

Apprentice Registration

How to Register Online with The State of Indiana



This is a basic screen shot of the current process as of June 25, 2024

Start the process at www.in.gov/access/getting-started/

Signing Up for a New Account

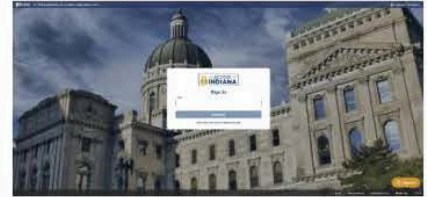
Ready to sign-up for your new account? Complete the following steps

STEP 1

Go to <https://access.in.gov>.

Click on the **Don't have an Access Indiana account?** link

The link is located under the Continue Button

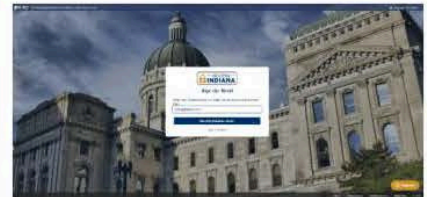


STEP 2

Enter your **personal or business email address** (If you are an IDOH Gateway user, you must use your IDOH Gateway email address to register.).

Click **Send Verification Code** to continue.

Do not use a temporary email address. This should be an email address you will always have access to.



STEP 3

Open a new browser tab or window to check your email for a message with the subject of **Access Indiana Email Verification**.

Copy or write down the verification code.



STEP 4

Under Verification Code, paste or type the code.

Click **Continue**.



STEP 5

Enter your password and confirm your entered password.

Click **Continue** to proceed to the next step.



STEP 6

Enter your personal identifying information.

Click **Create Account** to proceed to the next step.

NOTE: After this step your account has been created and the proceeding steps are optional.



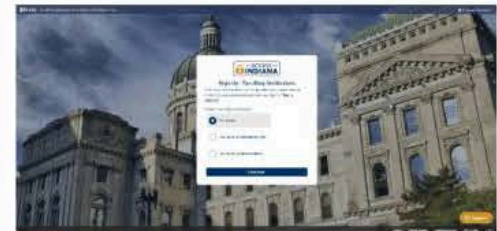
(OPTIONAL) STEP 7

Chose whether or not to use Two-Step Verification.

If you choose to opt in, choose your phone number or Authenticator app radio button and click **Continue** to proceed to the next step.

OR

Select to **No, thanks.** radio button and click **Continue** to proceed to the next step.



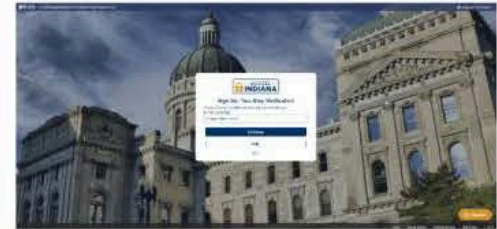
(OPTIONAL) STEP 7B

Validate Two-Step Verification.

If you choose to opt in, choose your method of a second factor and proceed to verifying with the code provided. Once done, click **Continue** to proceed to the next step.

OR

Click **Skip** to proceed to the next step.



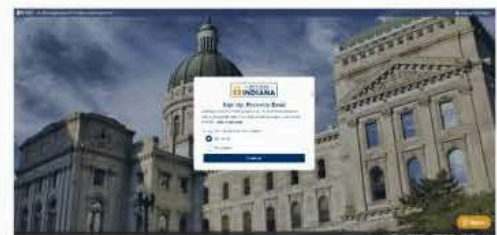
(OPTIONAL) STEP 8

Chose whether or not to use a Secondary Email.

If you choose to opt in, enter a secondary email (must be different than your primary email) and select **the Yes, please! radio button** and the **Continue** button to proceed to the next step.

OR

Click the **No, thanks. radio button** and the **Continue** button to proceed to the next step.



Reset Your Access Indiana Password

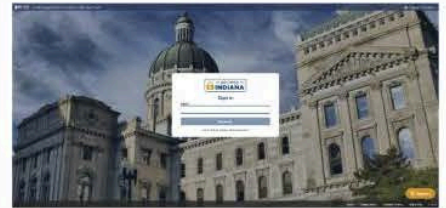
If you are having trouble logging in and need to recover your password, complete the following steps.

[↑ Back to Table of Contents](#)

STEP 1

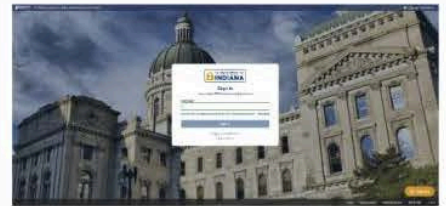
Enter your Access Indiana primary email address.

Click **Continue**.



STEP 2

Click **Forgot Your Password** link.



STEP 3

Open a new browser tab or window to check your email for a message with the subject of **Access Indiana Password Reset**.

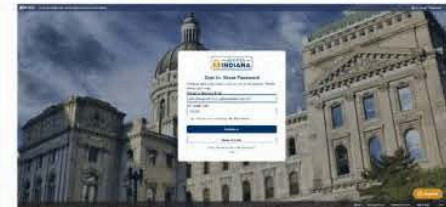
Copy or write down the verification code.



STEP 4

Under Verification Code, paste or type the code.

Click **Continue**.



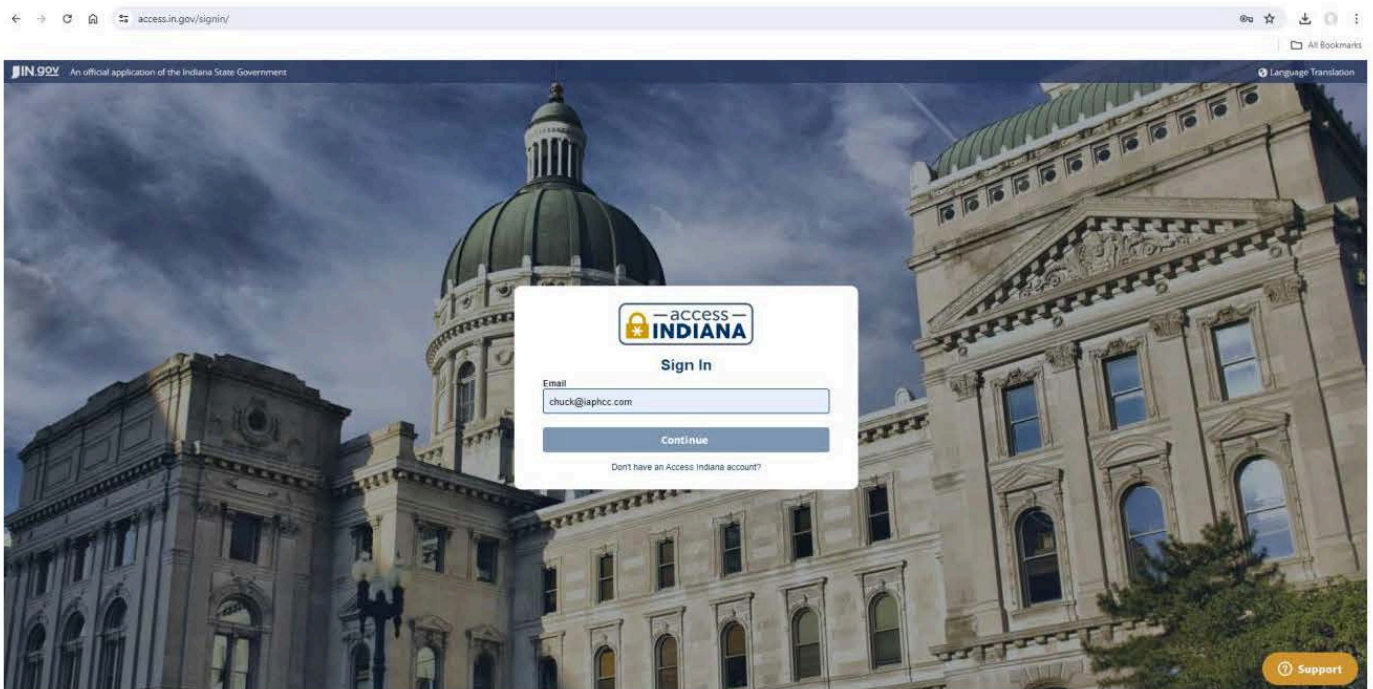
STEP 5

To reset your password, enter a new password then enter again to confirm.

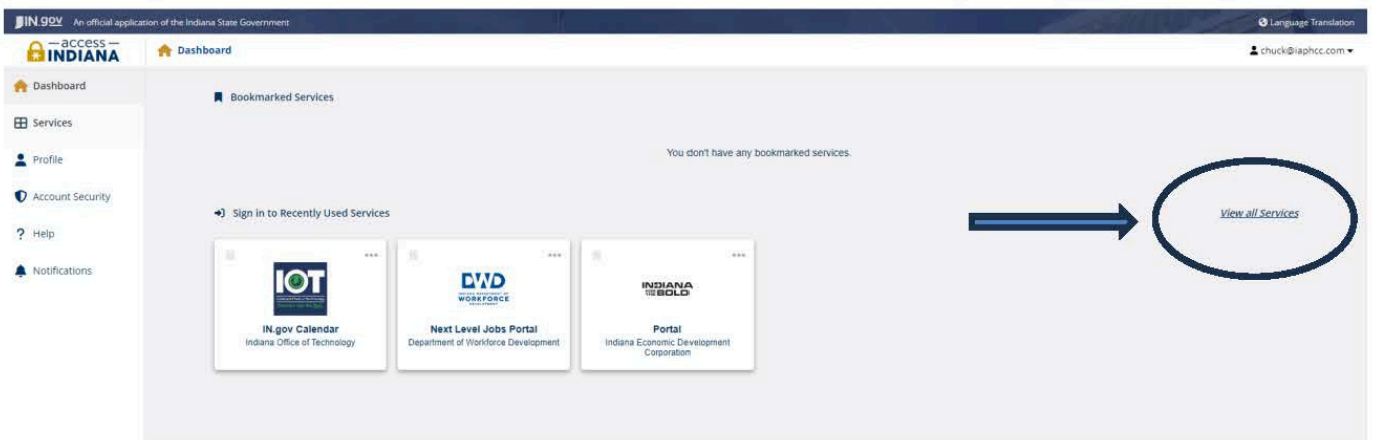
Click **Reset Password** to complete the process.



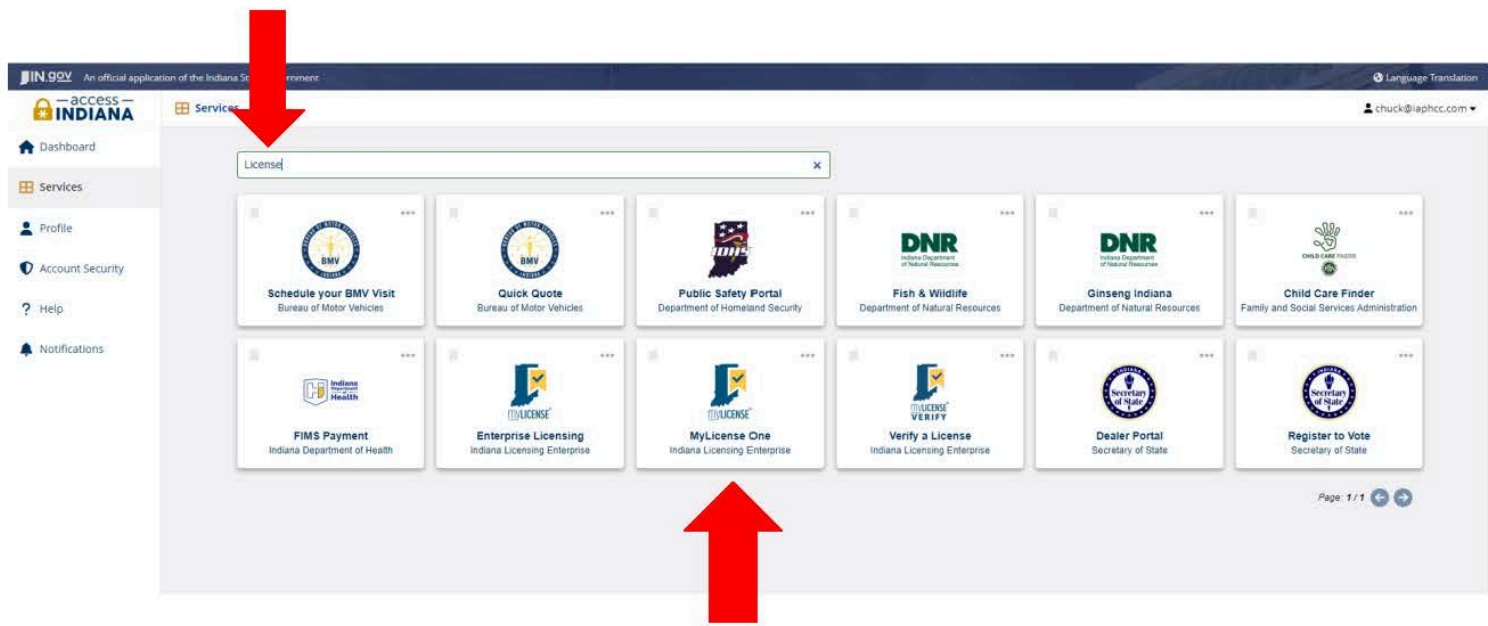
Once you have registered for an Access Indiana Account, Go to www.access.in.gov/signin to Sign In (if you are not already) and put your email and password in.



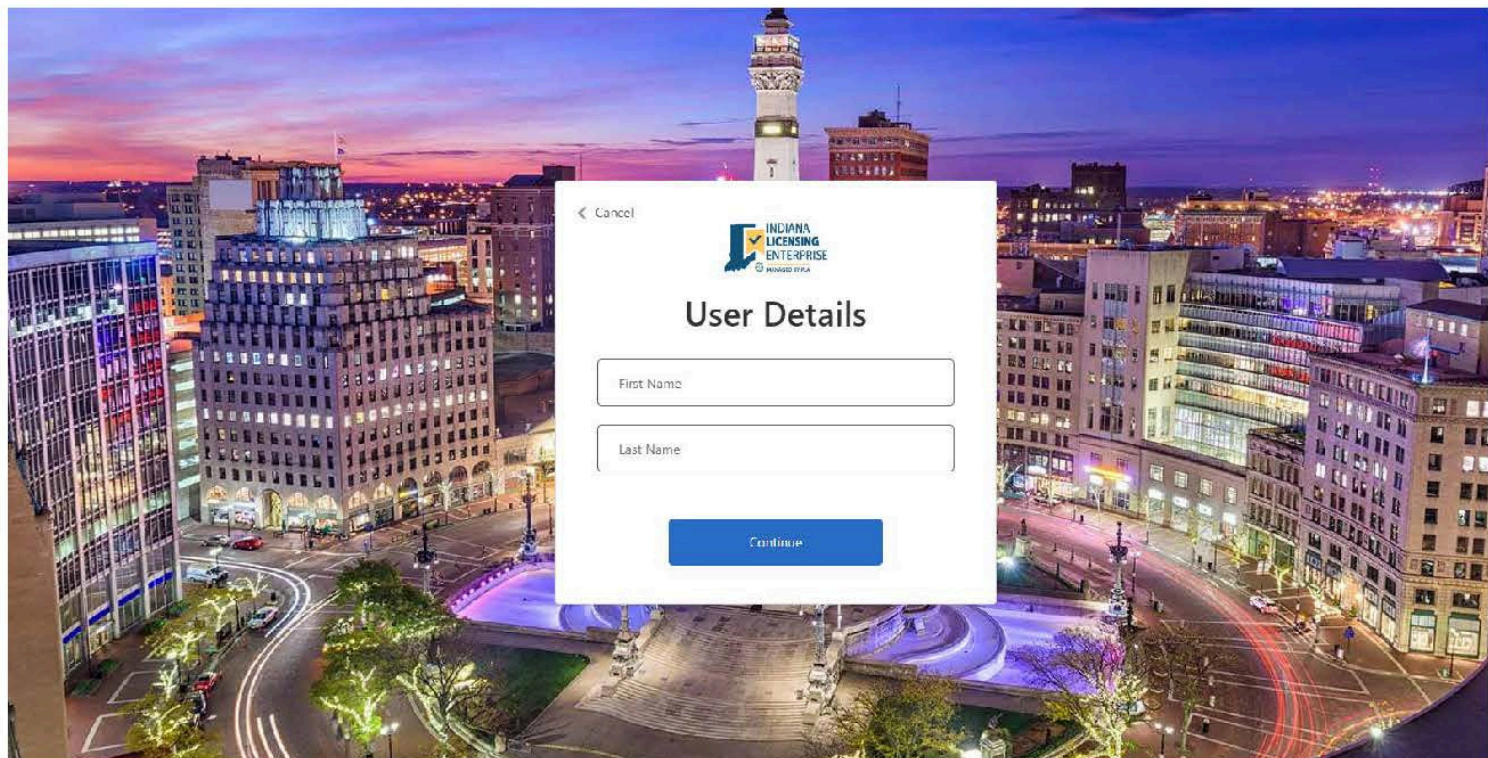
You will then be directed to this page. Click the "View all Services" link on the right hand side.



Then type “License” in the search box and click Enter on our keyboard. This screen will show up. Then Look for the Box that says “MyLicense One” and click that box.



Apprentice Registrant will Add Their Name



You will come here and click Initial Application



Welcome to MyLicense One

[INITIAL APPLICATION](#)

[PAY INVOICES](#)

Licenses

[Don't see your license? Click here to search for it.](#)

WARNING - Access Indiana accounts can only be linked to one person's record and multiple facility records. Once the link to a person record is established it is permanent. Be sure you are searching for your own record when using the link above.

Activity

No recent activities

1. JOURNEYMAN PLUMBERS / PLUMBING CONTRACTOR NEW APPLICATION

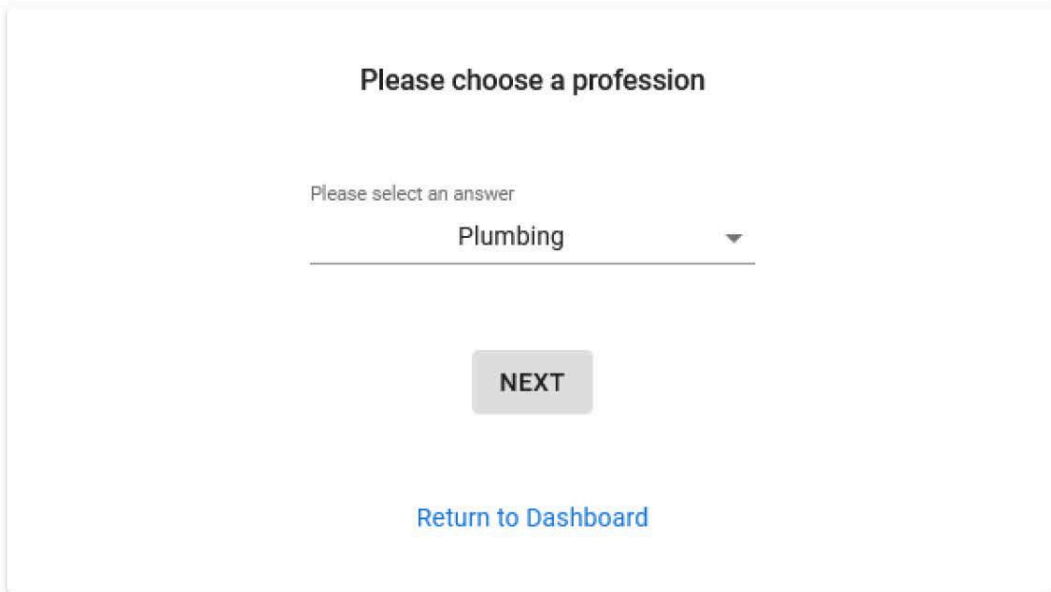
1.1. Prerequisite Linking

If the applicant is applying for a Journeyman plumber through Apprenticeship, they must link their Plumbing Apprenticeship license in the ML1 Dashboard before starting a new application.

If the application for a Journeyman plumber/Plumbing Contractor was started before the license record was linked, it must be deleted, and a new application must be started afterward.

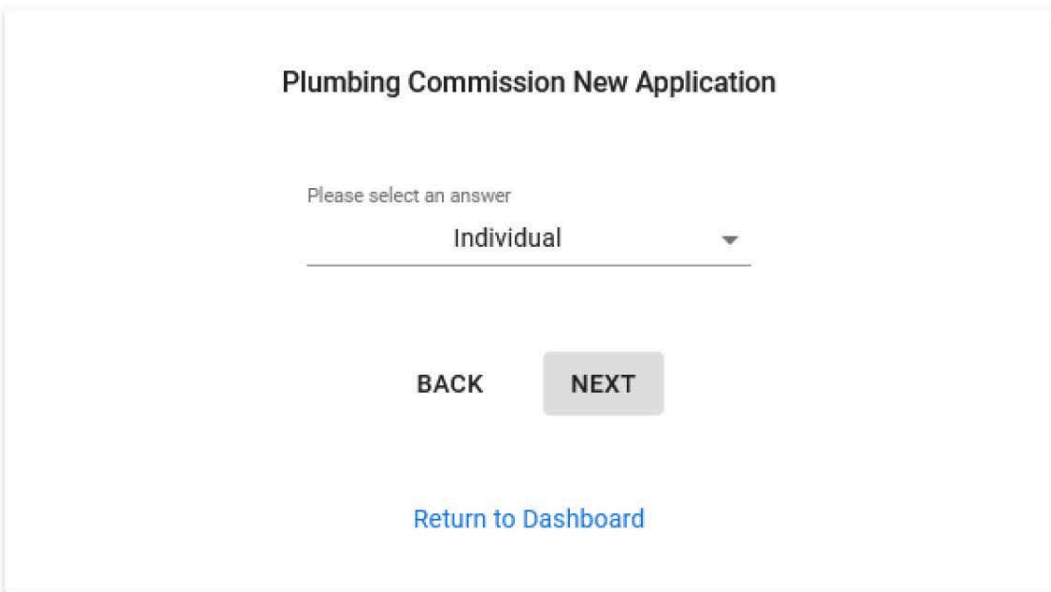
1.2. Start a new Application

To start a new application, click the Initial Application within ML1 Dashboard.



The screenshot shows a web form titled "Please choose a profession". Below the title is a dropdown menu with the text "Please select an answer" above it. The dropdown menu is currently set to "Plumbing". Below the dropdown menu is a grey button labeled "NEXT". At the bottom of the form is a blue link labeled "Return to Dashboard".

Then, choose a profession.



The screenshot shows a web form titled "Plumbing Commission New Application". Below the title is a dropdown menu with the text "Please select an answer" above it. The dropdown menu is currently set to "Individual". Below the dropdown menu are two grey buttons: "BACK" and "NEXT". At the bottom of the form is a blue link labeled "Return to Dashboard".

Select the license type.



Plumbing Commission New Applications

Please select an answer

[Return to Dashboard](#)

To continue, click the Start Application button or hit back to change your selection.

Plumber Contractor New Application

1.3. Application Information

The applicant must provide personal information on this screen, including name, ssn, etc.

**Journeyman Plumbers
New Application**

- 1 Applicant Information
- 2 License Type
- 3 Mailing Address
- 4 Education
- 5 Additional License Data
- 6 Questions
- 7 Additional Documentation
- 8 Affirmation

Applicant Information



1.4. License type

On this screen, the applicant will pick the Obtained By method.

**Journeyman Plumbers
New Application**
Saved 11:54 AM EDT

- 1 Applicant Information
- 2 License Type**
- 3 Mailing Address
- 4 Education
- 5 Additional License Data
- 6 Questions

License Type

Which license are you applying for today?
Journeyman Plumber

How are you obtaining this application?

← Applicant Information Mailing Address →

[Return to Dashboard](#)

If they apply by Apprenticeship, their Plumbing Apprentice license must be linked before creating this application. Otherwise, they will encounter a duplicate error upon submission.

**Journeyman Plumbers
New Application**
Saved 11:54 AM EDT

- 1 Applicant Information
- 2 License Type**
- 3 Mailing Address
- 4 Education
- 5 Additional License Data
- 6 Questions
- 7 Additional Documentation
- 8 Affirmation

License Type

Link Account
Please return to the dashboard and link your Indiana Plumbing Apprentice License before continuing this application

Which license are you applying for today?
Journeyman Plumber

How are you obtaining this application?
Apprenticeship

← Applicant Information Mailing Address →

[Return to Dashboard](#)



The applicant must have and provide an active out-of-state license for Military Reciprocity.

Journeyman Plumbers
New Application
Saved 11:54 AM EDT

- 1 Applicant Information
- 2 License Type**
- 3 Mailing Address
- 4 Education
- 5 Additional License Data
- 6 Questions
- 7 Additional Documentation
- 8 Affirmation

License Type

Which license are you applying for today?
Journeyman Plumber

How are you obtaining this application?
Military Reciprocity

! You must have an Active Out of State License in order to apply for this License.

Do you currently have an Active Out of State License?
No

← Applicant Information Mailing Address ▶

[Return to Dashboard](#)

1.5. Mailing Address

In this section, the applicant can provide their mailing address. Please ensure all the information is valid; these will be the primary contact information.

Journeyman Plumbers
New Application
Saved 11:55 AM EDT

- 1 Applicant Information
- 2 License Type
- 3 Mailing Address**
- 4 Education
- 5 Additional License Data
- 6 Questions
- 7 Additional Documentation
- 8 Affirmation

Mailing Address

Address Line 1

Address Line 2

City State: IN Zipcode

County

Phone Number E-mail Address

← License Type Education ▶

[Return to Dashboard](#)



1.6. Education

The applicant can click on the ADD button to enter related education information.

The screenshot shows a web application interface for 'Journeyman Plumbers New Application'. On the left is a vertical navigation menu with six steps: 1 Applicant Information, 2 License Type, 3 Mailing Address, 4 Education (highlighted in blue), 5 Additional License Data, and 6 Questions. The main content area is titled 'Education' and contains the text 'Please fill out all related education' followed by 'None'. Below this is an 'ADD' button. At the bottom of the main area are two navigation buttons: '← Mailing Address' and 'Additional License Data →', and a 'Return to Dashboard' link.

All recognized Indiana apprenticeship Programs can be quickly found under the Plumbing Apprenticeship Prog—DropDown (under School type).

This is a close-up of the education entry form. It features several input fields: 'Select School Type' with a dropdown menu showing 'Plumbing Apprecticeship Prog - Dropdown'; 'School Name' with a dropdown menu showing 'ARS of Indiana'; 'Start Date' and 'Graduation Date' fields, each with a calendar icon; a 'Major' text input field; and a 'Degree' dropdown menu. At the bottom right, there are 'CANCEL' and 'ADD' buttons.



1.7. Additional License Data

The applicant can provide all out-of-state licenses in this section by selecting the ADD button.

Journeyman Plumbers
New Application
Saved 11:58 AM EDT

- 1 Applicant Information
- 2 License Type
- 3 Mailing Address
- 4 Education
- 5 Additional License Data**
- 6 Questions

Additional License Data

Enter your out of state licenses

None

ADD

← Education **Questions →**

[Return to Dashboard](#)

1.8. Questions

The following are license specifics and must be answered.

Journeyman Plumbers
New Application
Saved 11:59 AM EDT

- 1 Applicant Information
- 2 License Type
- 3 Mailing Address
- 4 Education
- 5 Additional License Data
- 6 Questions**
- 7 Additional Documentation
- 8 Affirmation

1. Has disciplinary action ever been taken regarding any license, certificate, registration, or permit you hold or have held?
2. Have you ever been denied a license, certificate, registration or permit to practice or perform any regulated occupation in any state (including Indiana) or country?
3. Have you ever been arrested?
4. Have you ever entered into a prosecutorial diversion or deferment agreement regarding any offense, misdemeanor, or felony in any state?
5. Have you ever been convicted of any offense, misdemeanor, or felony in any state?
6. Have you ever pled guilty to any offense, misdemeanor, or felony in any state?
7. Have you ever pled nolo contendere to any offense, misdemeanor, or felony in any state?
8. Do you have any condition or impairment (including a history of alcohol or substance abuse) that currently interferes, or if left untreated may interfere, with your ability to practice in a competent and professional manner?



If there is a positive response, a file upload field will appear near the bottom for the applicant to upload documents related to that positive response (s).

No

8. Do you have any condition or impairment (including a history of alcohol or substance abuse) that currently interferes, or if left untreated may interfere, with your ability to practice in a competent and professional manner?

Please Select

Yes

Please upload any corresponding court documentation regarding any present or past cases

Drag 'n' drop files here, or click to select files.

Additional License Data

Additional Documentation

1.9. Additional Documentation

On this screen, the applicant can select the type of documents they would like to upload and submit together with their application.

Journeyman Plumbers
New Application
Saved 12:00 PM EDT

- 1 Applicant Information
- 2 License Type
- 3 Mailing Address
- 4 Education
- 5 Additional License Data
- 6 Questions
- 7 Additional Documentation
- 8 Affirmation

Additional Documentation

Additional Attachments

Citizenship Documentation

Experience in Plumbing Trade

Please Upload your Experience in Plumbing Trade

Drag 'n' drop files here, or click to select files.

Name or Address Change Documents

Questions

Affirmation

[Return to Dashboard](#)



1.10. Affirmation

Applicant must sign by entering their name and click the Finish button to continue.

**Journeyman Plumbers
New Application**
Saved 12:00 PM EDT

- 1 Applicant Information
- 2 License Type
- 3 Mailing Address
- 4 Education
- 5 Additional License Data
- 6 Questions
- 7 Additional Documentation
- 8 Affirmation**

Affirmation

I hereby authorize, request and direct any person, firm, officer, corporation, association, organization or institution to release to the Professional Licensing Agency any files, documents, records or other information pertaining to undersigned requested by the Agency or any of its authorized representatives in connection with processing application for licensure.

I hereby release the aforementioned persons, firms, officers, corporations, associations, organizations, and institutions from any liability with regard to such inspection or furnishing of any information.

I further authorize the Professional Licensing Agency to disclose to the aforementioned persons, firms, officers, corporations, association, organizations, and institutions any information which is material to my application, and I hereby specifically release the Agency from any and all liability in connection with such disclosures.

A photostatic copy of this authorization has the same force and effect as the original.

I affirm, under penalties for perjury, that the foregoing representations are true, and that I will submit to the authority of Indiana for the purposes of standards of practice, discipline, and fulfillment of any continuing education requirements.

Signature of Applicant

Date Signed

05/20/2024

← Additional Documentation

FINISH

1.11. Summary

This page will show the total fee(s) to renew this license and a review of the renewal application before submission. To continue paying the fee (and submitting this application), they must click the "Pay" button.



Fees

Fee	Amount
Journeyman Examination	\$30.00
Issuance Fee	\$30.00
Total	\$60.00

BACK

PAY

Applicant Information

First Name : First Middle Name :
Last Name : ZZx Last
Date of Birth : 01/16/1965
Social Security Number : 987-65-2314
Citizenship Status : US Citizen Military Status : None

License Type

Which license are you applying for today? : Journeyman Plumber
How are you obtaining this application? : Trade Experience
Please Select a state in which you have an Active license : IL

Mailing Address

Address Line 1 : 402 W Washington St
Address Line 2 :
City : Plainfield State : IN Zipcode : 46168
County : Hendricks
Phone Number : (123) 456-7890 E-mail Address : vplatest@gmail.com

Upon successfully submitting the payment for this renewal application, the licensee will be redirected to the confirmation screen.



