

# **BOARD OF EXAMINERS OF SHEET METAL WORKERS**

## **Instructions for *INSTRUCTOR* license application**

1. **Please read all instructions before starting your application.** The intent of this application is to determine whether the applicant meets the licensing requirements. If you have any questions, contact the Board before mailing the application. Incomplete applications will be significantly delayed. Because of the high volume of telephone calls, email is highly recommended. See [www.mass.gov/dpl/boards/sm](http://www.mass.gov/dpl/boards/sm) for a link to the latest email and telephone information.
2. This is an application for a Class I - Sheet Metal Instructors License. To qualify for an Instructors License candidates must submit a complete application with non-refundable fee, must have a master or journeyman sheet metal workers license, must have minimum of seven years trade experience, high school diploma or equivalent and be of good moral character.
3. The means by which you became a Sheet Metal Worker is not important to licensure; however, for data collection purposes please indicate a Vocational/Technical High School, a proprietary school, a union program, on-the-job training, or a combination.
4. If you are ineligible for a Social Security Number, contact the Board for instructions.
5. Please note the address that you choose as your mailing address is **public record** and will be released to anyone upon request.
6. Applicants with previous experience as a sheet metal instructor or other equivalent experience and/or education can submit documented proof to the Board for consideration.
7. If you have been convicted of a crime you must list all offenses inclusive of OUI, DUI, and Operating after/with suspended license or registration. Dispositions of “continued without finding” (“CWOFF”) or “admission to sufficiency of facts” must be reported. Do not include minor traffic offense(s).
8. Include a check or money order for **\$ 75.00** in U.S. funds made payable to the **Commonwealth of Massachusetts**. The fee is **not** refundable. Please note that your application will not be processed without the correct fee. The initial fee includes both application processing and your first license.

***SHEET METAL INSTRUCTOR***  
LICENSE APPLICATION

1) Applicant Name: \_\_\_\_\_  
Last First Middle

Maiden Name/Other Name: \_\_\_\_\_

Master or Journeyperson Sheet Metal License No. : \_\_\_\_\_

2) Permanent Address: \_\_\_\_\_  
No. Street Apt. #

\_\_\_\_\_ City/Town State Zip Code

3) E-mail: \_\_\_\_\_

**Please note: EMAIL is the primary means of contact for routine correspondences during the application process.**

4) Telephone Number-Day: \_\_\_\_\_ Evening: \_\_\_\_\_

5) Educational / Sheet Metal Background:

High School Name: \_\_\_\_\_ Location: \_\_\_\_\_ Year: \_\_\_\_\_

Sheet Metal training: \_\_\_\_\_ Location: \_\_\_\_\_ Year: \_\_\_\_\_

Years of overall sheet metal experience: \_\_\_\_\_

6) Are you submitting documentation of previous experience as a sheet metal instructor?

Yes \_\_\_\_ No \_\_\_\_

7) Are you submitting documentation of equivalent experience and training for board consideration?

Yes \_\_\_\_ No \_\_\_\_

8) List **all** professional licenses/certifications you have held in the United States, or any country or foreign jurisdiction, and the state/jurisdiction from which the license/certification was originally issued. Enclose a certificate of standing from each state or jurisdiction **outside Massachusetts** in which you have been licensed / certified, indicating the status of your license and any disciplinary information. \_\_\_\_\_

\_\_\_\_\_

9) Has any disciplinary action been taken against you by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes:  No:   
If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_

10) Are you the subject of pending disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes:  No:   
If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_

11) Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in the United States or any country or foreign jurisdiction? Yes:  No:   
If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_

12) Have you ever applied for and been denied a professional license in the United States or any country or foreign jurisdiction? Yes:  No:  If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_

13) Have you ever been convicted of, or admitted to, a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$200.00 was assessed? Yes:  No:  If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_

NOTE: The Board has received certification by the Criminal History Systems Board (ID# MAREG G) to access data about convictions and pending criminal cases. Your signature on this application allows the Board to conduct criminal background checks for conviction, non-conviction, and pending criminal case information only, on an ongoing basis, and that it will not necessarily disqualify you from licensure (or later license renewal). Other Federal and professional records may also be checked. The Board will not deny you a license (license renewal) based on criminal information prior to giving you an opportunity for a limited appearance before the Board.

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of Examiners of Sheet Metal Workers to deny me the right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts Law. I further attest that, pursuant to G.L. c.62C, §49A, to the best of my knowledge and belief, I have filed all Massachusetts tax returns and paid all Massachusetts taxes required by law.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date of Birth (mm/dd/yyyy)

\_\_\_\_\_  
Date

**YOU MUST INCLUDE THIS  
APPLICATION CHECKLIST  
WITH YOUR APPLICATION**

In checking each box below, I certify, under the pains and penalties of perjury, the truth of the corresponding statement:

- I have read the "Instructions for Class I – Sheet Metal Instructor Application".
- I have enclosed a completed "License Application" form.
- I have enclosed a photocopy of my Massachusetts sheet metal license.
- I have enclosed a \$ 75.00 Check/Money Order payable to: **Commonwealth of MA.**

**MANDATORY**

**My social security number is:**

-   -

Pursuant to G.L. c. 62C, § 47A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your social security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date of Birth (mm/dd/yyyy)

\_\_\_\_\_  
Date

*Mail your application materials to:*

*DPL - Board of Sheet Metal, 1000 Washington Street – Suite 710, Boston, MA, 02118 - 6100.*