



Building Division  
55 Grinnell Plaza  
Sheridan, WY 82801  
Phone 307-674-5941  
Fax 307-672-0045  
[www.city-sheridan-wy.com](http://www.city-sheridan-wy.com)

## **Instructions For Trade Experience Verification Forms**

*To accompany Journeyman Carpenter, HVAC and Plumber applications.*

The purpose of the trade experience verification forms is to provide a method by which a person applying for a Journeyman License with the City of Sheridan may verify their skill level, trade experience and minimum of four years in their respective trade. These forms are not intended to replace the Journeyman level testing for actual licensing. Only one form may be used per employer, so if an applicant has had several employers over the previous four years, the applicant must submit a separate form for each employer.

The following are detailed instructions for each of the items on the form:

### **APPLICANT NAME:**

This may be used to further verify information with the employer. Inconsistencies between the applicant's name on the form and the employer's records may result in disqualification.

### **PHONE:**

Must be a valid number at which the applicant may be reached.

### **EMPLOYER AT TIME OF EXPERIENCE—EMPLOYER ADDRESS—EMPLOYER CONTACT NUMBER:**

List the business name and current contact information for the applicant's employer at the time of his/her experience.

### **APPLICANT POSITION AT TIME OF EXPERIENCE:**

Applicant's job title and/or position under the listed employer at the time of experience.

### **DATES OF EMPLOYMENT:**

List the month and year the applicant began and ended working for the listed employer.

### **NAME OF PERSON COMPLETING FORM, PHONE:**

The name of person who is actually completing the skill level evaluation of the applicant as well as a valid number to contact him/her.

### **PROFESSIONAL RELATIONSHIP TO APPLICANT:**

The professional relationship of the person completing the skill level evaluation to the applicant (e.g. Supervisor, Employer, etc.)

## **SKILL LEVEL EVALUATION:**

The person completing the form is to check the corresponding box for the applicant's skill level in the listed areas. For the purposes of this form, the skill level definitions are as follows:

**N/A**—No experience/not applicable

**NOVICE**—Needs constant or frequent supervision

**PROFICIENT**—Needs occasional supervision/completed work must be checked by supervisor

**ADVANCED**—Capable of performing work independent of supervision or review

## **AFFIDAVIT:**

The form must be signed and notarized by a Notary Public to verify the identity of the person completing the form. A Notary Public is available at the City of Sheridan Building Division office if needed.

*Further questions may be directed to the City of Sheridan Building Division at 307-674-5941.*



## Item Descriptions for Journeyman Carpenter VTE Form

*To accompany Journeyman Carpenter applications.*

- Building Materials, Fasteners and Adhesives**—Knowledge of building materials, fasteners and adhesives, including proper applications and appropriate quantities for a given project.
- Hand and Power Tools**—Knowledge of trade-related hand and power tools, including appropriate use and safety thereof.
- Plans, Elevations and Specifications**—Ability to interpret plans and specifications, e.g., site/plot plans, plan-view drawings, elevation-view drawings, section and detail drawings, schedules and written specifications.
- Floor Systems Framing**—Ability to lay out and construct a floor system, including framing, subflooring and proper consideration of floor load and span data.
- Wall and Ceiling Framing**—Capability to lay out, assemble, erect and brace exterior walls; ability to cut and install ceiling joists.
- Roof Framing**—Ability and appropriate knowledge to frame and sheath a roof, including use of trusses.
- Concrete Foundations and Reinforcement**—Ability and knowledge to lay out, form, reinforce and pour concrete walls and foundations.
- Windows and Exterior Doors**—Capability to properly frame and install windows and exterior doors.
- Stairs and Railings**—Ability to properly lay out and construct stair and railing systems.
- Roofing**—Knowledge of appropriate use and installation of various roofing materials.
- Thermal and Moisture Protection**—Ability to install blanket insulation, vapor barriers and other selected building wraps.
- Exterior Siding and Trim**—Capability to install cornices or box cornices, estimate the amount of material required for a structure, and install common siding types.
- Drywall Installation**—Install gypsum drywall panels on stud walls and ceilings using different fastening systems, including nails, screws and adhesives.
- Interior Doors, Door Hardware and Trim**—Ability to properly frame and install interior doors and door hardware; ability to install interior trim.
- Cabinet Installation**—Lay out, identify and install various types of base and wall units following a specified layout scheme.
- Site Layout**—Ability to interpret a site/plot drawing and properly lay out a site accordingly, using appropriate tools and techniques.
- Construction Site Safety**—Knowledge of and adherence to proper construction site safety.
- Trade-Related Math**—Knowledge of appropriate trade-related math, including material estimation and unit conversion and calculation.
- Metal Studs**—Knowledge of and ability to lay out, frame and install both structural and non-structural steel stud walls.
- Drywall Finishing**—Knowledge of the different levels of drywall finish established by industry standards, as well as ability to prepare and apply taping compound, topping compound, premix and quickset compound, using the appropriate tools.
- Suspended Ceilings**—Ability to lay out and install suspended ceiling systems according to a specific plan, such as: exposed grid ceiling system, metal pan ceiling system, direct hung concealed grid system and drywall furring ceiling system.
- Cabinet Fabrication**—Ability to build a cabinet from a set of drawings and install countertops.
- Equipment (Generators, Skid-Steer, Compressors, Etc.)** - Knowledge of and ability to operate additional construction site equipment.
- Welding**—Ability to properly perform basic welding.



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## Journeyman Carpenter Trade Experience Verification Form

The applicant identified below has applied for a Journeyman Carpenter License with the City of Sheridan. Regulations require verification of the applicant's construction experience on specific skills by someone who has supervised the applicant. You have been identified by the applicant as a person having direct knowledge of the applicant's experience in the skills identified below. Incorrect or misleading information can result in the applicant's disqualification. You may be contacted for additional details and to verify the information provided.

*Incomplete forms will not be accepted.*

**To Be Completed By Applicant:**

**APPLICANT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMPLOYER AT TIME OF EXPERIENCE:** \_\_\_\_\_

**EMPLOYER ADDRESS (Mailing Address, City, State, Zip Code):** \_\_\_\_\_

**EMPLOYER CONTACT NUMBER:** \_\_\_\_\_

**APPLICANT POSITION AT TIME OF EXPERIENCE:** \_\_\_\_\_

**DATES OF EMPLOYMENT (MM/YYYY):** \_\_\_\_\_ **TO** \_\_\_\_\_

**To Be Completed By Person With Direct Knowledge Of Applicant's Experience:**

**NAME OF PERSON COMPLETING FORM:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**PROFESSIONAL RELATIONSHIP TO APPLICANT (Supervisor, etc.):** \_\_\_\_\_

*Please check the box corresponding to applicant's skill level for each of the following items:*

SKILL/KNOWLEDGE	N/A	NOVICE	PROFICIENT	ADVANCED
Building Materials, Fasteners, and Adhesives				
Hand and Power Tools				
Plans, Elevations and Specifications				
Floor Systems Framing				
Wall and Ceiling Framing				
Roof Framing				
Concrete Foundations and Reinforcement				
Windows and Exterior Doors				
Stairs and Railings				
Roofing				
Thermal and Moisture Protection				
Exterior Siding and Trim				
Drywall Installation				

***continued on next page***

# Journeyman Carpenter Trade Experience Verification Form (continued)

*Please check the box corresponding to applicant's skill level for each of the following items:*

SKILL/KNOWLEDGE	N/A	NOVICE	PROFICIENT	ADVANCED
Interior Doors, Door Hardware and Trim				
Cabinet Installation				
Site Layout				
Construction Site Safety				
Trade-Related Math				
Metal Studs				
Drywall Finishing				
Suspended Ceilings				
Cabinet Fabrication				
Equipment (Generators, Skid-Steer, Compressors, Etc.)				
Welding				

### **AFFIDAVIT OF PERSON COMPLETING FORM**

**The following Affidavit shall be completed by the person identified above as having direct knowledge of the applicant's work experience. The Affidavit is to be signed and notarized before a notary public.**

I, (print name) \_\_\_\_\_, (print title) \_\_\_\_\_, the undersigned, certify that the statements made in this application are true. I acknowledge that any false, deceptive, or fraudulent statements made in this application or at a hearing on the same will result in the denial of licensure with the City of Sheridan and may subject me to charges of false swearing or perjury.

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Agent for Applicant

STATE OF \_\_\_\_\_ )  
 COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above and foregoing was subscribed and sworn to before me by \_\_\_\_\_, whom I know personally or whose identity was proved to me on the basis of satisfactory evidence.

\_\_\_\_\_  
 Notary Public  
 My commission expires:

Witness my hand and official seal.

**Please return this form to:**

**City of Sheridan Building Division  
 55 Grinnell Plaza  
 Sheridan, WY 82801**