STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING
AND REFRIGERATION CONTRACTORS
PO Box 305025
Montgomery, Alabama 36130-5025
(334) 241-0840

Robert Bentley
GOVERNOR

Fax: (334) 265-0570
www.hacr.alabama.gov

Kathy S. LeCroix
EXECUTIVE DIRECTOR

Requirements for all Heating and Air Conditioning Examination Applicants

On August 1st, 2009, a new law went into effect that requires all applicants wishing to sit for the Heating & Air Conditioning or Refrigeration contractors' exam to have a certain amount of experience and or education prior to taking the exam.

Code of Alabama 1975 Title 34 Chapter 31 Section 28, states in part that:

> An applicant for the heating, air conditioning, or refrigeration certified contractor license shall be eligible to sit for the examination if the applicant has held an apprentice registration, issued by this Board for two or more calendar years; or has completed 3,000 hours of coursework or experience, as defined by the Board; or is an graduate of an approved heating, air conditioning, or refrigeration curriculum.

In order to be approved to sit for the examination you must submit:

(1) The Examination Application; and

(a) Affidavits that are signed and notarized by the employer(s) swearing that the applicant has worked in the Heating and Air Conditioning industry for at least two years within the past five years, and all corresponding W-2 Forms from the employer(s);

and/or

(b) Copies of certificates showing that the applicant has attended at least 3000 hours of Heating and Air Conditioning educational training;

or

(c) Proof of graduation from an approved Heating and Air Conditioning curriculum.

Approved Curriculums:

Alabama Power;
Construction Education Foundation of Alabama
Fortis College,
Gwinnett Technical College, Lawrenceville, GA
NARS Training System
Trenholm State Technical College
West Georgia Technical College
George Stone Technical Center HVAC Program

Candidates with a long certificate from any public State of Alabama two year or community college are also approved.

If you would like to review any of these above stated changes please visit to our website at www.hacr.alabama.gov.

STATE OF ALABAMA
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P.O.Box 305025 Montgomery, AL 36130-5025
(334) 241-0840; Toll Free: (866) 855-1912
www.hacr.alabama.gov

HVAC Examination Application

Print Name as it appears on driver's license

Home Phone

Address

Work Phone

City State Zip

Social Security Number

Email Address

Fee ***$150.00*** Make check payable to Alabama Board of Heating, Air Conditioning and Refrigeration Contractors. You have exactly one year from the date the Board receives your application and fee to schedule an exam date with the testing provider. Any candidate that attempts to schedule their exam after this time will be required to resubmit a new application and all appropriate fees.

(FAXED APPLICATIONS WILL NOT BE ACCEPTED)

Once this application and $150.00 fee has been processed by the Board, you will receive information concerning scheduling the exam. Exam Sites: Auburn, Birmingham, Enterprise Huntsville, Mobile, Montgomery, Sheffield & Tuscaloosa.

I declare under penalty of perjury, under the laws of the State of Alabama, that all statements contained in this application, and any accompanying documents, is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of my license or application.

CITIZENSHIP *This section to be completed in compliance with Ala. Code § 34-14A-7 and Ala. Code § 31-13-7.*

This section must be completed by the individual responsible in charge or if the responsible in charge is an incorporation, limited liability company, or partnership by the responsible in charge.

1. Are you a citizen of the United States?
___ Yes ____No If "yes," please read the declaration below, sign, and continue to section 2.
If "no," see question 2 below.

PROVIDE PROOF BY SUBMITTING ONE OF THE ITEMS LISTED ON ATTACHMENT

I hereby declare that I am a citizen of the United States of America and,
I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

Date_____
Signature of Applicant

2. If you are not a citizen of the United States, are you an alien who is lawfully present in the United States of America?

____ Yes ____ No If "yes," please read the declaration below and sign.

PROVIDE PROOF BY SUBMITTING ONE OF THE ITEMS LISTED ON ATTACHMENT

I hereby declare that I am an alien lawfully present in the United States of America.
I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

_____ Date_____
Signature of Applicant

To pay by Credit Card, enter card information: ◯ Master Card ◯ Visa

Card Number: _____

Expire Date: _____

_____
Signature *(Required)* Date:

Date Received:

Check # _____

Amount: _____

PROOF OF CITIZENSHIP

Code of Alabama 1975, Section 31-13-29(g)
From Act 2012-491

1. A driver's license or non-driver's identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or nondriver's identification card.

2. A birth certificate indicating birth in the United States or one of its territories.

3. Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.

4. United States naturalization documents of the number of the certificate of naturalization.

5. Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.

6. Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.

7. A consular report of birth abroad of a citizen of the United States of America.

8. A certificate of citizenship issued by the United States Citizenship and Immigration Services.

9. A certification of report of birth issued by the United States Department of State.

10. An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.

11. Final adoption decree showing the person's name and United States birthplace.

12. An official United States military record of service showing the applicant's place of birth in the United States.

13. An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States.

14. AL-verity.

15. A valid Uniformed Services Privileges and Identification Card.

16. Any other form of identification that the Alabama Department of Revenue Authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

PROOF LAWFUL PRESENCE OF NON-CITIZEN

Code of Alabama 1975, Section 31-13-3-(10) [Law Desk]

1. A valid, unexpired Alabama driver's license.

2. A valid, unexpired Alabama non-driver's identification card.

3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.

4. Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance.

5. A foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States.

6. A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States.

AFFIDAVIT FOR HEATING & AIR CONDITIONING EXAMINATION APPLICANT

I, _____, solemnly swear and affirm that I have
(Name)
personal knowledge that _____, (Name of Examination Applicant) has worked, within the past five years, or is presently working in the Heating and Air Conditioning industry and the duties he has performed are as listed below: (Detail description)

1.

2.

3.

4.

I understand that I may be contacted by a representative of the Board for either verification of the information contained in this affidavit or additional documentation and/or information.

I declare under penalty of perjury, under the laws of the State of Alabama, that all statements contained in this application, and any accompanying documents, is true and correct, with full knowledge that all statements made in this affidavit are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or application.

_____
Signature of Affiant (HACR License if applicable)

_____
Name of Company/Title

_____
Address

_____
Phone Number(s)

\

Sworn to and subscribed before me this _____ day of _____, 20__.

_____
Notary Public
My Commission Expires: _____

References

Your examination has been developed using the reference materials listed below. This examination is administered in an open book format which means you are permitted to bring these references with you into the testing center. You may add tabs or may highlight your book but you may NOT write any notes in your references other than formulas. Books with notes written in them will not be permitted to be used during testing.

Code of Federal Regulations, Title 29, Part 1926 , 2012. ISBN: 9780160911576. Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954. Available at http://bookstore.gpo.gov. Candidate printed versions permitted in testing room if exam is open book.

International Energy Conservation Code . International Code Council, 4051 West Flossmoor Road,Country Club Hills, IL 60478.

International Fuel Gas Code , 2009. International Code Council, 4051 West Flossmoor Road, CountryClub Hills, IL 60478.

International Mechanical Code , 2009. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.

International Residential Code , 2009. International Code Council, 4051 West Flossmoor Road, CountryClub Hills, IL 60478.

Laws, Rules and Regulations of the State of Alabama , 2012. Alabama Board of Heating, Air Conditioning, and Refrigeration Contractors, 8 Commerce Street, Site 200, Montgomery, AL 36130-5025. available at http://www.hacr.alabama.gov/ --candidate printed versions allowed at testing sites

Manual D: Residential Duct Systems , third, Version 1.10. ISBN: 1-892765-50-0. Air ConditioningContractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206.

Refrigeration & Air Conditioning Technology, 7th e , 7th. ISBN: 978-1-111-64447-5. Delmar Publishing, PO Box 6904, Florence, KY 41022. available at www.cengagebrain.com 6th edition also allowed in testing site for Alabama.

Residential Load Calculation - Manual J-Abridged , 8th. ISBN: 978-1-892765-35-7. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. Available at ww.acca.org

Trane Ductulator , 2013. Trane, FL. ACCA ductulator also allowed.

Examination Preparation Course Providers and Book Suppliers

You will be provided with a list of reference books when you apply for your test. You can also go to our website for this info. Most reference books can also be purchased by phone or online through the following companies.

- **Alabama Power Company (Books & Prep Course)**
  HVAC Training Center
  2388 County Road 93
  Verbena, Alabama 36091
  800-634-0154
  www.alabamapower.com/hvac

- **American Contractors (Books & Prep Course)**
  Exam Services & Book Store
  5000 Linbar Drive, Suite 250
  Nashville, Tennessee 37211
  800-955-7277
  Fax: 615-832-4550
  www.examprep.org

- **Lawson State Technical College (Books & Prep Course)**
  Air Conditioning & Refrigeration
  U.S. Highway 11 South
  Post Office Box 308
  Bessemer, Alabama 35021
  205-925-2515
  205-929-3470
  Fax: 205-929-3598
  www.lawsonstate.edu

- **NARS Training Systems (Books & Prep Course)**
  Post Office Box 804
  Huntsville, Alabama
  800-722-3072
  256-536-7804
  Fax: 356-536-1525
  www.narstrainingsystems.com

- **Professional Book Sellers (Books)**
  2200 21st Avenue, South #105
  Nashville, Tennessee 37212
  800-572-8878
  615-383-0044
  Fax: 615-383-0235
  www.pro-book.com

- **@ Home Prep, Inc.**
  900 East Hill Ave., Suite 380
  Knoxville, TN 37915
  800-952-0910
  www.contractor-licensing.com

- **AAA Construction School, Inc.**
  34 Arlington Road South
  Jacksonville, FL 32216
  800-741-7277 or 904-722-9994
  www.aaaconstructionschool.com

- **American Contractors Exam Services**
  737 Southern Hwy.
  Mineral Wells, WV 26150
  800-992-1910
  www.examprep.org

- **Builder's Book Depot**
  1001 East Jefferson Rd., Ste. 5
  Phoenix, AZ 85034
  800-284-3434 or 602-252-4050
  www.buildersbookdepot.com

- **Florida Licenses and Corporation, Inc.**
  1150 NW 72nd Ave., #720
  Miami, FL 33126
  305-446-3442
  www.floridalicensesandcorporations.com

International Code Council
900 Montclair Rd.
Birmingham, AL 35213
4051 Flossmor Rd.
Country Club Hills, IL 60478
5360 Workman Mill Rd.
Whittier, CA 90601
11711 W 85th St.
Lenexa, KS 66214
800-786-4452
www.iccsafe.org
http://www.mypearsonstore.com
800-947-7700 (Opt. 5)

- **North American Contractors Association**
  336-540-0149
  www.infonaca.com

- **Prov, Inc.**
  13614 Progress Blvd.
  Alachua, FL 32615
  200 Association Dr., Suite 190
  Charleston, WV 25311
  866-720-7768
  www.provbookstore.com