STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING AND REFRIGERATION CONTRACTORS
8 Commerce Street, Suite 200
PO Box 305025
Montgomery, Alabama 36130-5025
(334) 241-0840

Dr. Robert Bentley
GOVERNOR

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

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.

Approved Curriculums:

Alabama Power;
Construction Education Foundationof Alabama
Fortis College,
Gwinnett Technical College, Lawrenceville,GA
NARS Training System
Trenholm State Technical College
West Georgia Technical College

Candidates with a long certificate from any public State of Alabama two year or community college are also approved.

If you would like to review any of these above stated changes please visit to our website at www.hacr.alabama.gov.

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8 Commerce St. Suite 200, Montgomery, AL 36130-5025
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www.hacr.alabama.gov

HVAC Examination Application

_____ _____
Print Name as it appears on driver's license Home Phone

_____ _____
Address Work Phone

_____ _____
City State Zip Social Security Number

_____
Email Address

Fee ***$150.00*** Make check payable to Alabama Board of Heating, Air Conditioning and Refrigeration Contractors. You have exactly one year from the date the Board receives your application and fee to schedule an exam date with the testing provider. Any candidate that attempts to schedule their exam after this time will be required to resubmit a new application and all appropriate fees.

(FAXED APPLICATIONS WILL NOT BE ACCEPTED)

Once this application and $150.00 fee has been processed by the Board, you will receive information concerning scheduling the exam. Exam Sites: Birmingham, Huntsville, Mobile or Montgomery.

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.

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

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 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.

_____Date_____
Signature of Applicant

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.

_____ Date_____
Signature of Applicant

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 nondriver's 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 nondriver's 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) [LawDesk]

1. A valid, unexpired Alabama driver's license.

2. A valid, unexpired Alabama nondriver's 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: _____

EXAMINATION INFORMATION

EXAM LOCATIONS

The examinations are administered at the examination centers listed below:

1) **Birmingham**, (Exams given on Thursday & Saturday) 100 Centerview Drive, Suite 121
2) **Huntsville**, (Exams given on Tuesday & Saturday) 4900 University Square, Suite 4
3) **Mobile**, . (Exams given on Wednesday & Saturday) 6051 - B Airport Blvd
4) **Montgomery** (Exams given on Wednesday & Saturday) 500 Interstate Park Drive Suite 530

Alabama candidates may also take the examination at other sites.

You must submit a written request for approval prior to scheduling an examination outside of Alabama.

SCORE REPORTING

In order to pass the examination, you must achieve a minimum score of 53 correct items (66.25%).

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** – Your score will automatically appear on the computer screen at the end of the time allowed for the examination. If you have completed the exam and are using the on-line review features, you will be able to obtain your score immediately.
-
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** – an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report. The fee for a duplicate score report is $15.00. *Money Order or cashier's check ONLY.*

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

REFERENCE LISTS

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- International Fuel Gas Code, 2006 or 2009, American Gas Association, 400 N. Capitol Street, NW Washington, DC 20001, www.aga.org

- International Mechanical Code, 2006 or 2009, 1-892395-33-9, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, http://www.intlcode.org/

- ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org

- Code of Federal Regulations, Title 29, Part 1926, 2002, Superintendent of Documents, POB 371954, Pittsburgh, PA 15250-7954, 8882936498, http://bookstore.gpo.gov/
  OR
- 29 CFR Part 1926, Selections, PSI, 3210 E Tropicana Ave, Las Vegas, NV 89121 To order call: (800) 733- 9267

- Refrigeration and Air Conditioning Technology, 6th edition, 2009, Whitman/Johnson/Tomczyk/Silberstein, Delmar Cengage Learning, 10650 Toebben Drive, Independence, KY 41051

- Manual J - Residential Load Calcs, reprinted 2006, 8th Full Edition, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org (The abridged or unabridged version will be accepted.)

- Manual D, Residential Duct Systems, 2009, 3rd Ed, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org

- International Residential Code for One- and Two-Family Dwellings, 2006 or 2009, International Code Council Inc., Contact ICBO (800) 284-4406 or BOCA (800) 214-4231, or SBCCI (205) 591-1853, www.iccsafe.org .

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Read study materials that cover all the topics in the question content of the exam.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

HVAC (EFFECTIVE MARCH 2011)

# of Questions	% Required to Pass	Time Allowed
80	66.25% 53 items correct	240 minutes

Pretest Items

In addition to the number of questions per examination, a small number of five to ten "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

Subject Area	**# of Items**
Insulation	3
Hangers and Supports	2
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	8
Refrigerants	3
Testing, Adjusting and Balancing	3
Controls	4
Air Conditioning and Heat Pump Systems	8
Furnaces and Heaters	4
Chimneys, Flues and Vents	4
Combustion Air	4
Ducts	14
Ventilation and Exhaust	4
Safety	4
Piping	5
Load Calculations, Residential	9

EXAMINATION PREPARATION COURSE PROVIDERS AND BOOKS SUPPLIERS

Alabama Power Company
HVAC Training Center
2388 County Road 93
Verbena, Alabama 36091
www.alabamapower.com/hvac

800-634-0154 Books Prep Course

American Contractors
Exam Services & Book Store
5000 Linbar Drive, Suite 250
Nashville, Tennessee 37211
www.examprep.org

800-955-7277 Books Prep Course
Fax: 615-832-3682
Voice Mail: 615-832-4550

Lawson State Technical College
Air Conditioning & Refrigeration Supply
U. S. Highway 11 South
Post Office Box 308
Bessemer, Alabama 35021
www.lawsonstate.edu

800-235-5368 Books Prep Course
205-428-6391
Fax: 205-426-7451

NARS Training Systems
Post Office Box 804
Huntsville, Alabama
www.narstrainingsystems.com

800-722-3072 Books Prep Course
256-536-7804
Fax: 356-536-1525

Professional Book Sellers
2200 21st Avenue, South #105
Nashville, Tennessee 37212
www.pro-book.com

800-572-8878 Books
615-383-0044
Fax: 615-383-0235

Bevill State Community College
101 State Street
Sumiton, AL 35148
djenkins@bscc.edu

205-648-3271 ext. 5215 Prep Course
Fax: 205-648-2288

BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

To place an order for one or more of the following items listed, you may:

- **Order online at www.psionlinestore.com**
- **Call the PSI Online store toll-free at (866) 589-3088**

Note: prices are available online at www.psionlinestore.com

☐	**International Mechanical Code**
☐	**29 CFR Part 1926 Selections**
☐	**International Fuel & Gas Code**
☐	

Please note: Inventory and pricing subject to change without notice.

- **You may also place a checkmark next to the items that you would like to order, and mail or fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.**

Mail or FAX to:
PSI licensure:certification ** 3210 E Tropicana * Las Vegas * NV * 89121 (Attn Shipping)
Fax (702) 932-2668

Name: _____

Address: _____

City _____ State _____ Zip _____

PHONE NUMBER: _____

Many of the reference materials listed are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088.