

Step-by-Step Guide

How to Register as an Apprentice with the State of Indiana

Indiana Professional Licensing Agency (IPLA) – Plumbing, Heating & Cooling Apprentice License

What this guide covers

This document walks you through the full process of applying for a new apprentice license with the State of Indiana through the IPLA online system (mylicense.in.gov). Effective July 1, 2024, apprentices must submit their own applications — schools no longer file on their behalf. Each section includes a checklist you can mark off as you go.

Before You Begin – What You'll Need

Gather these items before starting. Having them ready will let you complete the application in a single sitting.

Email address	A permanent personal email you will always be able to access. Do not use a temporary or school email that may be deactivated.
Personal information	Legal name, date of birth, Social Security Number, home address, and phone number.
Sponsor Certification form	A completed 'Approved Apprenticeship Program Sponsor Certification' form. This will be provided to you by your apprentice school.
Court documents (if applicable)	If you answer 'yes' to any background or disciplinary question, you'll need a written statement plus court documents showing the violation, location, date, cause number, and disposition.
Payment method	A credit or debit card. The application fee is \$10 plus an online processing fee.
A phone or authenticator app	Recommended for two-step verification on your Access Indiana account.

Heads up

You will create TWO accounts (or use them, if you already have one): an Access Indiana single sign-on account, and a MyLicense profile. Access Indiana is the State's universal login, and MyLicense is where the apprentice application actually lives.

Part 1 – Create Your Access Indiana Account

Access Indiana is the State of Indiana's single sign-on system. You'll use this same login for many state services. If you already have an Access Indiana account, skip to Part 2.

Step 1: Go to the Access Indiana site

Open a web browser and navigate to: access.in.gov

You can also start at in.gov/access/getting-started/ for the State's walkthrough.

Step 2: Click 'Create Account'

On the Access Indiana home page, click the Create Account button.

Step 3: Enter your basic profile information

- First name and last name (use your legal name)
- Email address (permanent — not a temporary one)
- Date of birth
- Mobile phone number (recommended for two-step verification)

Step 4: Verify your email

- Click 'Send Verification Code.'
- Open a new browser tab and check your email for a message with the subject 'Access Indiana Email Verification.'
- Copy the verification code from the email.
- Paste or type the code into the Registration Code field, then click Continue.

Step 5: Create your password

- Enter a strong password and confirm it.
- Write your password down somewhere safe, or save it in a password manager.
- Click Continue.

Step 6: Set up two-step verification (recommended)

- Choose either text message to your phone, or an authenticator app.
- Follow the prompts to verify your second factor.
- You may choose Skip if you prefer not to use two-step verification — but it is strongly recommended.

Part 1 Checklist

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|--|--|
| <input type="checkbox"/> Visited access.in.gov | <input type="checkbox"/> Created and saved a strong password |
| <input type="checkbox"/> Clicked Create Account | <input type="checkbox"/> Set up two-step verification (or chose to skip) |
| <input type="checkbox"/> Entered personal information with a permanent email | <input type="checkbox"/> Successfully logged into Access Indiana at least once |
| <input type="checkbox"/> Verified email with the code | |

Part 2 – Get to the MyLicense Apprentice Application

MyLicense is the Indiana Professional Licensing Agency portal where you actually file your apprentice license application.

Step 1: Go to MyLicense

Open your browser and go to: mylicense.in.gov

Step 2: Sign in with Access Indiana

- Click the Sign In option.
- You'll be redirected to Access Indiana — sign in with the email and password you created in Part 1.
- Complete two-step verification if prompted.

Step 3: Create or update your MyLicense profile

- If this is your first time, you'll be asked to complete a MyLicense user profile.
- Fill in your contact details, address, and any other required fields.
- Save your profile.

Step 4: Start a new application

- From your MyLicense dashboard, look for an option like 'Apply for a New License,' 'New Application,' or similar wording.
- Select the appropriate board: Plumbing Commission (or Heating & Cooling, depending on your trade).
- Select the license type: Apprentice license for your trade.

Can't find the right license type?

If you're not sure which board or license type to choose, contact the Indiana Professional Licensing Agency or your apprentice school's coordinator before continuing. Picking the wrong license type will cause your application to be rejected and may delay you weeks.

Part 2 Checklist

- Reached mylicense.in.gov
- Signed in with Access Indiana credentials
- Completed or updated MyLicense user profile
- Started a new application
- Selected the correct board and apprentice license type

Part 3 – Complete the Apprentice Application

Work through each section of the online application. The system saves your progress as you go, so you can step away and come back if needed.

Step 1: Personal information

- Confirm your legal name, date of birth, and Social Security Number.
- Confirm your mailing address and phone number.

Step 2: Apprenticeship program details

- Enter the name of your apprentice school or sponsor.
- Enter your program start date and the trade you are training in.
- Confirm your program is a State of Indiana approved four-year apprentice program (required under 860 IAC 2-1-4).

Step 3: Answer the background questions

The application asks a series of yes/no questions about criminal history, professional discipline, and similar matters. Answer truthfully.

If you answer 'YES' to any background question

You must provide a written statement that fully explains all details — the violation, location, date, cause number, and disposition — and you must upload copies of court documents for each instance. You can upload these now, or upload them later using the License Update option in MyLicense.

Step 4: Upload the Sponsor Certification form

- Locate the file upload section for the Approved Apprenticeship Program Sponsor Certification form.
- Upload the completed form your school (Mechanical Skills, or your sponsor) provided.
- Make sure the file is legible and the entire form is captured.
- Accepted formats are typically PDF or image files (JPG, PNG).

Step 5: Review your answers

- Go back through each section before submitting.
- Double-check spelling of your name, your SSN, your address, and your school name.
- Confirm all required documents are attached.

Step 6: Pay the application fee

- Click through to the payment screen.
- Enter your credit or debit card information.
- The application fee is \$10, plus an online processing fee.
- Submit payment and wait for the confirmation screen.

Step 7: Save your confirmation

- Print, screenshot, or save the confirmation page as a PDF.
- You should also receive a confirmation email — save it.
- Note your application or transaction number in case you need to follow up.

Part 3 Checklist

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|--|--|
| <input type="checkbox"/> Completed personal information section | <input type="checkbox"/> Reviewed every section before submitting |
| <input type="checkbox"/> Completed apprenticeship program details | <input type="checkbox"/> Paid the \$10 fee + processing fee with credit/debit card |
| <input type="checkbox"/> Answered all background questions truthfully | <input type="checkbox"/> Saved/printed the confirmation page and email |
| <input type="checkbox"/> Uploaded written explanation + court documents (if any 'yes' answers) | <input type="checkbox"/> Recorded the application/transaction number |
| <input type="checkbox"/> Uploaded the Sponsor Certification form from Mechanical Skills | |

Part 4 – After You Submit

Once you submit your application, IPLA will review what you've sent in. Here's what to expect and what you may need to do.

Step 1: Watch for an IPLA email

- IPLA will contact you by email if anything is missing or unclear.
- The email will list the additional documentation or corrections needed.
- Check your inbox (and your spam folder) regularly.

Step 2: Upload any additional documents requested

- Log back in at mylicense.in.gov and go to your dashboard and find your pending application.
- Use the License Update option to upload anything IPLA has requested.

Step 3: Track your application status

- Your MyLicense dashboard will show the current status of your application.
- Status will move from 'Submitted' to 'Under Review' to 'Approved' (or back to you with requests for more info).

Step 4: Receive your apprentice license

- Once approved, your license will be issued and viewable in MyLicense.
- You can print a copy or save a digital version for your school and employer.

Part 4 Checklist

- | | |
|---|--|
| <input type="checkbox"/> Checked email (including spam) for IPLA correspondence | <input type="checkbox"/> Checked MyLicense dashboard for status updates |
| <input type="checkbox"/> Uploaded any additional documents requested by IPLA | <input type="checkbox"/> Received license approval |
| | <input type="checkbox"/> Saved/printed a copy of the license for school and employer |

Renewing Your Apprentice License

Indiana apprentice licenses expire annually on October 1. Renewal opens July 1 each year.

Key renewal facts

- Renewals are available starting July 1.
- Licenses expire October 1 each year.
- Standard renewal fee is \$10 plus an online processing fee.
- If you renew AFTER October 1 at 11:59 PM EST, a \$50 late fee applies in addition to the standard fee.
- To renew, you must still be enrolled in an approved four-year apprentice program (per 860 IAC 2-1-4).

How to renew

- Sign in to mylicense.in.gov with your Access Indiana credentials.
- Locate your active apprentice license on your dashboard.
- Click the Renew option.
- Confirm your information is still current and update anything that has changed.
- Pay the renewal fee with a credit or debit card.
- Save your confirmation.

Mark your calendar

Set yourself a reminder for late July or early August every year. Renewing in July or August means no scrambling, no late fees, and no gap in your license that could affect your job site eligibility.

Troubleshooting & Common Issues

Forgot your Access Indiana password

- Click Sign In, then click the 'Forgot Your Password?' link.
- Enter your email address and click Continue.
- Check your email and click Confirm in the password change request message.
- Enter and confirm a new password, then click Reset Password.

Didn't receive the email verification code

- Check your spam/junk folder.
- Make sure you typed the email correctly during sign-up.
- Wait a few minutes — emails sometimes lag during high traffic.
- Request a new code if needed.

Renewing Your Apprentice License (Continued)

Don't have the Sponsor Certification form

- Contact Mechanical Skills or your apprentice school coordinator.
- The form must be provided by your sponsor — IPLA will not accept the application without it.

Payment failed

- Verify the card information you entered.
- Make sure the card has sufficient funds and is not expired.
- Try a different card if the issue continues.
- Your application data should still be saved — log back in and try payment again.

Application stuck in 'Pending' status

- Check your email for messages from IPLA requesting more information.
- Confirm all required documents have been uploaded.
- Contact IPLA directly if it has been more than a few weeks with no update.

Key Contacts & Resources

Access Indiana	access.in.gov • Help with your state single sign-on account
MyLicense Portal	mylicense.in.gov • Where you submit and manage your apprentice license
Indiana Professional Licensing Agency	in.gov/pla • Licensing questions, status checks, board information
Indiana PHCC	inphcc.com • Plumbing, Heating & Cooling Contractors Association of Indiana

About this guide

This guide is based on the IPLA online apprentice registration process. The IPLA online system may be updated from time to time — if the screens you see look slightly different from this guide, the overall steps and required items remain the same. When in doubt, contact the Indiana Plumbing Commission at <https://www.in.gov/pla/professions/plumbing-home>