



### **HVACR Reciprocal License Information**

In the state of Indiana licensing is at the discretion of the local municipality.

If the applicant holds a license that required the passage of the appropriate Prometric Inc. exam (formerly Thompson Prometric, Experior Assesment LLC and Block & Associates), the applicant **may** qualify for a reciprocal license.

#### **Types of licenses:**

- Air Conditioning “A” – Unrestricted
- Air Conditioning “B” – 25 tons cooling/500,000 BTUs heating, boiler pressures not exceeding 15 psig steam and 30 psig water
- Air Conditioning “D” – 5 tons cooling/ 300,000 BTUs heating
- Refrigeration
- High Pressure Steam

#### **Minimum application requirements to go before the board:**

The applicant must submit the following to the Board of Heating & Cooling Examiners at least ten (10) business days before the board meeting and the applicants name must be placed on the board agenda:

1. Reciprocal license application
2. An original letter from the city or state sponsoring the exam, on letterhead, and signed by a local building official. The letter should state that it was a Prometric exam (formerly Thomson Prometric, Experior Assesments LLC, and Block), the test number, the exam type, exam date, exam score, the passing grade required for that jurisdiction, and the current status of the license. NO COPIES. The letter verifying the test, current status, and reciprocity of the license must be mailed directly to the Consolidated City of Indianapolis Board of Heating & Cooling Examiners.
  - For Indianapolis reciprocation, the exam score must be a minimum of 70%
  - The license in the reciprocating jurisdiction must be currently valid
3. Resume with work experience
4. Verification of employment documenting at least 5 years for a person in the HVACR trade by current and former employers must be verified on original letterhead stationery, including dates of employment (start and end dates), and a description of job responsibilities.
  - I. If letter of employment verification is not available, letters of reference from supply houses or general contractors/builders who have employed you as an HVACR designer, installer, or technician may be submitted.
5. At least three signed customer reference letters (for the individual not the company) including type of service provided, dates, and signature.
6. Photocopy of driver's license
7. If applicable; copies of current licenses in other areas, certificates, and diplomas.

***It is required by City Ordinance that the above seven (7) items be submitted to the Board of Heating & Cooling Examiners for an applicant to be considered for a reciprocal license.***



**Application Process:**

1. The applicant submits the application packet to the Trade Board Secretary at least ten (10) business days before the board meeting.
2. Applicant appears for an interview. The board of heating & cooling examiners determines if the applicant meets the requirements to take the appropriate Prometric exam.
3. If approved, the applicant is given the information to work with Prometric and sit for the exam.
4. If the applicant scores 70% or higher on the Prometric exam, the applicant reappears before the board for orientation. After passing the exam, proof of surety bond, general liability insurance, and workmen's compensation coverage must be submitted with proper fees and applications for the license.

**Board Meeting Dates**

The board of Heating & Cooling Examiners meets the second Monday of each month at 1:30pm

**Deadline for submittal of exam packet:**

December 26, 2016  
January 30, 2017  
February 27, 2017  
March 27, 2017  
April 24, 2017  
May 29, 2017  
June 26, 2017  
July 31, 2017  
August 28, 2017  
September 25, 2017  
October 30, 2017  
November 27, 2017  
December 25, 2017

**Meeting Date:**

January 9, 2017  
February 13, 2017  
March 13, 2017  
April 10, 2017  
May 8, 2017  
June 12, 2017  
July 10, 2017  
August 14, 2017  
September 11, 2017  
October 9, 2017  
November 13, 2017  
December 11, 2017  
January 8, 2018

**Mail exam packet to:**

Board of Heating and Cooling Examiners  
1200 Madison Avenue, Suite 100  
Indianapolis, Indiana 46225

**Questions:**

Lucy West  
[Lucy.West@indy.gov](mailto:Lucy.West@indy.gov)  
317-327-8467

## **LICENSURE AS A HEATING AND COOLING CONTRACTOR:**

Licensure as a heating and cooling contractor of the appropriate type is required to install, modernize, replace, service or repair all or any part of a heating system, space heating equipment, a cooling system, space cooling equipment, refrigeration equipment, or installation of ductwork for an exhaust hood greater than four (4) square feet in a Class 2 structure and installation of duct work for an exhaust hood in any Class 1 structure.

Construction which this article allows licensed heating and cooling contractors to carry out is hereafter referred to in this article as "heating and cooling work."

A person not licensed under this article who is employed by a licensed heating and cooling contractor may, however, accomplish heating and cooling work while working under the direction and control of a person who is a licensed heating and cooling contractor, but shall not otherwise enter into or offer to enter into a contractual relationship to engage in the heating and cooling work. The scope of activity of such nonlicensed person shall not extend beyond that allowed by the license type of the licensed heating and cooling contractor providing direction and control over the nonlicensed person.

A person not licensed under this article may, however, accomplish heating and cooling work in carrying out ordinary maintenance and repair if such work is accomplished by the person in the regular course of his sole, full-time employment by the owner of the premises where such ordinary maintenance and repair occurs. Persons, partnerships or corporations engaged in the business of service and repair, however, must be licensed under this chapter.

HEATING AND COOLING RECIPROCAL APPLICATION

NAME \_\_\_\_\_ AGE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK PHONE # ( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_ HOME PHONE # ( ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

EDUCATIONAL BACKGROUND IN TRADE: \_\_\_\_\_

**EXPERIENCE**

RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_ TOTAL YEARS \_\_\_\_\_

**PRESENT EMPLOYER:** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**PAST EMPLOYER: 1.** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**PAST EMPLOYER: 2.** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**TYPE OF LICENSE REQUESTED:**

- 1. CIRCLE ONE:      AIR CONDITIONING "A" (UNRESTRICTED)
- AIR CONDITIONING "B" (25TONS COOLING/500,000 BTUs HEATING)
- AIR CONDITIONING "D" (5 TONS COOLING/300,000 BTUs HEATING)
- REFRIGERATION
- HIGH PRESSURE STEAM

2. NAME THREE PEOPLE WHO ARE FAMILIAR WITH YOUR WORK. (Submit with 3 reference letters)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

3. WHY DO YOU DESIRE A LICENSE FOR MARION COUNTY? \_\_\_\_\_

4. HAVE YOU EVER TAKEN A THOMSON INC. (FORMERLY THOMSON PROMETRIC, EXPERIOR ASSESSMENTS LLC, BLOCK AND ASSOCIATES) EXAM? YES or NO EXAM, LOCATION AND DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION APPROVED: \_\_\_\_\_ YES \_\_\_\_\_ NO      DATE: \_\_\_\_\_

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
BOARD MEMBER





## **2017 BOARD OF HEATING & COOLING EXAMINERS POLICY LIST**

### **1. TESTING/REPEAT TESTING OF HEATING & COOLING APPLICANTS**

Passing grade for examination is 70%.

Applicants, who score between 69% and 60%, may retest once without reappearing before the board.

After an applicant's second failure, he may not retest for a period of one year. At that time, he must reappear before the board and provide documentation indicating improvement in areas of weakness.

Applicants scoring less than 60% must reappear before the board and provide documented evidence indicating improvement in the areas of weakness before they may retest. This situation shall be allowed once.

The ability to show improvement in areas of weakness requires the applicant to have received the strengths and weaknesses report from the testing agency.

All documentation must be submitted in writing.

**An Examination Applicant who was approved to test but did not take the test, may take the approved examination any time within the two year period from the date approval was granted by the Board. If more than two years has elapsed, the applicant must provide documentation that the applicant has worked within the Heating and Air Conditioning field during the previous two years.**

### **2. REINSTATEMENT**

The Board of Heating and Cooling Examiners delegates to the License Administrator for the Indianapolis Department of Business & Neighborhood Services authority to approve applications for renewal of licensure where the applicant is a person whose eligibility for license renewal is established by Section 875-311(1) of the Revised Code. If the individual license has expired more than two years but less than four years, the candidate has to appear before the Board to request reinstatement, providing documentation that he/she has been employed in the trade during the past two years. If the individual license has been expired more than four years, the person has to start all over, requiring to test, document appropriate number of years of experience in the trade, take the test, and pass.

**3. LICENSE UPGRADE**

Once per year, a licensed contractor may take an additional examination to upgrade their license by applying to the Department. *In the following instances, an appearance before the Board is not required to take the examination.*

Air Conditioning “D” license holder may take.....Air Conditioning “B” exam  
Or.....Refrigeration exam

Air Conditioning “B” license holder may take.....Air Conditioning “A” exam  
Or.....High Pressure Steam exam  
Or.....Refrigeration

High Pressure Steam license holder may take....Air Conditioning “D” exam  
Or.....Refrigeration exam

Refrigeration license holder may take.....Air Conditioning “D” exam  
Or.....High Pressure Steam exam

Service Only license holders may not test without appearing before the board.

**4. RECIPROCITY**

The Board of Heating and Cooling Examiners may accept reciprocity on a comparable license issued by a municipality or government agency, provided that:

the issuing agency certifies to the Department of Business & Neighborhood Services, Consolidated City of Indianapolis, hereafter called Department, that the license is current, that the license is not suspended or revoked,

the license meets or exceeds the requirements for the license being applied for and, the license was issued upon passing a standardized exam produced by Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC, and Block and Associates) and the exam was proctored by either Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC and Block and Associates) or the issuing municipality and,

Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC, and Block and Associates) has verified to the Department that the exam is equivalent to the license examinations given by the Consolidated City of Indianapolis and, the applicant meets all other requirements for holding the license for the Consolidated City of Indianapolis and, all documentation must be submitted in writing from the appropriate agency.

Providing that the applicant meets all of the above criteria, the Board of Heating & Cooling Examiners of the Department of Business & Neighborhood Services may issue a reciprocal license to the said applicant. The applicant must appear before the Board to receive their license and orientation before it becomes valid. If the applicant does not meet all of the above criteria, then the Board shall not issue a reciprocal license.

## **5. COMPLIANCE WITH ADA STANDARDS IN TESTING**

It is the professional judgment of the Board of Heating and Cooling Examiners that heating and air conditioning installers must be able to read and understand complex and varied installation instructions in order to safely and effectively do their jobs. Consequently, the board administers a written test to determine the qualifications of all license applicants. The purpose of this test is to evaluate the applicant's substantive knowledge, and ability to read and understand written instructions. Therefore, requested test modifications related to reading disabilities will be reviewed on a case by case basis, in conjunction with the City ADA counsel, and authorized if the requested modification does not alleviate the applicant from proving these essential abilities.

## **6. INVOLVEMENT OF LICENSE HOLDER IN A JOINT VENTURE**

Non-licensed heating & cooling contractors may enter into a joint venture with a licensed heating & cooling contractor and perform heating & cooling work. An unlicensed person may only perform heating & cooling work under the supervision of a licensed heating and cooling contractor. The licensed person is expected to provide responsible direction and control in specifying the heating & cooling work processes as well as supervising the person accomplishing the work. Either the license holder or an employee, who is directly under the supervision of and directly reports to the license holder, is expected to be on-site providing supervision, and direction. This is especially true if the non-license holder's company is providing the manpower. It is ultimately the license holder who is responsible for the work.

## **7. CLARIFICATION OF VENTILATION FOR BOARD OF HEATING & COOLING EXAMINERS**

Installation of the ductwork for an exhaust hood greater than four (4) square feet or any exhaust hood in a non-residential structure is considered ventilation and requires installation by a Class A, Class B, or Class D heating and cooling contractor.

## Heating and Cooling Examiners Probation Policies

- I. Selling a license or lack of supervision will not be tolerated.

**First violation** – Reprimand and consultation

**Second violation** – License may be suspended up to 180 days

**Third violation** – License may be revoked

1. The following are the Guidelines for HVACR License Holders on Probation:

The Board may impose suspension, revocation or ineligibility of license renewal, and then the Board may conditionally suspend the original imposition based upon the contractor satisfactorily fulfilling the conditions imposed by the Board during a given period. Generally, this is what is meant by probation.

1. The contractor is required to request inspections for all work performed during the probation period.
2. The inspection staff will provide periodic updates to the Board concerning the contractor's activities during the probation period.
3. Selling of license, or lack of proper supervision for any project where a permit is required and/or has been issued to The License Holder will not be tolerated.
4. The contractor may be subject to additional Board action for any violations during the probation period which are not corrected in a timely manner; and
5. Failure to comply with any provisions of the probation may result in suspension or revocation of the license for a period of time. The Board shall call a formal hearing before suspension or revocation is determined.
  - a. If failure to comply with one or more provisions of probation is reported, the Board shall hold a Formal Hearing at the first Board Meeting or sooner if necessary, to determine action to be taken regarding The License Holder.
  - b. The Board may require immediate license revocation and other action as needed, in the event that life and/or property are in danger.

The above policies are recommended but in no way limit the action taken by the Board in aggravated circumstances.



**SOURCES FOR REFERENCE MATERIAL INFORMATION, CODE  
BOOKS & REFRESHER COURSES FOR  
HEATING & COOLING**

**AIR CONDITIONING “A”, AIR CONDITIONING “B”,  
AIR CONDITIONING “D”, HIGH PRESSURE AND REFRIGERATION  
EXAMINATIONS**

**REFERENCE MATERIAL:**

**BUILDERS BOOK DEPOT**  
1033 E JEFFERSON ST, STE 500  
PHOENIX AZ 85034  
1-877-624-2562  
(PROMETRIC source)

DANIEL J. LYNCH  
**D. J. LYNCH & ASSOCIATES**  
1904 E 66<sup>TH</sup> ST  
INDIANAPOLIS IN 46220  
(317) 753-7337  
Home #: (317) 255-7937  
Email: [dlynchindy@gmail.com](mailto:dlynchindy@gmail.com)  
Website: <http://www.hvaclicense.com>

**COURSES:**

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**CODE BOOKS:**

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PHOENIX AZ 85034  
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