

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

## **Instructions for *School* license application**

- **Please read all instructions before starting your application.** The intent of this application is to determine whether the program 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.
- This is an application for a Class S - Sheet Metal School License. To qualify for a School License programs must submit a complete application with non-refundable fee and adhere to the following: (publically funded programs are exempt from fees)
  - All principal owners, directors and administrators of the school shall be of good moral character.
  - All schools must submit a floor plan and occupancy permit.
  - All schools must submit a detailed outline of sheet metal curriculum.
  - All schools shall employ licensed instructors competent to impart instruction in those branches which they teach.
  - All schools shall have a maximum of 25:1 student / instructor ratio. No instructor may supervise or teach more than one class at the same time.
  - All private schools must submit copies of student contract with itemization of tuition, fees, and equipment costs.
  - All private schools must submit a bond in the amount determined by the board. *The Board may waive bond requirement for Proprietary Schools.*
- All schools shall have adequate space and facilities to accommodate enrollment and adhere to the following building requirements:
  - A demonstration / work area to allow for safe passage of staff and students.
  - A lecture room with a minimum of individual desks, student arm chairs, or tables adequate to allow seating for no more than three students per table.
  - Male and female restrooms in accordance with the Massachusetts plumbing code.
  - A fire detection and sprinkler system, and operable hand fire extinguishers as required by local governing authority.
  - All schools shall have, and maintain in good working condition, equipment and materials appropriate and sufficient for its students.

- All schools shall contain a designated library or study area that maintains published or electronic reference to the following publications:
  - 271 CMR and M.G.L. c. 112, 237-251.
  - The Massachusetts building code (780 CMR) and its component parts the Massachusetts Basic Building Code.
  - The Massachusetts One and Two Family Dwelling Code
  - The International Mechanical Code.
  - The Sheet Metal and Air Conditioning Contractors National Association's standards.
  - The rules and standards of the Federal Occupational Safety and Health Administration.
  - The Massachusetts Fire Code (527 CMR), and applicable National Fire Protection Association codes and standards.
- Please note the address that you choose as your mailing address is **public record** and will be released to anyone upon request.
- If the school's principal owners, directors and/or administrators of record have been convicted of a crime all offenses must be listed 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).
- Include a check or money order for \$ 300.00 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.



10) Please list the principal owner, director or administrator or record:

First	Middle	Last	Date of Birth
No.	Street		Apt. #
City / Town		State	Zip Code

11) Please list all other principal owners, directors and administrators:

First	Middle	Last	Date of Birth
No.	Street		Apt. #
City / Town		State	Zip Code

First	Middle	Last	Date of Birth
No.	Street		Apt. #
City / Town		State	Zip Code

First	Middle	Last	Date of Birth
No.	Street		Apt. #
City / Town		State	Zip

First	Middle	Last	Date of Birth
No.	Street		Apt. #
City / Town		State	Zip

12) Please list the lead instructor with Sheet Metal License #:

First	Middle	Last	License No.
No.	Street		Apt. #
City / Town	State		Zip Code

13) Please list all other instructors with sheet metal license #:

First	Middle	Last	License No.
No.	Street		Apt. #
City / Town	State		Zip Code

First	Middle	Last	License No.
No.	Street		Apt. #
City / Town	State		Zip Code

First	Middle	Last	License No.
No.	Street		Apt. #
City / Town	State		Zip

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 Principal Owner/Director/Administrator      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 S - License Application".
- I have enclosed a completed "License Application" form.
- I have enclosed our floor plans, occupancy permits, and curriculum outline.
- I have enclosed a \$ 300.00 Check/Money Order payable to: **Commonwealth of MA.**

**MANDATORY**

Please list the social security number for the principal owner, director or administrator of record:

**My Social Security is:**

-   -

AND

**School Federal Identification Number is:**

-   -

Pursuant to G.L. c. 62C, § 47A, the Division of Professional Licensure is required to obtain your Social Security and Federal Identification Number and forward it to the Department of Revenue. The Department of Revenue will use these numbers to ascertain whether you are in compliance with the tax laws of the Commonwealth.

\_\_\_\_\_  
Signature of Principal Owner/Administrator of Record

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date

*Mail your application materials to:*

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