



**SAINT LOUIS COUNTY**  
Transportation and Public Works

# How To Apply for Apprentice License

ACCELA – LICENSING PORTAL

# The Information Presented Will Provide Steps to Create an Apprentice Application for License Approval

- ❑ Before beginning, ensure you have all information and documentation that is needed
- ❑ Let's review what is required

# Required Documents

The following documents are **required** to submit an Apprenticeship application.

- Current Photo for ID
- State Issued ID
- Apprenticeship Application Section 2 document

# Required Documents

**One last note on requirements;**

## Photo ID

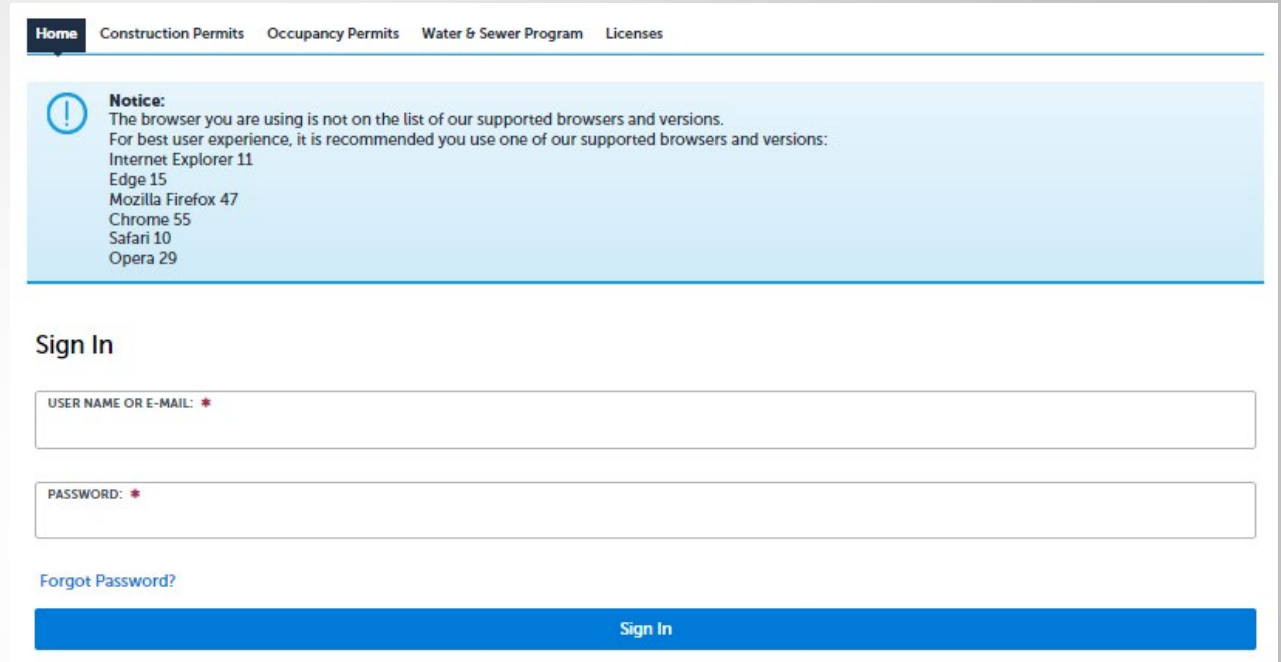
- No hats or sunglasses
- Photo to capture top of shoulders to top of head on a plain white background.
- Set camera to lowest resolution and size
- Max file size 100kb
- JPG format only
- Take picture in landscape – phone sideways
- Save photo with file name as your last name first name – DoeJohn.JPG
- No special characters within file name

**File format is PDF for all other requested documents**

Application will be returned if requirements are not met

# Apprentice License Application General

- ❑ Sign into the licensing portal with user account you have previously created.



The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation bar is a light blue notice box with a warning icon and text stating that the current browser is not supported and listing supported browsers and versions: Internet Explorer 11, Edge 15, Mozilla Firefox 47, Chrome 55, Safari 10, and Opera 29. Below the notice box is a 'Sign In' section with two input fields: 'USER NAME OR E-MAIL: \*' and 'PASSWORD: \*'. A 'Forgot Password?' link is located below the password field. At the bottom of the sign-in section is a blue button labeled 'Sign In'.

# Apprentice License Application General

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Hello, AccountName

Saved in Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

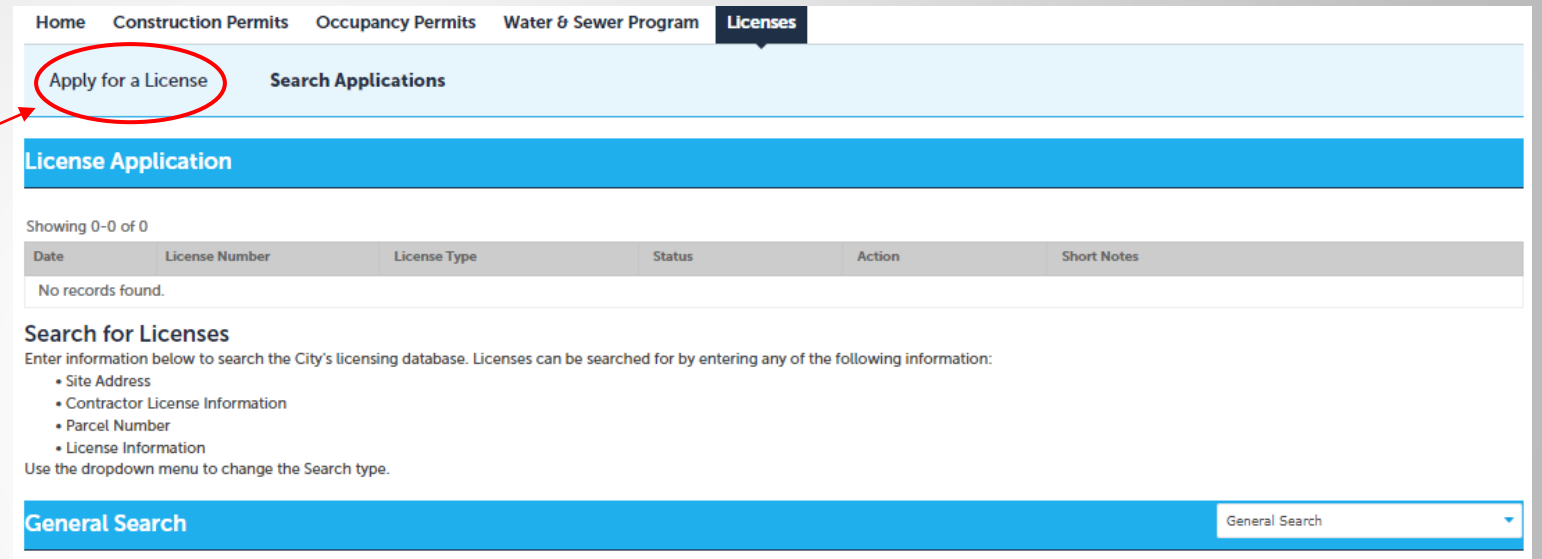
You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

☐ Select Licenses  
tab

# Apprentice License Application General



The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Construction Permits', 'Occupancy Permits', 'Water & Sewer Program', and 'Licenses'. Below the navigation, there are two buttons: 'Apply for a License' (circled in red) and 'Search Applications'. A red arrow points from the 'Apply for a License' button to the text 'Apply for a License' on the left side of the slide. The main content area is titled 'License Application' and displays 'Showing 0-0 of 0' records. Below this is a table with columns: Date, License Number, License Type, Status, Action, and Short Notes. The table contains the text 'No records found.' Below the table is a section titled 'Search for Licenses' with instructions to enter information to search the City's licensing database. It lists search criteria: Site Address, Contractor License Information, Parcel Number, and License Information. At the bottom, there is a 'General Search' section with a search input field and a dropdown menu.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

### License Application

Showing 0-0 of 0

Date	License Number	License Type	Status	Action	Short Notes
No records found.					

### Search for Licenses

Enter information below to search the City's licensing database. Licenses can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- License Information

Use the dropdown menu to change the Search type.

General Search  General Search

Apply for a License

# Apprentice License Application General

Review disclaimer then  
check box to accept  
terms

Continue Application

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

### Online License Application

Using this system you can submit for a rental license all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)



# Apprentice License Application General

## Select a Record Type –

Plumbing Licenses

Apprentice / Experienced  
Apprentice Plumber  
Application

Continue Application

## Select a Record Type

Select the following license type.



Search

- ▶ Continuing Education
- ▶ Electrical Licenses
- ▶ Mechanical Licenses
- ▼ Plumbing Licenses
  - Apprentice / Experienced Apprentice Plumber Application
  - Hardship Request
  - Journeyman License Application
  - Master License Application
- ▶ Link Account to License

# Apprentice License Application Step 1

## Applicant –

- ❑ Click 'Select from Account' button, click on record then Continue

## Employer –

- ❑ Click 'Look Up' button to enter information

## Master Plumber –

- ❑ Click 'Look Up' button to enter information

### Step 1: Contact Information > Contact Information

In this page, fill in information for all contacts related to this application. Make sure the contact information is complete and current.

\* indicates a required field.

#### Applicant

To add an Applicant, click the Select from Account button. Changes can be made to the contact information through Account Management.

Select from Account

Look Up

#### Employer

To add an Employer, click the Select from Account or Look Up button.

Select from Account

Look Up

#### Master Plumber Accepting Responsibility

To add a Master Plumber, click the Select from Account or Look Up button.

Select from Account

Look Up

Save and resume later

Continue Application »

# Apprentice License Application Step 2

## Application Details –

Select 'No'

Continue Application

Step 2: Application Information > Application Details \* indicates a required field.

### Application Details

APPLICANT INFORMATION

\* Is this application for an experienced apprentice plumber:

Yes  No

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

# Apprentice License Application Step 3

## Education –

- ❑ Click Add New to enter information

## Employment History –

- ❑ Click Add a Row to enter information

- ❑ Continue Application

Step 2: Application Information > Education/Employment \* indicates a required field.

### Education

If your course is already registered with the agency, click Select from Contact to look it up from your registered course list.

[Select from Contact](#) [Add New](#)

**Education List**  
Showing 0-0 of 0

Provider Name	Provider Number	Major Discipline	Degree	Year Joined	Year Graduated	Action
No records found.						

### Employment History

**Employment History**  
In this section, add current and/or previous employment information for the applicant. To add an additional employment, click the "Add a Row" button.

Showing 0-0 of 0

Present/Previous Employer	Business Name	Business Address	Contact Name	Contact Email	Name of Qualifying Master Plumber for Employer	License Number of Qualifying Master Plumber	Employment From	Employment To	Full/Part Time	Total Number of Hours Per Week
No records found.										

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

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

# Apprentice License Application Step 4

## Supporting Documentation -

❑ Option selected in previous step dictates document requirements, was also addressed in the beginning of presentation

❑ Click Add to start uploading

### Step 3: Supporting Documentation > Supporting Documentation

The following documents are required to submit an application:

1. State Issued ID
2. Current Photo for ID\*

If you are **not** applying as an experienced apprenticed, the Apprentice Application Section 2 document (click [here](#) to download a copy) is also required.

If you are applying as an experienced apprentice, a copy of your OSHA Certificate or License is also required.

*\*Photo must meet the following requirements:*

1. Digital photo saved as a jpeg
2. Background must be a blank, light-colored wall
3. Photo should be a headshot to just below the shoulders

\* indicates a required field.

### Supporting Documentation

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

The maximum file size allowed is 500 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

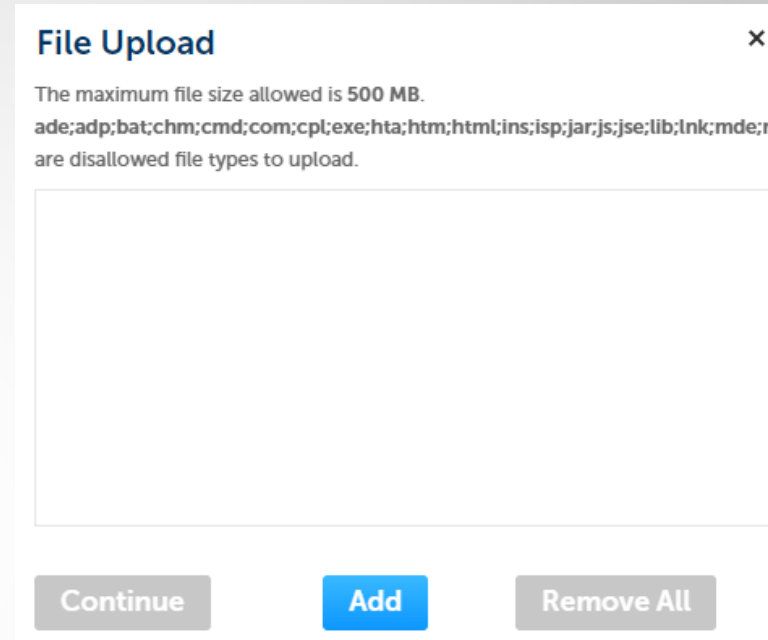
[Continue Application »](#)

# Apprentice License Application

## Step 4 continued

### File Upload -

- ❑ A popup appears, click Add and locate file to upload
- ❑ After file is selected, click Continue



# Apprentice License Application

## Step 4 continued

### Attachment -

- ❑ Select type of record that was uploaded
- ❑ After file is selected, click Add button, popup reappears
- ❑ Continue process until all files are uploaded
- ❑ Once completed click Save
- ❑ Continue Application

### Supporting Documentation

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\*Type: Remove

--Select--

- Select--
- Affidavit of Employment Experience
- Apprentice Application Section 2
- Current Photo for ID
- Diploma/Certificate
- Education Document
- Education Transcript
- Email
- License Form
- Master Plumber Letter
- Miscellaneous
- OSHA Certificate or License
- Proof of Enrollment
- State Issued ID

Save Add Remove All

# Apprentice License Application

## Step 5

### Review -

- ❑ Page provides all information entered. Ensure all information is accurate and documents uploaded are the correct type. Application will be returned for any required updates before processing

❑ Check box to agree

❑ Continue Application

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: \_\_\_\_\_

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



# Apprentice License Application Step 6

## Pay Fees -

Review fees

Check Out

**Apprentice / Experienced Apprentice Plumber Application**

1 **2 Application Information** 3 Supporting Documentation 4 Review **5 Pay Fees** 6 Record Issuance

### Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
Apprentice Administrative Fee	1	\$10.00

**TOTAL FEES: \$10.00**

[Check Out »](#)

# Apprentice License Application

## Step 6 continued

### Pay Fees in Cart -

Review

Check out

#### Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 1: Select item to pay**

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

**No Address**

**1 Application(s) | \$10.00**

▶	Apprentice / Experienced Apprentice Plumber Appli cation 23TMP-001570	Total due: \$10.00
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**Total amount to be paid: \$10.00**

Note: This does not include additional inspection fees which may be assessed later.

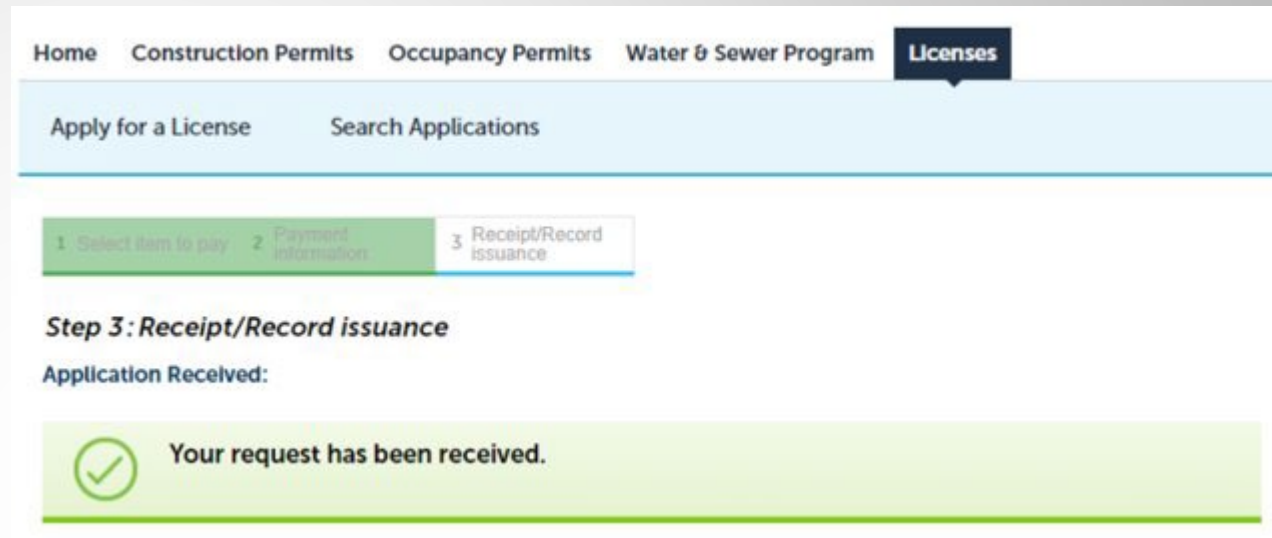
[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

# Apprentice License Application

## Step 6 continued

### Confirmation -

- ☐ You will receive emails notifying you of your application status as it is processed.



The screenshot shows a web application interface for license applications. At the top, there is a navigation menu with the following items: Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. The 'Licenses' menu item is highlighted with a dark blue background. Below the navigation menu, there is a light blue header bar with two buttons: 'Apply for a License' and 'Search Applications'. Below the header bar, there is a progress indicator with three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record issuance. The third step is highlighted in green. Below the progress indicator, there is a section titled 'Step 3: Receipt/Record issuance' with the text 'Application Received:'. Below this text, there is a green banner with a checkmark icon and the text 'Your request has been received.'