



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

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

Phone: (334) 242-5550
Email: staff@hacr.alabama.gov
www.hacr.alabama.gov

APPRENTICE APPLICATION

An apprentice is defined as a person who 16 years of age or older; other than a certified heating, air conditioning, or refrigeration contractor, who is engaged in learning and assisting in the installation, service, or repair of residential heating and air conditioning or commercial refrigeration systems, and who has successfully fulfilled the voluntary registration requirements of the Board, and has been duly registered by the Board as an apprentice for the current year.

To meet the requirements to become an apprentice, a person must meet the following criteria listed below:

Successful completion of a "short-term" certificate containing at least 27 credit hours in Air Conditioning & Refrigeration technology from an approved curriculum by the State Board of Heating, Air Conditioning & Refrigeration Contractors;
-or-

Successful completion of an approved alternate education program containing no less than 81 contact hours, by the State Board of Heating, Air Conditioning & Refrigeration Contractors.

All persons who hold an apprentice registration for a period of two years will automatically qualify to sit for the heating and air conditioning and/or refrigeration examination if their registration has been renewed annually.

SECTION A: APPLICANT INFORMATION

1. Name: _____

Last
First
M.I.
2. Address: _____

Street

City
County
State
Zip code
3. Home Phone: _____ Work Phone: _____
4. Email: _____
5. Social Security Number: _____ 6. Date of Birth: _____

SECTION B: APPRENTICE REGISTRATION TYPE & FEES: (ATTACH COPIES OF TRANSCRIPTS TO THIS SHEET)

6. I am applying for the following apprentice registration (s):
- o Heating, Air Conditioning & Refrigeration Apprentice

\$50.00
7. School Attended: _____
8. Employer Name and Address:
- Employer Name

Street

City

State

Zip code

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.

1. 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.
2. 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.
3. 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.

SECTION D: 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, 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.

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 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

SECTION E: PAYMENT INFORMATION (PLEASE ENCLOSE \$50.00 PER APPRENTICE CERTIFICATE REQUESTED)

The board only accepts credit cards, money orders, or cashiers checks. All payments are non-refundable.

Card Number: _____ Exp. Date: _____ CVV2: _____

Be advised there is a 4% convenience fee added to all card transactions. The fee may show as an iGov charge.

Signature: _____ 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.

AFFIDAVIT OF APPLICANT FOR HEATING & AIR CONDITIONING
AND/OR REFRIGERATION APPRENTICE

I, _____, solemnly swear and affirm that I am presently working in the Heating and
(Name of Applicant)

Air Conditioning field or intend on becoming a regularly employed person in the Air Conditioning industry
and/or Commercial Refrigeration Industry.

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 affidavit are subject to investigation and that any false or dishonest answer to any
question may be grounds for denial or subsequent revocation of registration or application.

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 understand that upon termination of employment from above employer, I am to notify the Board
immediately.

Signature of Applicant

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

Notary Public

My Commission Expires: _____