



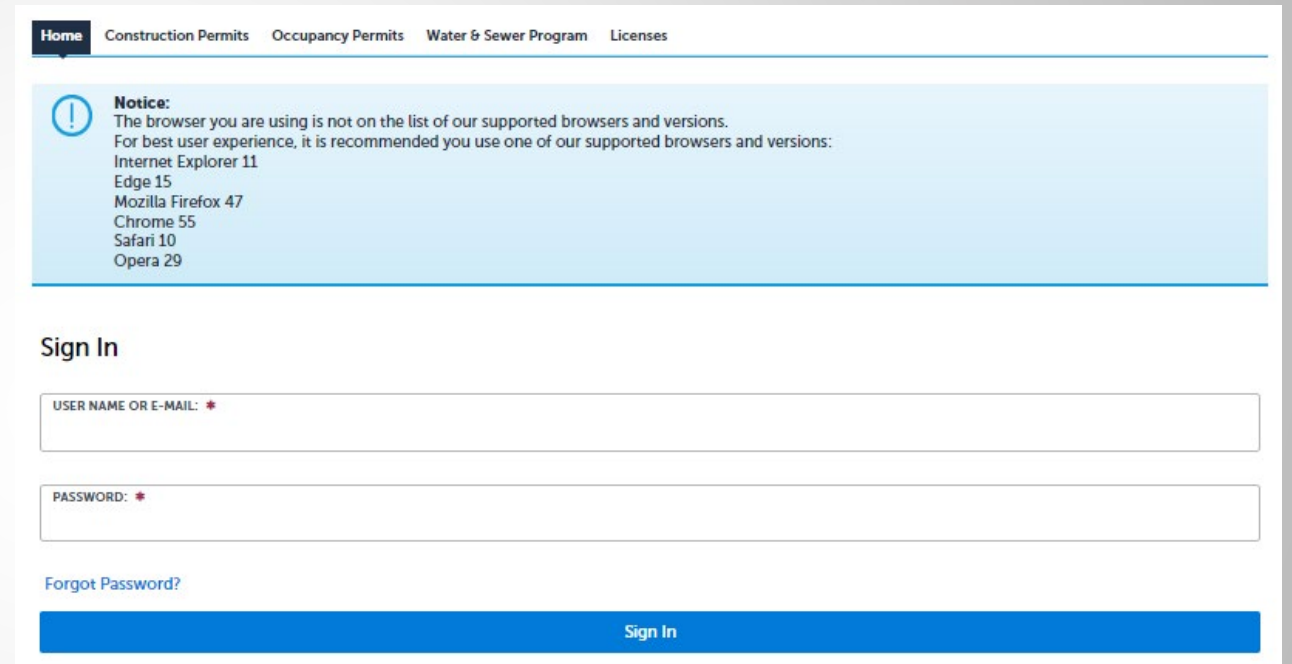
How To Submit a Journeyman License Renewal application

ACCELA – LICENSING PORTAL

The Information Presented Will Provide Steps To Create A Journeyman Application For License Renewal.

Before beginning, ensure you have all information and documentation that is needed

Let's review and see what is needed

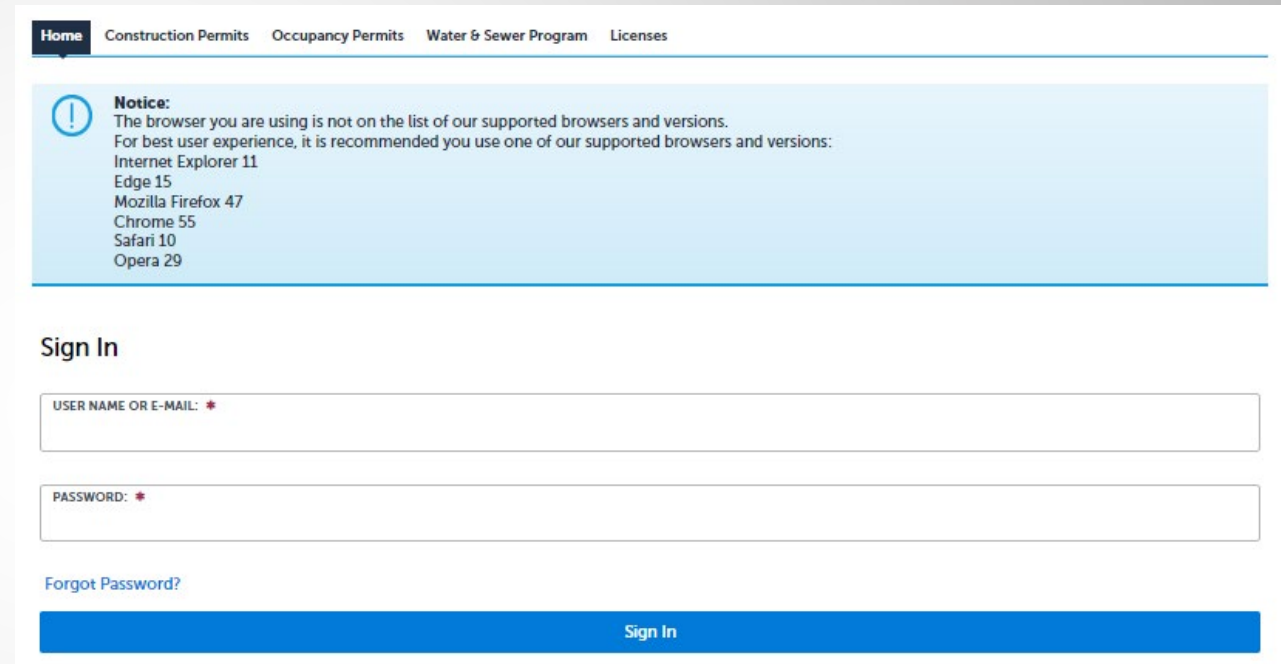


The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation bar is a light blue notice box with a warning icon and text stating that the browser is not supported 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 link for 'Forgot Password?' is located below the password field. At the bottom of the sign-in section is a blue button labeled 'Sign In'.

The Information Presented Will Provide Steps To Create A Journeyman Application For License Renewal.

You will receive notifications by email 180, 90, 60, 30, and 0 days from your License expiration date.

It is important to have your PEUs completed well in advance of your expiration since the system **will not allow completion** of application **without the correct number of PEUs.**



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 menu is a light blue notice box with an exclamation mark icon, stating: 'Notice: The browser you are using is not on the list of our supported browsers and versions. For best user experience, it is recommended you use one of our supported browsers and versions: Internet Explorer 11, Edge 15, Mozilla Firefox 47, Chrome 55, Safari 10, Opera 29'. Below the notice 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'.

Sponsors will be inputting class attendance rosters and they will need to be contacted if PEUs are not credited to your license.

Renewal applications require the following documents

- State Issued ID

- Current Photo

- 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

Application will be returned if requirements are not met

Journeyman Renewal - General

Sign on the
licensing portal
with user account
you have previously
created.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Notice:
The browser you are using is not on the list of our supported browsers and versions.
For best user experience, it is recommended you use one of our supported browsers and versions:
Internet Explorer 11
Edge 15
Mozilla Firefox 47
Chrome 55
Safari 10
Opera 29

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

Sign In

Journeyman Renewal - General

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Hello, AccountName

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

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 License tab

Journeyman Renewal - General

Renew Application

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

License Application

Showing 1-23 of 23 | Add to collection | Add to cart

<input type="checkbox"/>	Date	License Number	License Type	Status	Action
<input type="checkbox"/>	04/13/2023	JSM00007	Journeyman Mechanical License	Active	Renew Application Amendment

Renew Application will appear 180 days prior to your license expiration date. Clicking on this will open the renewal process

Journeyman Renewal – Step 1

Applicant, Mechanical, and Journeyman section should already be populated.

If not, then click 'select from account' if button is available or edit if receiving an error when trying to continue application

Edit/remove is below information displayed to update information when buttons are not available

Employer
Should be displayed

The screenshot shows the 'Journeyman Mechanical Renewal' process at Step 1: Contact Information. The page has a progress bar at the top with six steps: 1 Contact Information (highlighted), 2 Renewal Information, 3 Supporting Documentation, 4 Review, 5 Pay Fees, and 6. Below the progress bar, the title is 'Step 1: Contact Information > Contact Information'. A note states: 'Your employer's contact information is required, which may be provided in either the Mechanical Contractor or Employer section.' A small asterisk indicates a required field. The page is divided into three main sections: 'Applicant', 'Mechanical Journeyman', and 'Employer'. Each section has a blue header and a light gray body. The 'Applicant' section has a blue header and a light gray body with the text 'Click Edit to update the information for the applicant.' and two buttons: 'Select from Account' and 'Look Up'. The 'Mechanical Journeyman' section has a blue header and a light gray body with the text 'Click Edit to update the information for the license holder.' and a blacked-out area with an 'Edit' link below it. The 'Employer' section has a blue header and a light gray body with the text 'Click Edit to update the information for the Employer.' and three buttons: 'Select from Account', 'Add New', and 'Look Up'. At the bottom left, there is an orange button labeled 'Save and resume later'. At the bottom right, there is a blue link labeled 'Continue Application »'.

'Look up' button not used.

Journeyman Renewal – Step 1 continued

Employer contact information popup form appears if you select edit. Name of business is required.

NOTE: Both the applicant and employer contact information popups look identical. Ensure you are updating the correct one.

Click continue button

Continue Application after popup disappears

Contact Information

*First: Middle: *Last:

Name of Business:

*Address Line 1: *City: *State: *Zip:

*Mobile Phone: Work Phone:

*E-mail:

Journeyman Renewal – Step 2

Continuing Education

Will have no records displayed. Click 'select from contact' to add your classes.

"add new" button not used.

Home Construction Permits Occupancy Permits Water & Sewer Program **Licenses**

Apply for a License Search Applications

Journeyman Mechanical Renewal

1 Contact Information 2 **Renewal Information** 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 2: Renewal Information > Professional Education

Continuing Education: If you have more than one (1) Mechanical Journeyman license, you will have different PEU requirements. Each license renewal requires a minimum of three (3) Trade and three (3) Core PEUs. Multiple Mechanical License require an additional 3 trade for that specific license.

- If you have one (1) license, you will need a total of 12 PEUs.
- If you have two (2) licenses, you will need a total of 15 PEUs.
- If you have three (3) licenses, you will need a total of 18 PEUs.

All PEUs must be taken during your three year licensing cycle before your expiration date.

* indicates a required field.

Continuing 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

Summary of Continuing Education

Total Required Hours: 0 Total Remaining Hours:

Continuing Education Name	Required Hours	Completed Hours	Remaining Hours
No records found.			

▼ Continuing Education List
Showing 0-0 of 0

Continuing Education Name	Required	Provider Name	Provider Number	Action
No records found.				

Save and resume later Continue Application »

Journeyman Renewal – Step 2

Continuing Education

Scroll to bottom of popup and select classes for the current 3 year license cycle. Do not select record with Carry-over PEUs.

After items are checked, click 'select' button.

Select from Contact

Continuing Education

Showing 1-6 of 6

<input type="checkbox"/>	Continuing Education Name	Required	Provider Name	Provider Number
<input checked="" type="checkbox"/>	Geothermal Heat Pump: Installation & Troubleshooting	No	Gateway Air Conditioning Contractors	43-1549704
<input checked="" type="checkbox"/>	NFPA-96 Standard for Ventilation Control & Fire Protection of Commercial Cooking	No	St. Louis Sheet Metal Workers'	43-1077850
<input checked="" type="checkbox"/>	NFPA-90A Standard for the Installation fo Air Conditioning and Ventilating System	No	St. Louis Sheet Metal Workers'	43-1077850
<input checked="" type="checkbox"/>	HVAC Fire Life Safety Technician Course for Certification	No	St. Louis Sheet Metal Workers'	43-1077850
<input type="checkbox"/>	Carry-over PEU's from previous licensing period	No	Individual Request / Form CE-A	99-9999999
<input checked="" type="checkbox"/>	Variable Speed and Outdoor Systems	No	Gateway Air Conditioning Contractors	43-1549704

Select Cancel

Journeyman Renewal – Step 2

Continuing Education

List is now populated. You can review details by clicking actions.

Continue application

Continuing 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](#)

Summary of Continuing Education

Total Required Hours: 0 Total Remaining Hours: 0

Continuing Education Name	Required Hours	Completed Hours	Remaining Hours
Geothermal Heat Pump:Installation & Troubleshooting	0	0	0
NFPA-96 Standard for Ventilation Control & Fire Protection of Commercial Cooking	0	0	0
NFPA-90A Standard for the Installation fo Air Conditioning and Ventilating Syste	0	0	0
HVAC Fire Life Safety Technician Course for Certification	0	0	0
Variable Speed and Outdoor Systems	0	8	0

▼ Continuing Education List

✔ 5 continuing education item(s) added successfully.

Showing 1-5 of 5

Continuing Education Name	Required	Provider Name	Provider Number	Action
Geothermal Heat Pump:Installation & Troubleshooting	No	Gateway Air Conditioning Contractors	43-1549704	Actions ▼
NFPA-96 Standard for Ventilation Control & Fire Protection of Commercial Cooking	No	St. Louis Sheet Metal Workers'	43-1077850	Actions ▼
NFPA-90A Standard for the Installation fo Air Conditioning and Ventilating Syste	No	St. Louis Sheet Metal Workers'	43-1077850	Actions ▼
HVAC Fire Life Safety Technician Course for Certification	No	St. Louis Sheet Metal Workers'	43-1077850	Actions ▼
Variable Speed and Outdoor Systems	No	Gateway Air Conditioning Contractors	43-1549704	Actions ▼

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

Journeyman Renewal – Step 2

Continuing Education

An error will occur if class entered was taken outside your 3 year cycle or you do not have the proper PEU total.



An error has occurred.

One or more Continuing Education records are from a prior renewal cycle. Please remove these before continuing:

- NFPA-96 Standard for Ventilation Control & Fire Protection of Commercial Cooking
- NFPA-90A Standard for the Installation fo Air Conditioning and Ventilating Syste
- HVAC Fire Life Safety Technician Course for Certification

Have your documented training with you to renew so the proper classes can be selected.

Journeyman Renewal – Step 3

Supporting documentation

Document requirements addressed in the beginning of presentation.

Click add to start uploading

Journeyman Mechanical Renewal

1 Contact Information 2 Renewal Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 3: Supporting Documentation > Supporting Documentation

The following documents are required to be uploaded:

- Current Photo for ID
- State Issued ID

* indicates a required field.

Attachment

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;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action

[Add](#)

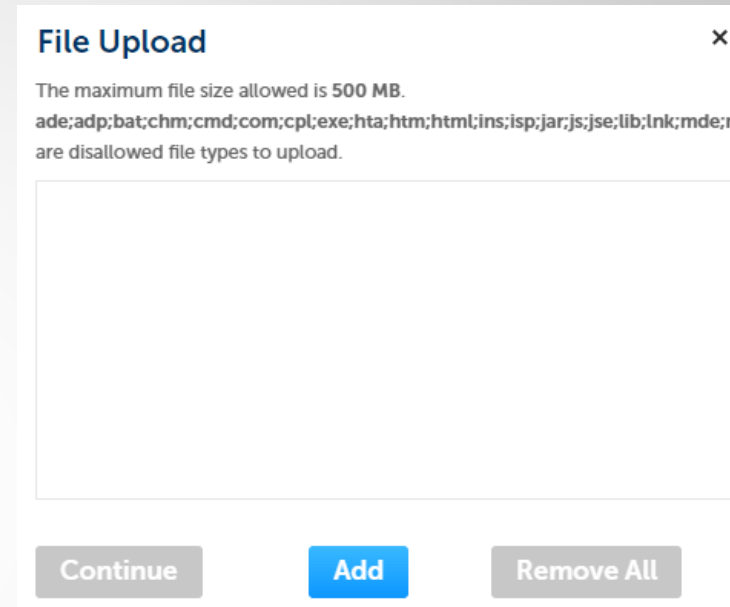
[Save and resume later](#) [Continue Application »](#)

Journeyman Renewal – Step 3 continued

Supporting documentation

A popup appears, click on add and locate file to upload

After file is selected, select continue



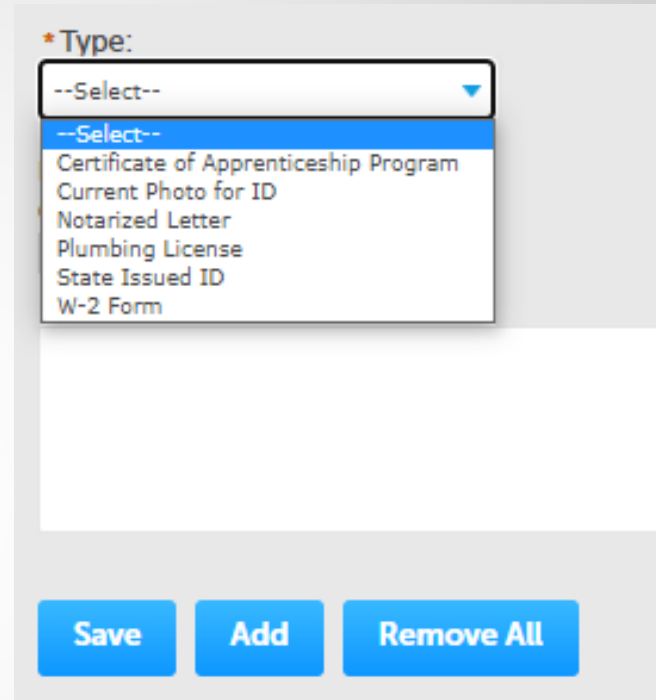
Journeyman Renewal – Step 3 continued

Supporting documentation

Select type of record that was just uploaded

After file is selected, select Add button, popup reappears

Continue process until Current photo for ID and State issued ID files are uploaded. Click save.



*Type:

--Select--

--Select--

- Certificate of Apprenticeship Program
- Current Photo for ID
- Notarized Letter
- Plumbing License
- State Issued ID
- W-2 Form

Save Add Remove All

Journeyman Renewal – Step 3

Supporting documentation

Once completed continue application

The screenshot shows a web application interface for license renewal. At the top, there is a navigation menu with 'Home', 'Construction Permits', 'Occupancy Permits', 'Water & Sewer Program', and 'Licenses'. Below the menu, there are two buttons: 'Apply for a License' and 'Search Applications'. A green notification banner states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' Below this is a progress bar for 'Journeyman Mechanical Renewal' with six steps: 1 Contact Information, 2 Renewal Information, 3 Supporting Documentation (highlighted in yellow), 4 Review, 5 Pay Fees, and 6. The main heading is 'Step 3: Supporting Documentation > Supporting Documentation'. The text says: 'The following documents are required to be uploaded: - Current Photo for ID - State Issued ID'. A note at the bottom right says '* indicates a required field.' Below this is an 'Attachment' section with a blue header. It contains a table of uploaded files and an 'Add' button. The table has columns for Name, Type, Size, Latest Update, and Action. Two files are listed: 'Current Photo for ID' (34.63 KB, 04/14/2023) and 'State Issued ID' (34.33 KB, 04/14/2023). Below the table is an 'Add' button. At the bottom of the page, there is an orange 'Save and resume later' button and a blue 'Continue Application »' button.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Journeyman Mechanical Renewal

1 Contact Information 2 Renewal Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 3: Supporting Documentation > Supporting Documentation

The following documents are required to be uploaded:

- Current Photo for ID
- State Issued ID

* indicates a required field.

Attachment

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cp;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
	Current Photo for ID	34.63 KB	04/14/2023	Actions ▾
	State Issued ID	34.33 KB	04/14/2023	Actions ▾

Add

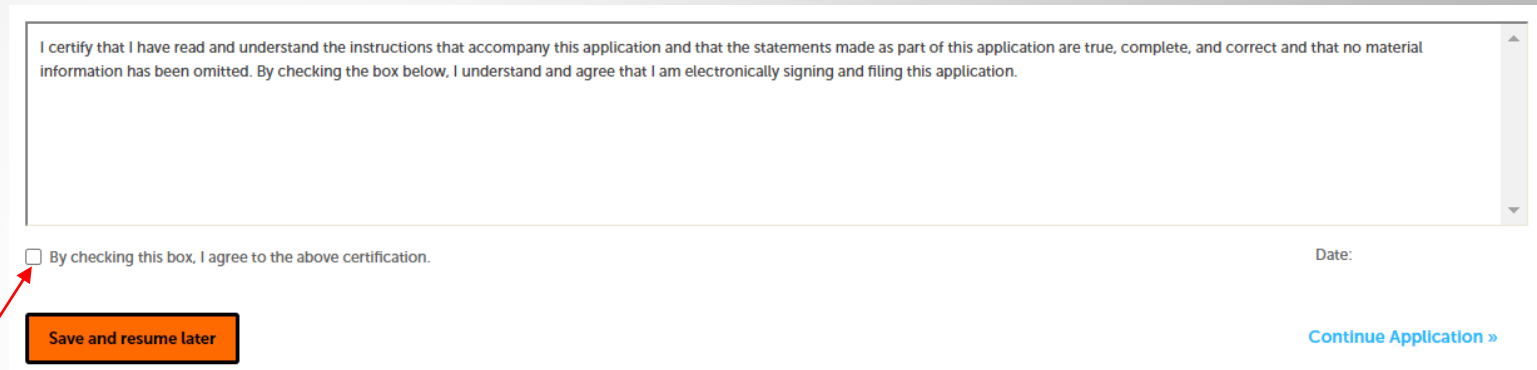
Save and resume later

Continue Application »

Journeyman Renewal – Step 4

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.



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.

[Save and resume later](#)

Date: _____

[Continue Application »](#)

Click on box & continue application

Journeyman Renewal – Step 5

[Pay Fees](#)

[Review fees](#)

[Check out](#)

Journeyman Mechanical Renewal

1 2 Renewal 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
Mechanical Journeyman Renewal Fee	1	\$45.00

TOTAL FEES: \$45.00

[Check Out »](#)

Journeyman Renewal – Step 5 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

Items can be modified using a variety of actions. For example, you can modify existing information of an item by clicking Edit link, save it for future checkout by clicking the Save for Later link, remove it from the cart completely by clicking Remove link or elect to pay a fee item at a later date by clicking the Pay Later button.

EDIT CART

No Addresses
1 Application(s) | \$45.00

▼ Journeyman Mechanical Renewal 23TMP-001112 Total due: \$45.00 [Edit](#) [Remove](#)

Fee	Qty.	Amount
Mechanical Journeyman Renewal Fee	1	\$45.00

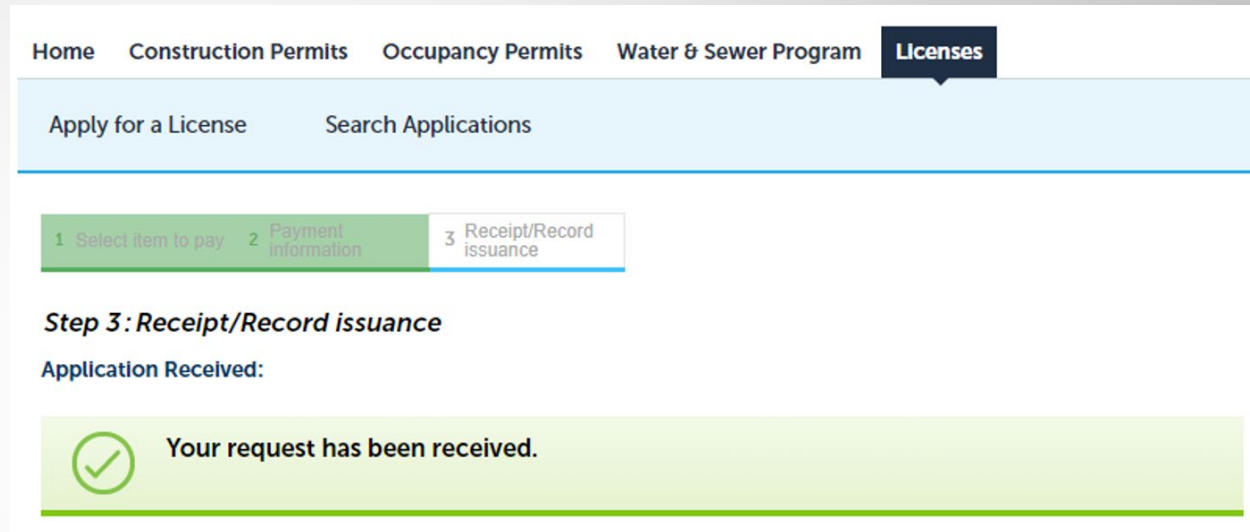
Total amount to be paid: \$45.00
Note: The amount shown is an estimate.

[Save and Close](#)

Journeyman Renewal – Step 6

Confirmation

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



The screenshot shows a web application interface for license renewal. 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 bar with two buttons: 'Apply for a License' and 'Search Applications'. Below this 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, the text reads 'Step 3: Receipt/Record issuance' and 'Application Received:'. Below this, there is a green notification box with a checkmark icon and the text 'Your request has been received.'