



THE CITY OF KEY WEST

Building Department

P.O. Box 1409, Key West, FL 33040

ALL COMPETENCY CARD APPLICANTS

Attached you will find a competency card application for the City of Key West.

All Registered Masters, Journeyman and Apprentice workers are required by the City of Key West to hold a competency card.

If you hold a **Registered State License**, you are required to provide a copy of your state registration along with a letter of reciprocity (grades) from the jurisdiction you were tested.

If you hold a **Journeyman** trade status, you are required to provide a letter of reciprocity (grades) from the jurisdiction you were tested.

The City of Key West only reciprocates tests that have been proctored by or actually taken at Block and Associates, LLC or Experior Assessments, LLC or Thomson Prometric.

Not only does City Ordinances require that you hold a competency card, it is very important that you maintain your card so that you will be able to take the test required to advance you in your trade. It is required that you provide a minimum of three years experience in each level of the trade before you can apply for the exam. Your competency card will help to track this information.

If you are caught on a job without your card, you will be asked to leave the job site and not return until you have obtained and can show your competency card to the inspector.

If you have any questions, please contact the Licensing Department for further information at (305) 809-3955.