STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING
AND REFRIGERATION CONTRACTORS
8 Commerce Street, Suite 200
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Montgomery, Alabama 36130-5025
(334) 241-0840

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GOVERNOR

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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.

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

Approved Curriculums:

Alabama Power Company
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
Columbus Technical College
J. F. Drake State Technical College
Lindsey-Cooper Refrigeration School
Virginia College - Birmingham

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

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8 Commerce St. Suite 200, Montgomery, AL 36130-5025
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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 or 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 nondriver'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) [LawDesk]

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

2. A valid, unexpired Alabama nondriver'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)

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

_____
Notary Public
My Commission Expires: _____