P.O. Box 305025
Montgomery, Alabama
36130-5025

STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING &
REFRIGERATION CONTRACTORS

Phone: (334) 241-0840
Fax: (334) 265-0570
www.hacr.alabama.gov

# HVAC/REFRIGERATION EXAMINATION APPLICATION

**(Application Must Be Mailed. Faxed or Emailed Applications will not be Accepted).**

Requirements for all Examination Applicants:

*Code of Alabama 1975,* Section 34-31-28, states in part:

> "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 a graduate of an approved heating, air conditioning, or refrigeration curriculum."

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

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 and/or Commercial Refrigeration 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 and/ or Commercial Refrigeration educational training;

**or**

(c) Proof of graduation from an approved Heating and Air Conditioning and/or Commercial Refrigeration 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 part of the rules and regulations pertaining to examination please visit our website at www.hacr.alabama.gov .**

Form EA-1

**SECTION A: IDENTIFYING AND CONTACT INFORMATION – All applicants must complete this section.**

1. Name: _____

Last First M.I.

2. Address: _____

Street

_____

City County State Zip code

3. Home Phone: _____4. Work Phone:_____ 5. SSN:_____

6. Email: _____

7. Type of Examination you are applying for: _____HVAC ($150.00) _____Refrigeration ($150.00)

Do you have a diploma or certificate issued by an approved training program? _____YES _____NO

**8. If yes, list school name and address below:**

- School/Program: _____
- Address:_____

City State Zip Code

**SECTION B: WORK EXPERIENCE (Attach a copy of your Affidavit of Employment.)**

**9. List all employers to verify your experience. Start with the most recent. You may add additional sheets as needed.**

- **If you are applying for examination and have an Apprentice Certificate, enter two years of experience.**
- **If you are applying for examination and are taking the Examination, enter three years of experience.**

_____

**Employer** **Address** **Employment Dates**

_____

**Employer** **Address** **Employment Dates**

_____

**Employer** **Address** **Employment Dates**

**As proof of the experience you listed above, submit *Affidavit of Employment* form(s) describing your experience. You must submit copies of tax W-2 forms showing full-time employment.**

Form EA-2

P.O. Box 305025
Montgomery, Alabama
36130-5025

STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING &
REFRIGERATION CONTRACTORS

Phone: (334) 241-0840
Fax: (334) 265-0570
www.hacr.alabama.gov

**SECTION C: DISCLOSURES - *All* applicants complete this section.**

**It is a violation of Alabama law to engage or knowingly cooperate in fraud or material deception in order to become licensed, Code of Alabama, 1975, Section 34-31-32.**

10. Have you been the recipient of any administrative penalties regarding your practice in Refrigeration or HVAC in any jurisdictions, such as fines, formal reprimands, license suspension or revocation (except for non-payment of fees), probationary limitations; or have you been a party to a consent agreement containing conditions placed by a board on your professional conduct and practice, including any voluntary surrender of a license?

____Yes ____No If yes, please explain in the space provided below for Board review.

11. Have you ever had or do you now have any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you have previously been or are currently authorized to provide Refrigeration or HVAC services?

____Yes ____No If yes, please explain in the space provided below for Board review.

12. Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any felony including any offense for which you have received a pardon, in any jurisdiction?

____Yes ____No If yes, please explain in the space provided below for Board review.

_____
_____
_____
_____
_____
_____
_____
_____

**To assure consideration of your license application at the next Board meeting, the Board office must receive all of these items no later than 4:30 PM ten full working days before the Board's meeting date:**

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

**Applications that are not complete within twelve (12) months of filing may be considered abandoned and discarded. The Board office will attempt to notify you before discarding an abandoned application.**

**If your application is approved by the Board, please allow 4-8 weeks to receive your license.**

**AFFIDAVIT**

**I, the applicant named herein, do declare and affirm under penalty of perjury that the foregoing information is true and complete to the best of my knowledge and belief. I hereby consent to the release of any information, by any person having such information, to the Board of Heating, Air Conditioning & Refrigeration Contractors regarding my education, background, or qualifications to be licensed. I understand that the Board will use such information in considering my application(s) to practice in Alabama. I hereby release and hold harmless from liability any person who in good faith provides any such information to the Alabama Board of Heating, Air Conditioning & Refrigeration Contractors**

**APPLICANT SIGNATURE: _____DATE: _____**

**County of_____ )**
**)**
**)**
**State of _____ )**

**Sworn or affirmed before me a Notary Public this_____day of , 20 ____.**

**My commission expires on_____.**

**_____**
**Notary Public**

**Form EA-3**

**SECTION D: CITIZENSHIP**

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

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, are 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.

This section must be completed by the individual applicant. Answer only question "1" or "2".

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 OF CITIZENSHIP 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.

_____

Signature of Applicant Date

**-OR-**

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 OF LAWFUL PRESENCE 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

**Examination fees are $150.00 per examination. If you are applying for both the HVAC and Refrigeration exams at once you will be billed $300.00. Once this application has been processed by the Board, you will receive information concerning scheduling the exam.**

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

**Card Number: _____Exp Date: _____**

**Signature (Required for credit card processing)_____Date: _____**

## 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.

FORM EA-4

# AFFIDAVIT OF EMPLOYMENT

**SECTION A: APPLICANT INFORMATION: (Applicant completes this section and sends to each employer. You may duplicate the form as needed.)**

1. **Name: _____**

   **Last** **First** **M.I.**

**The above-named applicant has applied to the Alabama HACR Board for licensure. The applicant's licensed supervisor must complete and sign Section B, have it notarized and return it to Board at address above. For purposes of this affidavit, the following definitions apply:**

- **Supervision - Control and oversight by a master licensee who is an owner or full-time employee of the entity providing services. A supervising HACR licensee is responsible and accountable for the work performed under the supervising master licensee's license.**
- **HACR services - The design, installation, construction, maintenance, service, repair, alteration, or modification of a product or of equipment including gas piping in heating and air conditioning, refrigeration, ventilation, or process cooling or heating systems.**
- **Refrigeration services - Refrigeration services include but are not limited to commercial refrigeration design, installation, construction, maintenance, service, repair, alteration, or modification of a product or of equipment including walk in coolers, reach in coolers, commercial refrigerators and freezers, etc.**

***Please note that commercial ice machines are exempt from licensing. Commercial range hoods are not subject to minimum standards set by this Board. For more information regarding range hoods please contact the Fire Marshall.**

**SECTION B: EMPLOYER INFORMATION (to be filled out and signed by employer)**

1. **Supervisor's Name and Company Name: _____**

   **_____**

2. **License Type (check one): _____ HVAC Contractor _____ Refrigeration Contractor**

3. **License Number(s): _____ Licensing State: _____**

4. **Address: _____**

   **Street**

   **_____**

   **City** **State** **Zip code**

5. **Work Phone: _____ Cell Phone: _____**

6. **Email: _____**

7. **The applicant was under my supervision from:_____ to: _____**

8. **Applicant Job Title: _____**

9. **Job Duties: (List a DETAILED description of at least four job duties….use additional pages if necessary.)**

   1. _____
   _____
   _____
   2. _____
   _____
   _____
   3. _____
   _____
   _____
   4. _____
   _____
   _____

**I, the supervisor named herein, do declare and affirm under penalty of perjury that the foregoing information is true and complete to the best of my knowledge and belief.**

**SUPERVISOR'S SIGNATURE: _____ DATE:_____**

**County of_____ )**
**) SS.**
**State of_____)**

**Sworn or affirmed before me a Notary Public this_____day of_____, 20_____.**

**My commission expires on_____.**

_____.
**Notary Public**

**HVAC Exam 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, Pittsburg, 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

**Refrigeration Exam 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, Pittsburg, PA 15250-7954. Available at http://bookstore.gpo.gov. Candidate printed versions permitted in testing room.

**International Mechanical 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.

**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.

## 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

- **B Trained (Prep Course & Tutoring)**
  **Brian Byrom**
  P.O. Box 3404
  Hueytown, AL 35023
  (205) 757-6733
  Btrained2@gmail.com
  www.Btrained.net

- **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

- **American Contractors Exam Services**
  737 Southern Highway
  Mineral Wells, WV 26150
  1-800-992-1910
  www.examprep.org

- **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