as directed by the board. These enforcement officers shall receive a salary fixed by the board, plus travel expenses.

C. The special enforcement officer's duties shall be as follows:

1. visit job sites and check for licenses in areas as designated by the board;
2. conduct inspections and investigations of plumbing work and activities of employing entities as instructed by the board;
3. document his enforcement activities and any violations of the plumbing law investigated by him;
4. all reports of field work shall be reported in writing to the board's office;
5. provide evidence in any administrative or legal proceeding initiated under the plumbing law by the board.

D. Examiners

1. Examiners employed to conduct any examination for a journeyman plumber license must be licensed journeyman plumbers or possess such skill and knowledge relating to the pipe trades as the board may deem appropriate. Examiners employed to conduct any examination for a master plumber license shall conform with §306. They shall be notified two weeks prior to date of

examination, and shall notify the board if they are unable to attend. They shall receive for their wages a fee fixed by the board. The journeyman plumber examiner shall report at least 15 minutes prior to time of the examination, to the board member presiding over examination, and his duties shall be as follows:

- a. administer the examination under the supervision of the board members in attendance;
- b. correct any papers pertaining to the examination and tabulate for final grades, before leaving, unless the examination is administered by a representative of a private professional service provider as described in §305;
- c. sign each project of examination which is assigned to and graded by him;
- d. sign master grade sheet.

2. The master plumber examiner shall report to the board member present and shall assist the board member as directed.

E. Custodians. The duties of the custodians shall include the care of all tools and materials pertaining to the examination and to assure that examination site is prepared for the examination to commence at the scheduled time. Wherever and whenever a person acts as both a custodian and an examiner at an examination given by this board, he shall be paid fees due for each task.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, amended and promulgated by Department of Employment and Training, State Plumbing Board, LR 17:54 (January 1991), amended by the Department of Labor, Plumbing Board, LR 25:1858 (October 1999), amended by the Workforce Commission, Plumbing Board, LR 49:920 (May 2023).

§703. Salaries

A. The board may employ other necessary employees who shall receive a salary according to the salary schedule fixed by the board.

B. Custodians, examiners, and special enforcement officers shall receive a fee fixed by the board.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, promulgated by the Department of Employment and Training, State Plumbing Board, LR 17:55 (January 1991).

Chapter 8. Preemption

§801. Preemption of Municipal or Other Local Regulatory Authorities

A. The plumbing law and these regulations shall preempt municipal or other local regulatory examinations authority over master plumbers, notwithstanding any contrary provision of any home rule charter. Municipal or other local regulatory authorities may assess and collect locally adopted fees and charges relative to plumbing work as defined in

R.S. 37:1377 performed in their respective jurisdictions, but only to persons licensed under R.S. 37:1368.

B. Any permit issued by a municipal or other local regulatory authority which authorized the applicant to perform plumbing work shall state on the face of the application form in bold, conspicuous writing and lettering the following notice:

NOTICE

Any person who performs plumbing work as defined by the Louisiana Plumbing Law, R.S. 1377, shall possess a license issued by the Louisiana State Plumbing Board. A master plumber shall properly designate his employing entity to the board. Any questions concerning compliance shall be addressed to the board.

C. The board may enter into cooperative arrangements with the Louisiana Department of Health and Hospitals, the Louisiana State Fire Marshal or local governing authorities to aid in the enforcement of the board's regulations.

D. Nothing herein shall prohibit the board from receiving and acting under R.S. 37:1378(7) or (8) upon notices of adjudications of violations of Louisiana Department of Health and Hospitals regulations, Louisiana State Fire Marshal regulations, or local municipal or parish plumbing codes not otherwise preempted or superseded by the plumbing law or these regulations.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, amended and promulgated by Department of Employment and Training, State Plumbing Board, LR 17:55 (January 1991), amended by the Department of Labor, Plumbing Board, LR 26:331 (February 2000).

Chapter 9. Revocation and Related Administration Proceedings

§901. Revocation, Suspension and Probation Procedures

A. All adjudication proceedings initiated pursuant to R.S. 37:1378 and conducted by the board shall be in accordance with the Administrative Procedure Act, R.S. 49:955 et seq. The term *licensee*, as used in this Section, shall refer, where applicable, to the holder of a tradesman plumber, journeyman plumber, master plumber, inactive master plumber, gas fitter, master gas fitter, medical gas piping installer or medical gas and vacuum systems verifier license, and holder of a water supply protection specialist endorsement.

B. All proceedings calling for suspension, revocation or probation of a licensee shall begin with the receipt of a complaint by the board. This complaint shall be in writing and signed by the complainant, who shall be a person of the full age of majority.

C. The complaint shall be investigated by the executive director or a special enforcement officer under the direction of the board or executive director. The board may designate representatives of local governing authorities to investigate complaints.

D. The executive director shall conduct an informal conference with the licensee identified in the complaint. The purpose of this procedure shall be to afford the licensee the opportunity to review a summary of the evidence developed as a result of the investigation of the complaint as well as an opportunity to respond. If the executive director determines that the licensee has sufficiently proven the complaint to be without merit, he may recommend to the board that no further investigation be conducted. If the executive director determines after the informal hearing that the complaint has merit, he shall report his findings to the board. The informal hearing may be conducted by correspondence, if the licensee consents. If a conference with the executive director is requested, the licensee must make all reasonable efforts to cooperate with the executive director or designated representative in scheduling the time and place of the informal hearing.

E. Upon conclusion of the informal hearing procedure, a formal hearing shall be scheduled before the board or a hearing officer designated by the board. In the event the executive director recommends rejection of the complaint, the board shall review his findings and conclusions. The board may refuse the recommendation of the executive director and proceed with a formal hearing.

F. Formal hearing procedures shall be commenced by a formal notice of complaint outlining the charges against the licensee sent to the licensee at his last known address. It shall comport with the provisions of R.S. 49:955.B. This notice shall require a response by the licensee within 10 days. Upon written motion by the licensee or his attorney, the response time may be extended.

G. The licensee shall return his response to the complaint to the board within 10 days or within the extended time granted by the board. Failure to respond shall be deemed a waiver of his right to a hearing. In response, the licensee shall either deny or admit the allegations of the complaint and shall either request a hearing before the board or a designated hearing officer or waive his right to said hearing.

H. If the licensee waives his right to a hearing or does not respond in writing within the time allotted, the board or designated hearing officer shall decide the case forthwith. The board or designated hearing officer shall make specific findings of fact, conclusions of law. The hearing officer shall submit his findings and conclusions in the form of a recommendation to the board.

I. If the licensee responds and participates in a formal hearing, he shall be afforded the opportunity to present evidence and cross-examine witnesses. The testimony of the witnesses shall be transcribed. The hearing shall be conducted according to the Administrative Procedure Act. Prehearing discovery by any party may be permitted upon motion to the board. Subpoenas shall be issued in accordance with R.S. 49:956(5).

J. The board shall make a decision based on the evidence heard by it or the hearing officer's report and determine what sanctions if any should be imposed and issue

an appropriate order with respect thereto. This order shall be served on the licensee.

K. Sanctions imposed by the board may include reprimand, probation, suspension, revocation or any combination thereof and, where applicable, reinstatement fees.

1. Reprimands may include a personal conference between the licensee and the executive director and/or a letter to the licensee regarding the incident or incidents which have been brought to the board's attention and which may or may not be determined to warrant a hearing.

2. Probation will include stipulations which may be imposed by the board as a result of the findings of facts developed at a formal hearing. The order shall clarify the obligations of the licensee through a specified period of time. A licensee who is placed on probation by the board may practice but only in accordance with the terms of his probation as established by the board. He may be required to certify to the board his compliance with the terms of probation from time to time as directed by the board.

3. Suspension

a. A license or license endorsement to practice plumbing, gas fitting, engage in the work of a water supply protection specialist and/or medical gas piping installer may be withheld by the board as a result of the findings of fact presented in a hearing. The duration of a suspension may be for a definite or indefinite period of time. A licensee or endorsement holder whose license or endorsement is suspended may not practice plumbing, gas fitting, the work of a water supply protection specialist and/or medical gas installer in the state of Louisiana during the designated period of suspension.

b. The definite time of suspension shall be stipulated by the board in the order to the licensee. Upon termination of the time period the licensee shall be entitled to receive his license upon payment of the required fee and upon documented compliance with the conditions which may have been imposed by the board at the time of the original order. The reinstatement fee shall not exceed the special enforcement fee under §305, §306, or §309.

c. If a license is suspended for an indefinite term, the licensee may petition for reinstatement of his license only after one calendar year has lapsed from the date of the original order. The board may terminate the suspension and reinstate such license after a hearing is held and the board determines that the cause/causes for the suspension no longer exist or that intervening circumstances have altered the condition leading to the suspension. If reinstatement is granted the licensee shall pay the required reinstatement fee, which shall not exceed the amount established as the special enforcement fee under §305, §306, or §309.

L. Revocation. A license or endorsement to practice plumbing, gas fitting, engage in the work of a water supply protection specialist and/or medical gas piping installer may be withdrawn by the board for any reason or ground permitted by R.S. 37:1378 or other law.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(D).

HISTORICAL NOTE: Adopted by the Department of Labor, Plumbing Board, 1968, amended and promulgated by the Department of Employment and Training, Plumbing Board, LR 17:55 (January 1991), amended by Department of Labor, Plumbing Board, LR 21:1352 (December 1995), LR 26:331 (February 2000), amended by the Workforce Commission, Plumbing Board, LR 43:549 (March 2017), LR 43:978 (May 2017), LR 49:921 (May 2023).

§902. Declaratory Orders and Rulings

A. The board on its own motion may move for a declaratory order or ruling as to the applicability of any statutory provision or of any rule or order of the board. Any interested party may petition the board for a declaratory order or ruling as stated above.

B. Said petition shall contain the following information:

1. the full name, address, telephone number of the petitioner;
2. the interest asserted by the petitioner;
3. specific reference to the statute, rule, or order with respect to which the declaratory order or ruling is sought;
4. a concise statement of the purpose, reasons and nature of the declaratory order or ruling sought.

C. Said petition shall be considered by the board at its next regularly scheduled meeting provided that the petition has been filed at least 30 days prior to said meeting.

D. The order or ruling rendered by the board on said petition shall be in writing and mailed to petitioner at last address furnished to the board.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1377 and R.S. 37:1366.

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968, amended and promulgated by Department of Employment and Training, State Plumbing Board, LR 17:56 (January 1991).

§903. Enforcement

A. The board may employ any means of enforcing its rules and regulations as is authorized in Louisiana Revised Statutes of 1950, R.S. 37:1374.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:1374 and R.S. 37:1366

HISTORICAL NOTE: Adopted by the Department of Labor, State Plumbing Board, 1968.

Chapter 10. Continuing Professional Education Programs

§1001. Tradesman, Journeyman and Master Plumbers

A. CPE Requirement

1. All persons seeking to renew a tradesman license issued by the board are required to attend and show proof of attendance at no less than 3 1/2 hours of a board-approved CPE class in the prior calendar year, as set out in this Section.

2. All persons seeking to renew a journeyman license issued by the board are required to attend and show proof of attendance at no less than 3 1/2 hours of a board-approved CPE class in the prior calendar year, as set out in this Section.

3. All persons seeking to renew a master plumber license or to convert an inactive master plumber license to an active master plumber license must attend and show proof of attendance at no less than five hours of a board-approved CPE class in the prior calendar year, as set out in this Section.

4. A holder of an inactive master plumber license who seeks to renew said license must file an affidavit in a form provided by the board, that they have been inactive as a plumber in the previous year, and that they will remain inactive and not work as a plumber for the year for which they seek to renew their license. Upon such filing with the board, the holder of an inactive master plumber license will not be required to meet the CPE requirements set out herein.

5. A holder of an inactive master plumber's license who seeks to function as a journeyman plumber is required to attend and show proof of attendance at no less than 3 1/2 hours of a board-approved CPE class in the prior calendar year, as set out in this Section.

6. All persons holding and seeking to renew both journeyman plumber or tradesman plumber and gas fitter licenses issued by the board are required to attend and show proof of attendance at no less than 4 1/2 hours as set out in this Section and in §1002.

7. All persons holding and seeking to renew both journeyman plumber or tradesman plumber and master gas fitter licenses issued by the board are required to attend and show proof of attendance at no less than six hours as set out in this Section and in §1002.

8. All persons holding and seeking to renew both master plumber and gas fitter licenses issued by the board are required to attend and show proof of attendance at no less than six hours as set out in this Section and in §1002.

9. All persons holding and seeking to renew both master plumber and master gas fitter licenses issued by the board are required to attend and show proof of attendance at no less than six hours as set out in this section and in §1002.

B. Course Materials

1. The board shall be the exclusive agency for distribution of CPE course materials.

2. The course materials will provide the basis for a minimum of 3 1/2 hours of study for tradesman plumbers and journeyman plumbers. One hour will be in the subjects of health protection, consumer protection or environmental protection, 1/2 hour shall include information concerning R.S. 37:1361, et seq., LAC 46:LV, and 2 hours covering current industry practices and codes, and subjects from a list approved and published by the board.

3. The course materials will provide the basis for a minimum of 5 hours of study for master plumbers. One hour will be in the subjects of health protection, consumer protection or environmental protection, 1/2 hour shall include information concerning R.S. 37:1361, et seq., LAC 46:LV, 2 hours covering current industry practices, codes, and subjects from a list approved and published by the board, and 1 1/2 hours on business topics approved by the board.

4. The course materials will include board forms within the binding of the course materials that may be removed for use by the licensees. The forms will include CPE evaluation forms.

5. The board must have legal ownership of or an appropriate license for the use of all copyrighted material included within the course materials. Board approved course materials will contain a prominently displayed approval statement in 10-point bold type or larger containing the following language.

"THIS CONTINUING PROFESSIONAL EDUCATION COURSE MATERIAL HAS BEEN APPROVED BY THE LOUISIANA STATE PLUMBING BOARD FOR USE IN THE (State Year) CPE YEAR. BY ITS APPROVAL OF THIS COURSE MATERIAL, THE LOUISIANA STATE PLUMBING BOARD DOES NOT ASSUME ANY RESPONSIBILITY FOR THE ACCURACY OF THE CONTENTS. FURTHER, THE LOUISIANA STATE PLUMBING BOARD HAS NOT MADE ANY DETERMINATION THAT THE PARTY PUBLISHING THE COURSE MATERIALS HAS COMPLIED WITH ANY APPLICABLE COPYRIGHT AND OTHER LAWS IN PUBLISHING THE COURSE MATERIAL AND THE LOUISIANA STATE PLUMBING BOARD DOES NOT ASSUME ANY LIABILITY OR RESPONSIBILITY THEREFOR. THE COURSE MATERIAL IS NOT BEING PUBLISHED BY NOR IS IT A PUBLICATION OF THE LOUISIANA STATE PLUMBING BOARD."

6. The board will conduct instructor training in the use of course materials.

C. Course Providers

1. Course providers shall offer classroom instruction in the course materials used for the CPE required for renewal of tradesman, journeymen and master licenses issued under the Act. Board approval of course providers will be subject to all of the terms and conditions of this Section.

2. CPE courses shall be presented in one of the following formats:

- a. for tradesman and journeyman plumbers, a minimum of 3 1/2 classroom hours presented on one day; or
- b. for master plumbers, five hours on one day; or
- c. for master plumbers, two sessions totaling five classroom hours presented within a 30-day period.

3. Continuing professional education must be based on the course materials and provided in a format approved by the board.

4. In addition to required classroom education offered in each region, material may be provided in additional formatting as approved by the board.

5. Each course provider shall, at its own expense and in a format approved by the board, mail, fax or electronically transmit to the board certification of each licensee's completion of CPE requirements within 10 days of completion.

6. The board is authorized to enter into a cooperative endeavor agreement with either the Louisiana Association of Plumbing, Heating and Cooling Contractors of Louisiana or the Louisiana Pipe Trades Association, or any subsidiary or affiliate of either non-profit organization, to jointly provide CPE services to licensed journeyman and master plumbers. The board is authorized to share costs and expenses with either organization under terms and conditions that promote the public interest and avoid gratuitous donation of public funds.

7. Each course provider must notify the board at least seven working days before conducting classes; the notice shall contain the time(s) and place(s) where the classes will occur.

8. Each course provider will perform self-monitoring and reporting as required by the board, including a certified roster of all persons attending the course, with the license number of each attendee included.

9. Each course provider shall permit any board member or a duly designated representative of the board to monitor any CPE class for compliance purposes.

10. Each course provider shall use only course instructors that have been approved by the board. Each course provider shall annually submit to the board's office a list of course instructors it employs and the instructors' credentials for approval.

a. Lists of course instructors to be approved for the following year must be submitted no later than 30 days prior to the date of the board's last scheduled quarterly meeting for approval by the board, unless an extension is requested at or before the August board meeting and granted by the board.

b. Prior to allowing course instructors to teach CPE, course providers must provide documentation to the board showing the instructor's qualifications to teach CPE, including but not limited to detailed information on an experience in providing instruction, assistance in providing instruction or successful completion of training for providing instruction.

c. Course instructors must comply with this Section. Course providers shall notify the board within 10 working days of any change of an instructor's employment status with the course provider.

PROFESSIONAL AND OCCUPATIONAL STANDARDS

11. Any individual, business or association who wishes to be a course provider shall apply to the board for approval using application forms prepared by the board. In order to be approved, the application must satisfy the board as to the ability of the individual, business or association to provide quality instruction in the course materials as required in this Section and must include:

- a. name and address of the applicant;
- b. names and addresses of all officers, directors, trustees or members of the governing board of any business or association applying;
- c. certificate of good standing issued by the Louisiana Secretary of State for corporate applicants;
- d. taxpayer identification number;
- e. facsimile number, statewide toll free telephone number, Internet web site or electronic mail address;
- f. fees to be charged to licensees for attending the course;
- g. a CPE class scheduling plan for providing at least one course in each of the following cities: Lafayette, New Orleans, Baton Rouge, Alexandria, Shreveport, Lake Charles and Monroe; however, the board or its director may, solely at their discretion, grant a request that the course not be offered in one or more of these locations, upon a demonstration of economic infeasibility by the course provider;
- h. a method for quarterly reporting compilations of licensee evaluations of course provider and course instructors to the board;
- i. identification of the approved course material options which will be used by the course provider; and
- j. an application fee to be set as provided by law.

12. The course provider shall purchase course materials from the board.

13. The fees charged to the licensees for attending the course will be determined by the course provider.

14. The board may refuse to accept any application for approval as a course provider that is not complete. The board may deny approval of an application for any of the following reasons:

- a. failure to comply with the provisions of this Section;
- b. inadequate instruction of the materials required to be included in course materials; or
- c. unsatisfactory evaluations of the course provider by licensees, board members or board staff.

15. If an application is refused or disapproved, written notice detailing the basis of the decision shall be provided to the applicant within 90 days of the date of the decision.

16. A course provider's authority to offer instruction in the course materials for which CPE credit is given expires on December 31 of the calendar year following approval.

17. The board shall review course providers for quality of instruction. The board shall also investigate and take appropriate action, consistent with the Louisiana Administrative Procedure Act, up to and including revocation of authority to provide CPE, regarding complaints involving approved course providers.

18. A provider's failure to comply with this Section constitutes grounds for disciplinary action in accord with the Louisiana Administrative Procedure Act, up to and including revocation of authority to provide CPE, against the provider or for denial of future applications for approval as a course provider.

D. Course Instructors

1. The board will initially approve course instructors to provide instruction in the course materials used for the CPE required for renewal of tradesman plumber, journeyman plumber and master plumber licenses. Board approval of course instructors will be subject to all terms and conditions of this Section. An individual who wishes to be approved by the board as a course instructor must apply to the board using an application form approved by the board. The following minimum criteria will be used by the board in considering approval of course instructors:

- a. all course instructors for master gas fitters must hold a Louisiana state master gas fitter license, and those for gas fitter must hold a master or gas fitter license; and
- b. demonstrate an ability to train others, including but not limited to providing a description of their previous training experience; and
- c. must be employed by an approved course provider.

2. An approved course instructor may use, under its live supervision, a non-licensed supplemental lecturer to present subjects of health protection, consumer protection, or environmental protection, information concerning R.S. 37:1361, et seq., LAC 46:LV published by the board. Prior to approval, a course instructor must identify to the board, any supplemental lecturer they intend to use, including a resume from the supplemental lecturer, and the subject matter the supplemental lecturer will discuss within 30 days prior to the course being conducted.

3. As a course instructor and licensee of the board, a course instructor must:

- a. be well versed in and knowledgeable of the course materials;
- b. maintain an orderly and professional classroom environment; and
- c. coordinate with the course provider to develop an appropriate method for handling disorderly and disruptive students. A course instructor shall report to the course provider and the board any non-responsive or disruptive student who attends a CPE course. The board may deny CPE credit to any such student and require, at the student's

expense, successful completion of an additional CPE course to receive credit.

4. The board shall review course instructors for quality of instruction. The board shall also respond to complaints regarding course instructors.

5. A course instructor's failure to comply with this Section constitutes grounds for disciplinary action against the instructor or for disapproval of future applications for approval as a course instructor, in accord with the Louisiana Administrative Procedure Act.

6. A course instructor may use a vendor approved by the board to provide instruction on products specific to only one approved gas topic and/or one approved plumbing topic.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(I).

HISTORICAL NOTE: Promulgated by the Department of Labor, State Plumbing Board, LR 30:2068 (September 2004), amended LR 37:2440 (August 2011), amended by the Workforce Commission, Plumbing Board, LR 43:979 (May 2017), LR 44:634 (March 2018), LR 48:1591 (June 2022).

§1002. Gas Fitters and Master Gas Fitters

A. CPE Requirement

1. All persons seeking to renew a gas fitter license issued by the board are required to attend and show proof of attendance at no less than 2 1/2 hours of a board-approved CPE class in the prior calendar year, as set out in this Section.

2. All persons seeking to renew a master gas fitter license or to convert an inactive master gas fitter license to an active master gas fitter license must attend and show proof of attendance at no less than four hours of a board-approved CPE class in the prior calendar year, as set out in this Section.

3. A holder of an inactive master gas fitter license who seeks to renew said license must file an affidavit in a form provided by the board, that they have been inactive as a gas fitter in the previous year, and that they will remain inactive and not work as a gas fitter for the year for which they seek to renew their license. Upon such filing with the board, the holder of an inactive master gas fitter license will not be required to meet the CPE requirements set out herein.

4. A holder of an inactive master gas fitter license who seeks to function as a gas fitter is required to attend and show proof of attendance at no less than 2 1/2 hours of a board-approved CPE class in the prior calendar year, as set out in this Section.

5. All persons holding and seeking to renew both gas fitter and journeyman plumber licenses issued by the board are required to attend and show proof of attendance at no less than 4 1/2 hours as set out in this Section and in §1001.

6. All persons holding and seeking to renew both gas fitter and master plumber licenses issued by the board are required to attend and show proof of attendance at no less than six hours as set out in this Section and in §1001.

7. All persons holding and seeking to renew both master gas fitter and journeyman plumber licenses issued by the board are required to attend and show proof of attendance at no less than six hours as set out in this Section and in §1001.

8. All persons holding and seeking to renew both master gas fitter and master plumber licenses issued by the board are required to attend and show proof of attendance at no less than six hours as set out in this Section and in §1001.

B. Course Materials

1. The board shall be the exclusive agency for distribution of CPE course materials.

2. The course materials will provide the basis for a minimum of 2 1/2 hours of study for gas fitters. One hour will be in the subjects of health protection, consumer protection or environmental protection, 1/2 hour shall include information concerning R.S. 37:1361 et seq., LAC 46:LV, and one hour covering current industry practices and codes, and subjects from a list approved and published by the board.

3. The course materials will provide the basis for a minimum of four classroom hours of study for master gas fitters. One hour will be in the subjects of health protection, consumer protection or environmental protection, 1/2 hour shall include information concerning R.S. 37:1361 et seq., LAC 46:LV, and one hour covering current industry practices, codes, and subjects from a list approved and published by the board, and 1 1/2 hours on business topics approved by the board.

4. The course materials will include board forms within the binding of the course materials that may be removed for use by the licensees. The forms will include CPE evaluation forms.

5. The publishers of course materials must have legal ownership of or an appropriate license for the use of all copyrighted material included within the course materials. Board-approved course materials will contain a prominently displayed approval statement in 10-point bold type or larger containing the following language.

“THIS CONTINUING PROFESSIONAL EDUCATION COURSE MATERIAL HAS BEEN APPROVED BY THE LOUISIANA STATE PLUMBING BOARD FOR USE IN THE (state year) CPE YEAR. BY ITS APPROVAL OF THIS COURSE MATERIAL, THE LOUISIANA STATE PLUMBING BOARD DOES NOT ASSUME ANY RESPONSIBILITY FOR THE ACCURACY OF THE CONTENTS. FURTHER, THE LOUISIANA STATE PLUMBING BOARD HAS NOT MADE ANY DETERMINATION THAT THE PARTY PUBLISHING THE COURSE MATERIALS HAS COMPLIED WITH ANY APPLICABLE COPYRIGHT AND OTHER LAWS IN PUBLISHING THE COURSE MATERIAL AND THE LOUISIANA STATE PLUMBING BOARD DOES NOT ASSUME ANY LIABILITY OR RESPONSIBILITY THEREFOR. THE COURSE MATERIAL IS NOT BEING PUBLISHED BY NOR IS IT A PUBLICATION OF THE LOUISIANA STATE PLUMBING BOARD.”

6. The publishers of course materials will conduct instructor training in the use of course materials.

PROFESSIONAL AND OCCUPATIONAL STANDARDS

C. Course Providers

1. Course providers shall offer classroom instruction in the course materials used for the CPE required for renewal of gas fitter and master gas fitter licenses issued under the Act. Board approval of course providers will be subject to all of the terms and conditions of this Section.

2. CPE courses shall be presented in one of the following formats:

- a. for gas fitters a minimum of 2 ½ classroom hours presented on one day; or
- b. for master gas fitters, four hours on one day; or
- c. for gas fitters two sessions totaling 2 1/2 classroom hours presented within a 30-day period; or
- d. for master gas fitters, two sessions totaling four classroom hours presented within a 30-day period.

3. Continuing professional education must be based on the course materials and provided in a format approved by the board.

4. In addition to required classroom education provided in each region, material may be provided in additional formatting as approved by the board.

5. Each course provider shall, at its own expense and in a format approved by the board, mail, fax or electronically transmit to the board certification of each licensee's completion of CPE requirements within 10 days of completion.

6. The board is authorized to enter into a cooperative endeavor agreement with either the Louisiana Association of Plumbing, Heating and Cooling Contractors of Louisiana or the Louisiana Pipe Trades Association, or any subsidiary or affiliate of either non-profit organization, to jointly provide CPE services to licensed and master gas fitters. The board is authorized to share costs and expenses with either organization under terms and conditions that promote the public interest and avoid gratuitous donation of public funds.

7. Each course provider must notify the board at least seven working days before conducting classes; the notice shall contain the time(s) and place(s) where the classes will occur.

8. Each course provider will perform self-monitoring and reporting as required by the board, including a certified roster of all persons attending the course, with the license number of each attendee included.

9. Each course provider shall permit any board member or a duly designated representative of the board to monitor any CPE class for compliance purposes.

10. Each course provider shall use only course instructors that have been approved by the board. Each course provider shall initially submit to the board's office a list of course instructors it employs and the instructors' credentials for approval. Course instructors will be granted ongoing approval. Any changes to instructors shall be approved by the board.

a. Lists of course instructors to be approved for the following year must be submitted no later than 30 days prior to the date of the board's last scheduled quarterly meeting for approval by the board, unless an extension is requested at or before the August board meeting and granted by the board.

b. Prior to allowing course instructors to teach CPE, course providers must provide documentation to the board showing the instructor's qualifications to teach CPE, including but not limited to detailed information on any experience in providing instruction, assistance in providing instruction or successful completion of training for providing instruction.

c. Course instructors must comply with this Section. Course providers shall notify the board within 10 working days of any change of an instructor's employment status with the course provider.

11. Any individual, business or association who wishes to be a course provider shall apply to the board for approval using application forms prepared by the board. In order to be approved, the application must satisfy the board as to the ability of the individual, business or association to provide quality instruction in the course materials as required in this Section and must include:

- a. name and address of the applicant;
- b. names and addresses of all officers, directors, trustees or members of the governing body of any business or association applying;
- c. certificate of good standing issued by the Louisiana Secretary of State for corporate applicants;
- d. taxpayer identification number;
- e. facsimile number, statewide toll-free telephone number, internet website or electronic mail address;
- f. fees to be charged to licensees for attending the course;
- g. A CPE class scheduling plan providing for a least one course in each region. Course providers must, at a minimum, offer the CPE class in each of the following cities: Lafayette, New Orleans, Baton Rouge, Alexandria, Shreveport, Lake Charles and Monroe; any CPE provider for gas fitting shall conduct both plumber and gas fitter CPE classes. The board or its director may, solely at their discretion, grant a request that the course not be offered in one or more of these locations, upon a demonstration of economic infeasibility by the course provider;
- h. a method for quarterly reporting compilations of licensee evaluations of course provider and course instructors to the board;
- i. identification of the approved course material options which will be used by the course provider; and
- j. an application fee to be set as provided by law.

12. The course provider shall purchase course materials from the board.

13. The fees charged to the licensees for attending the course will be determined by the course provider.

14. The board may refuse to accept any application for approval as a course provider that is not complete. The board may deny approval of an application for any of the following reasons:

- a. failure to comply with the provisions of this Section;
- b. inadequate instruction of the materials required to be included in course materials; or
- c. unsatisfactory evaluations of the course provider by licensees, board members or board staff.

15. If an application is refused or disapproved, written notice detailing the basis of the decision shall be provided to the applicant within 90 days of the date of the decision.

16. A course provider's authority to offer instruction in the course materials for which CPE credit is given expires on December 31 of the calendar year following approval.

17. The board shall review course providers for quality of instruction. The board shall also investigate and take appropriate action, consistent with the Louisiana Administrative Procedure Act, up to and including revocation of authority to provide CPE, regarding complaints involving approved course providers.

18. A provider's failure to comply with this Section constitutes grounds for disciplinary action in accord with the Louisiana Administrative Procedure Act, up to and including revocation of authority to provide CPE, against the provider or for denial of future applications for approval as a course provider.

D. Course Instructors

1. The board will initially approve course instructors to provide instruction in the course materials used for the CPE required for renewal of gas fitter and master gas fitter licenses. Board approval of course instructors will be subject to all of the terms and conditions of this Section. An individual who wishes to be approved by the board as a course instructor must apply to the board using an application form approved by the board. The following minimum criteria will be used by the board in considering approval of course instructors:

- a. all course instructors for master gas fitters must hold a Louisiana state master gas fitter license, and those for gas fitter must hold a master or gas fitter license; and
- b. demonstrate an ability to train others, including but not limited to providing a description of their previous training experience; and
- c. must be employed by an approved course provider.

2. An approved course instructor may use, under its live supervision, a non-licensed supplemental lecturer to present subjects of health protection, consumer protection or environmental protection, information concerning R.S.

37:1361, et seq., LAC 46:LV published by the board. Prior to approval, a course instructor must identify to the board, any supplemental lecturer they intend to use, including a resume from the supplemental lecturer, and the subject matter the supplemental lecturer will discuss within 30 days prior to the course being conducted.

3. As a course instructor and licensee of the board, a course instructor must:

- a. be well versed in and knowledgeable of the course materials;
- b. maintain an orderly and professional classroom environment; and
- c. coordinate with the course provider to develop an appropriate method for handling disorderly and disruptive students. A course instructor shall report to the course provider and the board any non-responsive or disruptive student who attends a CPE course. The board may deny CPE credit to any such student and require, at the student's expense, successful completion of an additional CPE course to receive credit.

4. The board shall review course instructors for quality of instruction. The board shall also respond to complaints regarding course instructors.

5. A course instructor's failure to comply with this Section constitutes grounds for disciplinary action against the instructor or for disapproval of future applications for approval as a course instructor, in accord with the Administrative Procedure Act.

6. A course instructor may use a vendor approved by the board to provide instruction on products specific to only one approved gas topic and/or one approved plumbing topic.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(I) and R.S. 37:1368(H).

HISTORICAL NOTE: Promulgated by the Workforce Commission, Plumbing Board, LR 43:549 (March 2017), amended LR 44:635 (March 2018), LR 48:1593 (June 2022).

§1003. Water Supply Protection Specialists Recertification Requirements

A. Effective January 1, 2015, in addition to the yearly renewal of their endorsement, every three years all persons holding a water supply protection specialist endorsement issued by the Louisiana State Plumbing Board are required to show proof of attendance at a board-approved industry related recertification program compliant with the guidelines of the American Society of Sanitary Engineers (ASSE) *Series 5000* as defined in §13.D. Such recertification shall satisfy the endorsee's obligation to maintain continuing professional education relative to a water supply protection specialist endorsement, but shall not diminish or affect endorsee's obligation to fulfill continuing professional education requirements for journeyman or master plumbing licenses or medical gas installer or verifier endorsements, if applicable.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(I).

HISTORICAL NOTE: Promulgated by the Department of Labor, State Plumbing Board, LR 30:2071 (September 2004), amended LR 37:905 (March 2011), LR 37:2441 (August 2011), amended by the Workforce Commission, Plumbing Board, LR 41:762 (April 2015), LR 43:979 (May 2017).

§1005. Medical Gas Piping Installers and Medical Gas Verifiers

A. CPE Requirement

1. Effective January 1, 2016, in addition to the yearly renewal of their license, all persons seeking to renew a medical as piping installer or medical gas verifier license issued by the Louisiana State Plumbing Board are required to show proof of attendance at a board-approved industry related recertification program, every NFPA 99 code cycle, compliant with the guidelines of the American Society of Sanitary Engineering International (ASSE) *Professional Qualification Standards Series 6000/6010 for Medical Gas Systems Installers* or *6030 for Medical Gas Systems Verifiers* or its equivalent as defined in §304 and §315. Such recertification shall satisfy the endorsee’s obligation to maintain continuing professional education relative to the medical gas systems installer and medical gas systems verifier, but shall not diminish or affect licensee’s obligation

to fulfill continuing professional education requirements for journeyman or master plumbing licenses or water supply protection specialist endorsement, if applicable.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(I).

HISTORICAL NOTE: Promulgated by the Department of Labor, State Plumbing Board, LR 30:2074 (September 2004), amended LR 37:905 (March 2011), LR 37:2441 (August 2011), amended by the Workforce Commission, Plumbing Board, LR 42:578 (April 2016), LR 43:980 (May 2017).

§1007. Effective Date

A. The provisions of this Chapter shall become effective on January 1, 2006, subject to continuance of this date by the Louisiana State Plumbing Board, as noticed in the *Louisiana Register*.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1366(I).

HISTORICAL NOTE: Promulgated by the Department of Labor, State Plumbing Board, LR 30:2077 (September 2004), amended by the Workforce Commission, Plumbing Board, LR 43:980 (May 2017).