



How To Apply for Journeyman License Renewal

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 what is required

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

- ❑ 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**.
- ❑ 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

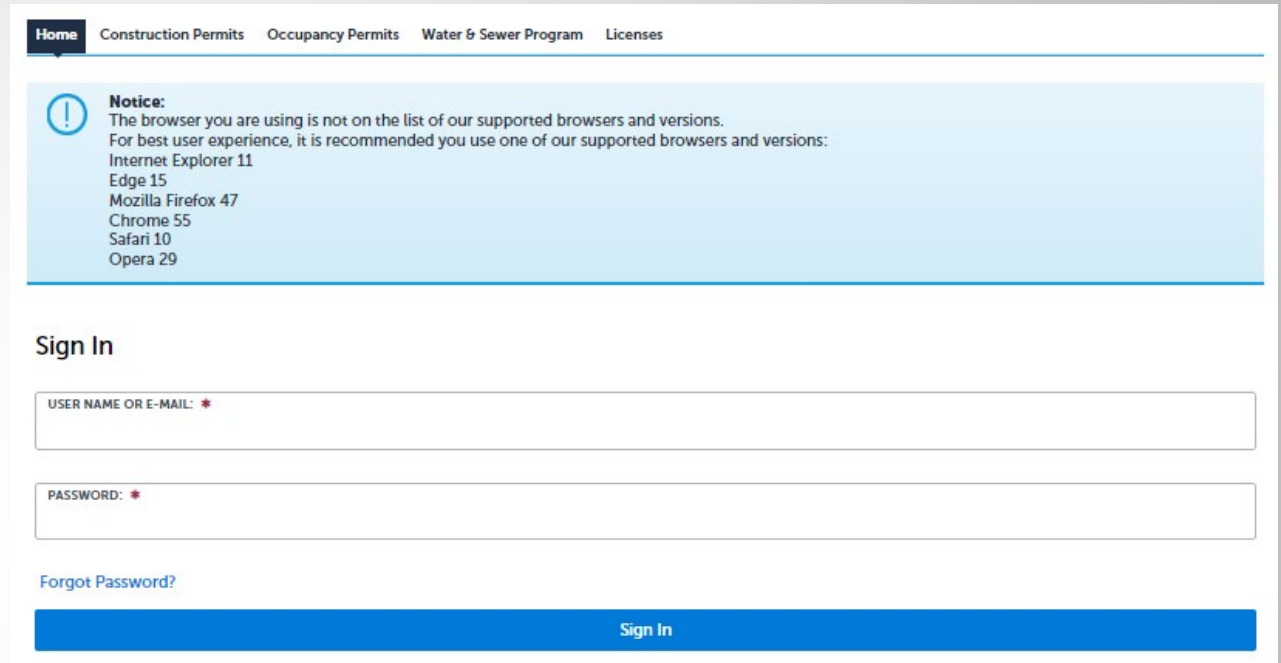
- Current Photo

- 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 into the licensing portal with user account you have previously created.



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 an exclamation mark icon. The notice states that the current browser is not supported and lists supported browsers and versions: Internet Explorer 11, Edge 15, Mozilla Firefox 47, Chrome 55, Safari 10, and Opera 29. Below the notice 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'.

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 Licenses
tab

Journeyman Renewal General

Renew Application

<input type="checkbox"/>	05/12/2023	JW000019	Journeyman License	Active	Renew Application Amendment
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Journeyman Renewal

Step 1

- ❑ **Applicant** and **Journeyman Plumber** sections should already be populated
- ❑ If not, then click 'Select from Account' button
- ❑ Continue Application

Step 1: Contact Information > Contact Information

In this page, verify the information for all contacts related to this license. If applicant contact information is not listed below or a contact is missing, please contact Agency staff.

For any changes to the contacts, please submit an amendment record before filing your renewal application.

* indicates a required field.

Applicant

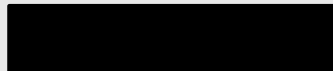
Click Edit to update the information for the applicant.



Mobile Phone:
Work Phone:
[Edit](#) [Remove](#)

Journeyman Plumber

Click Edit to update the information for the attached license holder.



[Edit](#)

[Save and resume later](#)

[Continue Application »](#)

Journeyman Renewal Step 2

Continuing Education -

- ❑ Click 'Select from Contact' to add your classes.
- ❑ 'Add New' button not used.
- ❑ Continue Application

Step 2: Renewal Information > Renewal Information

On this page, fill in information for your renewal application.

Continuing Education: This information pertains to the continuing education completed by the applicant. Upload supporting documentation (e.g., transcripts, certificates, etc.) on the next page.

* 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	Provider Name	Provider Number	Class	Completion Date	Action
No records found.					

Save and resume later

[Continue Application »](#)

Journeyman Renewal

Step 3

Supporting Documentation -

❑ Document requirements addressed in the beginning of presentation.

❑ Click Add to start uploading

Step 3: Supporting Documentation > Supporting Documentation

The following documents are required for your Journeyman Plumber Renewal Application:

1. State Issued ID
2. Current Photo for ID

**Please note that you may submit additional documents to help St. Louis County in approving your application faster, such as a Third Party Experience Verification.*

Photos for license must be taken as follows:

1. Digital photo saved as jpegs
2. Blank light colored wall behind the licenses
3. Phot should be headshot to just below the shoulders

* indicates a required field.

Attachments

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

The maximum file size allowed is 500 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;jar;js;je;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scrt;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

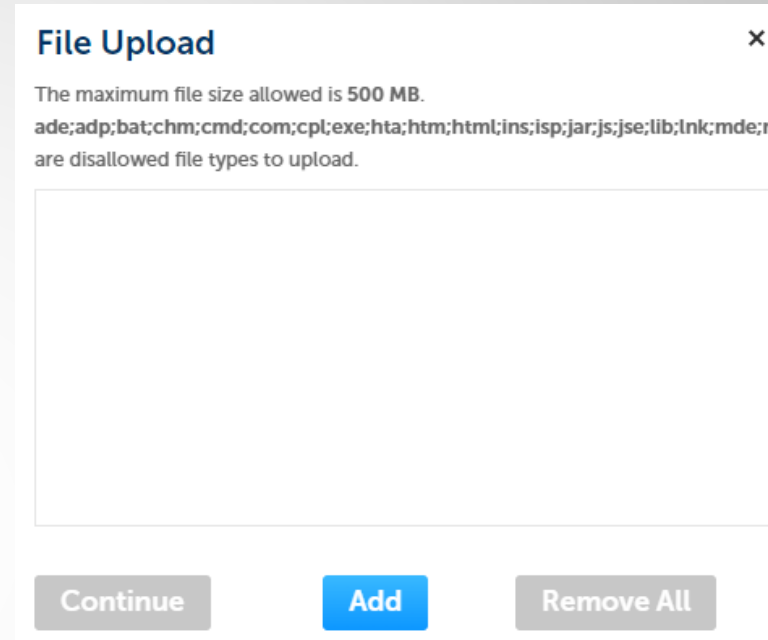
[Continue Application »](#)

Journeyman Renewal

Step 3 continued

File Upload -

- ❑ A popup appears, click Add and locate file to upload
- ❑ After file is selected, click Continue



Journeyman Renewal

Step 3 continued

Attachment -

- ❑ Select type of record that was uploaded
- ❑ After file is selected, click Add button, popup reappears
- ❑ Continue process until all files are uploaded
- ❑ Once completed click Save
- ❑ Continue Application

Attachment

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

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

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

--Select--

- Select--
- Affidavit of Employment Experience
- Certificates of Training Completion
- Current Photo for ID
- Diploma/Certificate
- Education Transcript
- Email
- Exam Credentials
- Exam Registration Packet
- License Form
- Mechanical License Exam Completion
- Miscellaneous
- Previous Exam Credentials
- Proof of Experience
- State Issued ID
- Supporting Education Document
- Third Party Experience Verification
- Verification of Installation Experience

All

Remove

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

❑ Check box to agree

❑ Continue Application

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.

Date: _____

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

Journeyman Renewal Step 5

Pay Fees -

Review fees

Check Out

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
Journeyman Renewal Fee	1	\$45.00

TOTAL FEES: \$45.00

[Check Out »](#)

Journeyman Renewal

Step 5 continued

Pay Fees in Cart -

Review

Check out

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address

1 Application(s) | \$45.00

▶ Journeyman License
JW000019

Total due: \$45.00

Total amount to be paid: \$45.00

Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#)

[Edit Cart »](#)

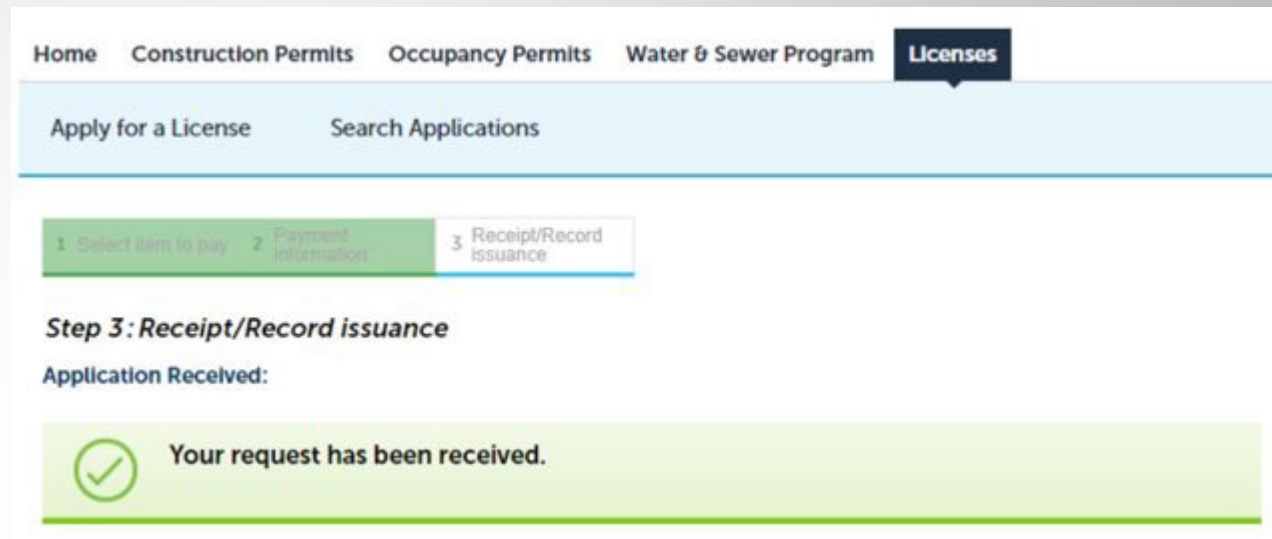
[Continue Shopping »](#)

Journeyman Renewal

Step 5 continued

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 header bar with two main options: 'Apply for a License' and 'Search Applications'. Below this header, there is a progress bar with three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record issuance. The third step is currently active and highlighted in green. Below the progress bar, the text reads 'Step 3: Receipt/Record issuance' and 'Application Received:'. At the bottom of the page, there is a green banner with a checkmark icon and the text 'Your request has been received.'