



Building Division
55 Grinnell Plaza
Sheridan, WY 82801
Phone 307-674-5941
Fax 307-672-0045
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 HVAC VTE Form

To accompany Journeyman HVAC applications.

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.

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.

Installation and Testing of PVC Systems—Ability to properly install and test PVC piping systems; knowledge of their appropriate use.

Installation and Testing of Fuel Gas Systems—Capability to properly design, size, install, purge and test a fuel gas system; knowledge of correct safety precautions and requirements.

Air Distribution Duct Systems and Balancing—Ability to install and balance air distribution duct systems for proper volume flow.

Commercial Airside Systems—Knowledge and capability to install commercial airside systems.

Chimneys, Vents and Flues—Ability to properly install chimneys, vents and flues; calculate appropriate sizes and types for different applications; knowledge of correct safety precautions.

Hydronic Systems Installation and Testing—Ability to install and test hydronic systems; knowledge of correct safety precautions.

Heating Systems—Capability to properly install heating systems.

Cooling Systems—Ability to properly install cooling systems.

Indoor Air Quality—Knowledge of indoor air quality requirements and hazards; ability to install air quality equipment and perform necessary tests for determining air quality.

System Startup and Shutdown—Capability of performing proper system startup and shutdown after installation.

Heating and Cooling System Design—Ability to properly design heating and cooling systems, including calculation of heating and cooling requirements for different rooms.

EPA License—Knowledge of EPA requirements for HVAC.

Alternating Current Concepts—Knowledge of alternating current system components and applicable safety practices for testing on AC systems.

Control Circuit Troubleshooting—Knowledge of control circuit functioning; ability to test and troubleshoot control circuits.

Energy Conservation Equipment—Knowledge of various energy conservation equipment; ability to install energy conservation equipment.



Building Division
55 Grinnell Plaza
Sheridan, WY 82801
Phone 307-674-5941
Fax 307-672-0045
 www.city-sheridan-wy.com

Journeyman HVAC Trade Experience Verification Form

The applicant identified below has applied for a Journeyman HVAC 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
Hand and Power Tools				
Plans, Elevations and Specifications				
Construction Site Safety				
Trade-Related Math				
Installation and Testing of PVC Systems				
Installation and Testing of Fuel Gas Systems				
Air Distribution Duct Systems and Balancing				
Commercial Airside Systems				
Chimneys, Vents and Flues				
Hydronic Systems Installation and Testing				
Heating Systems				
Cooling Systems				

continued on next page

Journeyman HVAC 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
Indoor Air Quality				
System Startup and Shutdown				
Heating and Cooling System Design				
EPA License				
Alternating Current Concepts				
Control Circuit Troubleshooting				
Energy Conservation Equipment				

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**