



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

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

Phone: (334) 242-5550  
exams@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:**

| <b>Alabama Based Training</b>      | <b>Georgia Based Training</b>  | <b>Southeast Based Training</b>     |
|------------------------------------|--------------------------------|-------------------------------------|
| Alabama Power HVAC Training Center | Gwinnett Technical College     | Lindsey-Cooper Refrigeration School |
| Southland Training Solutions       | Atlanta Technical Center       | Interplay Learning – MacLellan HVAC |
| Champion Technical Institute       | Columbus Technical College     |                                     |
| NARS Training Systems              | West Georgia Technical College |                                     |
| B-Trained, Birmingham & Huntsville |                                |                                     |
| Alabama PHCC Academy of Alabama    | <b>Florida Based Training</b>  |                                     |
| Fortis College                     | George Stone Technical Center  |                                     |
| Accelerated HVAC Training Center   |                                |                                     |

**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](http://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 (\$175.00) \_\_\_\_\_ Refrigeration (\$175.00)

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 in any jurisdiction?

\_\_\_ Yes \_\_\_ No If yes, please explain in the space provided below for Board review.

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**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.**

**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 \$175.00 per examination. If you are applying for both the HVAC and Refrigeration exams at once you will be billed \$350.00. Once this application has been processed by the Board, you will receive information concerning scheduling the exam.

**THE BOARD NO LONGER ACCEPTS PERSONAL OR BUSINESS CHECKS. ALL PAYMENTS MUST BE MADE BY MASTER CARD, VISA, DISCOVER, CERTIFIED/CASHIERS CHECK or MONEY ORDER!**

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 supervisor or individual with in depth knowledge of the applicant's knowledge, skills and abilities 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 commercial and residential 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. SALES, MARKETING, ESTIMATION DUTIES ARE INSUFFICIENT EXPERIENCE.**)

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.

**2021 International Residential Code**, ISBN: 978-1-60983-957-4, 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**, 2024. Available at <http://www.hacr.alabama.gov>. Candidate printed versions permitted in testing room.

**Residential Duct Systems, Manual D**, 3rd, Version 2.5 ISBN: 9781892765437. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 2206.

**Residential Load Calculations, Manual J, Abridged Edition**, 8th, Version ISBN: 9781892765260. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 2206.

**Refrigeration & Air Conditioning Technology**, 9<sup>th</sup>. ISBN: 978-0-3571-22227-3. Delmar Publishing, PO Box 6904, Florence, KY 41022. 6<sup>th</sup> 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, 12<sup>th</sup>, 13<sup>th</sup>, or 14<sup>th</sup> Edition. ISBN: 978-1-948558-14-3

**NFPA 70 National Electrical Code 2020**, 2020, National Fire Protection Association, ISBN: 9781455922970

**Guide to the National Electrical Code for HVAC Professionals (Study Guide Only)**, 2024, Integrity Institute of Technology, ISBN: 9798329469745

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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.

**2021 International Mechanical Code**, ISBN: 978-1-60983-964-2, 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**, 2024. Available at <http://www.hacr.alabama.gov>. Candidate printed versions permitted in testing room.

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

**NFPA 70 National Electrical Code 2020**, 2020, National Fire Protection Association, ISBN: 9781455922970

**NASCLA Contractors Guide to Business, Law and Project Management**, Basic, 12<sup>th</sup>, 13<sup>th</sup>, or 14<sup>th</sup> Edition, ISBN: 978-1-948558-14-3

## **Exam Preparation Course Providers and Book Suppliers**

The following is a list of exam preparation providers and book suppliers. Most book references can be purchased online using the ISBN provided on the HVAC or Refrigeration Exam References pages above.

### **Alabama Power Company HVAC Training Center** (Exam Prep, Approved Curriculum, Books)

3711 Industrial Court  
Jasper, Alabama 35501  
1-800-634-0154  
[www.alabamapower.com/hvac](http://www.alabamapower.com/hvac)

### **B-Trained** (Exam Prep, Approved Curriculum, Books)

Birmingham Campus  
240 Oxmoor Circle, Suite 111  
Birmingham, Alabama 35209  
(205) 728-7254  
[www.btrained.net](http://www.btrained.net)

Huntsville Campus  
1315 Virginia Boulevard  
Huntsville, Alabama 35801  
(256) 469-3015  
[www.btrained.net](http://www.btrained.net)

### **Champion Technical Institute** (Exam, Prep, Approved Curriculum, Books)

9973 Lifeline Court  
Mobile, Alabama 36608  
[www.championtechnician.com](http://www.championtechnician.com)

### **NARS Training Systems** (Exam Prep, Approved Curriculum, Books)

315 Cahill Drive  
Huntsville, Alabama 35816  
(256) 536-7804  
1-800-722-3702  
[www.narshvacschool.com](http://www.narshvacschool.com)

### **American Contractors Exam Services** (Exam Prep, Books)

500 Linbar Drive, Suite 250  
Nashville, Tennessee 37211  
1-800-955-7277  
[www.examprep.org](http://www.examprep.org)

### **@Home Prep, Inc.** (Exam Prep, Books)

900 East Hill Ave. Suite 380  
Knoxville, TN 37915  
1-800-952-0910  
[www.contractor-licensing.com](http://www.contractor-licensing.com)

### **RocketCert!** (Exam Prep, Books)

1-800-495-6612  
[www.rocketcert.com/construction/alabama/hvac-refrigeration-license](http://www.rocketcert.com/construction/alabama/hvac-refrigeration-license)