



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

HVAC/REFRIGERATION EXAMINATION APPLICATION

(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, Verbena, Alabama
Construction Education Foundation of Alabama
Champion Technical Institute, Mobile, Alabama
ACR Services, Inc., Huntsville, Alabama
NARS Training System, Huntsville, Alabama
B-Trained, Birmingham & Huntsville, Alabama
PHCC Academy of Alabama, Birmingham, Alabama

Gwinnett Technical College, Lawrenceville, Georgia
Atlanta Technical College, Atlanta, Georgia
Columbus Technical College, Columbus, Georgia
West Georgia Technical College, LaGrange, Georgia

Lindsey-Cooper Refrigeration School, Irving, Texas

George Stone Technical Center, Pensacola, Florida
Fortis College, All Campuses

Notice to Veterans: Your examination fees may be reimbursed by the Veterans Administration. Use VA Form 22-0803 to apply for reimbursement of certification test fees.

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 .



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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.



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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

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. 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 (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.

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.

International Residential Code, 2015. 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, 9th. ISBN: 978-1-111-64447-5. Delmar Publishing, PO Box 6904, Florence, KY 41022. 7th 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

NASCLA Contractors Guide to Business, Law and Project Management, Basic, 13th Edition

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, Pittsburgh, PA 15250-7954. Available at <http://bookstore.gpo.gov>. Candidate printed versions permitted in testing room.

International Mechanical Code, 2015. 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, 9th. ISBN: 978-1-111-64447-5. Delmar Publishing, PO Box 6904, Florence, KY 41022. 7th Edition also allowed in testing room.

NASCLA Contractors Guide to Business, Law and Project Management, Basic, 13th Edition

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
3711 Industrial Court
Jasper, Alabama 35501
800-634-0154
www.alabama.power.com/hvac
- **B Trained (Books, Prep Course & Tutoring)**
Birmingham:
240 Oxmoor Circle Suite 111
Birmingham, AL 35209
(205) 728-7245
Huntsville:
1315 Virginia Blvd.
Huntsville, AL 35801
(256) 469-3015
Brian@btrained.net
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
- **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
- **NARS Training Systems (Books & Prep Course)**
PO Box 804
Huntsville, AL 35811
256-536-7804
www.narstrainingsystems.com
- **!RocketCert (Books & Prep Course)**
1-800-495-6612
www.rocketcert.com