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

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

Dr. Robert Bentley
GOVERNOR

Kathy S. LeCroix
EXECUTIVE DIRECTOR

Requirements for all Commercial Refrigeration 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 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 Commercial Refrigeration educational training;

or

(c) Proof of graduation from an approved Heating and Air Conditioning curriculum.

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

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.

STATE OF ALABAMA
Board of Heating, Air Conditioning and Refrigeration Contractors
8 Commerce St. Suite 200, Montgomery, AL 36130-5025
(334) 241-0840; Toll Free: (866) 855-1912
www.hacr.alabama.gov

Refrigeration 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.

_____
Signature Date

If you wish to pay by credit card, please enter the credit card information below:
Check one: Visa _____ Mastercard_____ Expiration Date _____

Credit Card No ____ ____ _____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____

Individuals requiring special accommodations must contact the board for assistance.

FOR BOARD USE ONLY:		Date of Exam:_____

AFFIDAVIT FOR COMMERCIAL REFRIGERATION 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 Commercial Refrigeration 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 (Provide State Board License Number if Applicable)

_____
Name of Company/Title

_____
Address

_____
Phone Number

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 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/

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

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.

REFRIGERATION (EFFECTIVE MARCH 2011)

# of Questions	% Required to Pass	Time Allowed
60	66.25% 40 items correct	150 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.

QUESTION CONTENT OF THE EXAM

Subject Area	# of Items
General Knowledge	16
Refrigerant Piping	10
Refrigerants and Refrigeration	12
Refrigeration Systems and Controls	12
Testing, Inspecting, and Troubleshooting	10

EXAMINATION PREPARATION COURSE PROVIDERS AND BOOKS SUPPLIERS

Alabama Power Company 800-634-0154 Books
HVAC Training Center
2388 County Road 93
Verbena, Alabama 36091
www.alabamapower.com/hvac

American Contractors 800-955-7277 Books
Exam Services & Book Store Fax: 615-832-3682
5000 Linbar Drive, Suite 250 Voice Mail: 615-832-4550
Nashville, Tennessee 37211
www.examprep.org

Lawson State Technical College 205-925-2515 Books
Air Conditioning & Refrigeration Supply 205-929-3470
U. S. Highway 11 South Fax: 205-929-3598
Post Office Box 308
Bessemer, Alabama 35021
www.lawsonstate.edu

NARS Training Systems 800-722-3072 Books
Post Office Box 804 256-536-7804
Huntsville, Alabama Fax: 356-536-1525
www.narstrainingsystems.com

Professional Book Sellers 800-572-8878 Books
2200 21st Avenue, South #105 615-383-0044
Nashville, Tennessee 37212 Fax: 615-383-0235
www.pro-book.com

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**
☐	**Modern Refrigeration and Air Conditioning**
☐	
☐	

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.