Hugh McDonald

Secretary of Commerce

Stephanie Isaacs

DIRECTOR,

OFFICE OF SKILLS DEVELOPMENT

**I am approved for a Plumber Apprenticeship Program, now what?**

1. Contact OSD-OA to get on the approved plumber program list via 501-682-1360 after you receive approval from US DOL.
2. You can provide the necessary info to OSD-OA either through emailed forms or the Arkansas Apprenticeship Portal.
3. If you have an apprentice, come to your program with experienced credit prior to coming to Arkansas, you will fill out the experienced credit application. If you have a local committee, have them review and recommend first. Then send it to the [OSD.OA@arkansas.gov](mailto:OSD.OA@arkansas.gov) email along with the required documentation.
4. When you receive a new apprentice, you must submit a new plumbing apprentice application along with payment to AR Dept. of Health.
5. When dealing with a reinstatement, you will use that application and remember to provide document about what the person was doing while their license was expired along with payment.
6. When applying for Journeyman plumber testing, you will fill out the Journeyman plumber testing application, provide the OSD-OA signed Release to Test and send it to AR Dept. of Health with payment.
7. You can receive funding through OSD-OA for Instructor reimbursement through TA Grants after being in operation for 1 year.
8. You can receive funding through OSD-OA for reimbursement for your student’s curriculum, code books, instructor curriculum, equipment for class, and Train the Trainer sessions.
9. Your employers can receive a tax credit of up to $2,000 per apprentice up to $10,000 for State taxes.