



STATE OF ALABAMA
**BOARD OF HEATING, AIR CONDITIONING
 AND REFRIGERATION CONTRACTORS**

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 Montgomery, Alabama 36130-5025
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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.

Signature of Applicant Date _____

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.

Signature of Applicant Date _____

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 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 non-driver 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 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 permanent tabs or may highlight in your book; however, you may NOT write any notes in your references other than formulas. Books with notes 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.

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

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

Laws, Rules and Regulations of the State of Alabama Board of Heating, Air Conditioning & Refrigeration Contractors, 2009. Available at <http://www.hacr.alabama.gov>. Candidate printed versions permitted in testing room.

Residential Duct Systems, Manual D, 3rd, Version 1.10. ISBN: 1-892765-50-0. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 2206.

Residential Load Calculations, Manual J, Abridged Edition, 8th, Version 1.10. ISBN: 978-1-892765-35-7. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 2206.

Refrigeration & Air Conditioning Technology, 7th. ISBN: 978-1-111-64447-5. Delmar Publishing, PO Box 6904, Florence, KY 41022. 6th Edition also allowed in testing room.

ACCA Ductulator, 2013. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 2206.

or

Trane Ductulator, 2013. Trane, FL

Exam Preparation Course Providers and Book Suppliers

The following is a list of examination preparation course providers and book suppliers. Most reference books can be purchased online by a vendor of your choosing.

- **Alabama Power Company (Books & Prep Course)**
HVAC Training Center
2388 County Road 93
Verbena, AL 36091
1-800-634-0154
www.alabama-power.com/hvac
- **American Contractors (Books & Prep Course)**
Exam Services & Book Store
500 Linbar Drive, Suite 250
Nashville, TN 37211
1-800-955-7277
www.examprep.org
- **Lawson State Technical College**
U.S. Highway 11 South
PO Box 308
Bessemer, AL 35021
205-925-2510
205-929-3470
www.lawsonstate.edu
- **NARS Training Systems (Books & Prep Course)**
PO Box 804
Huntsville, AL 35811
256-536-7804
www.narstrainingsystems.com
- **Professional Book Sellers (Books)**
2200 21st Avenue S., Suite 105
Nashville, TN 37212
1-800-572-8878
615-383-0044
www.pro-book.com
- **@Home Prep, Inc.**
900 East Hill Ave. Suite 380
Knoxville, TN 37915
1-800-952-0910
www.contractor-licensing.com
- **AAA Construction School, Inc.**
34 Arlington Road South
Jacksonville, FL 32216
1-800-741-7277
904-722-9994
www.aaaconstructionschool.com
- **American Contractors Exam Services**
737 Southern Highway
Mineral Wells, WV 26150
1-800-992-1910
www.examprep.org
- **Builder's Book Depot**
1001 East Jefferson Rd., Suite 5
Phoenix, AZ 85034
1-800-284-3434
602-252-4050
www.buildersbookdepot.com
- **Florida Licenses and Corporations, Inc.**
1150 NW 72nd Ave., Suite 720
Miami, FL 33126
305-446-3442
www.floridalicensesandcorporations.com
- **International Code Council**
900 Montclair Road
Birmingham, AL 35213
4051 Flossmoor Road
Country Club Hills, IL 60478
1-800-786-4452
www.iccsafe.org
- **North American Contractors Association**
336-540-0149
www.infonaca.com
- **Prov, Inc.**
13614 Progress Blvd.
Alachua, FL 32615
1-866-720-7768
www.provbookstore.com