

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF INDUSTRIAL TRADES – REFRIGERATION AND AIR CONDITIONING



APPLICATION INSTRUCTIONS AND FORMS FOR A REFRIGERATION AND AIR CONDITIONING MECHANIC AND CONTRACTOR LICENSE IN THE DISTRICT OF COLUMBIA

Your interest in becoming licensed in the refrigeration and air conditioning industries in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for a license in the refrigeration and air conditioning industries in the District of Columbia. Follow the instructions provided below for the license type you are interested in and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

THE APPLICATION PROCESS

Upon submission of the required application documents, the DC Board of Industrial Trades – Refrigeration and Air Conditioning will review your application. Upon final approval of your application, you will either be issued a license to practice in the District of Columbia (for apprenticeship or contractor applicants only) or be authorized to sit for the District of Columbia Refrigeration and Air Conditioning examination (journeyman and master applicants only).

If you submit an application that is incomplete or otherwise deficient, Pearson VUE's processing staff will notify you of the deficiencies. If the Board has any additional questions or concerns, they will contact you directly.

WHERE TO FILE

All license applications, supporting documents for licensure, examination scheduling form and licensing fees should be sent to the following address:

PEARSON VUE
Department DC - RA
8401 Corporate Drive
Metro-Plex I, Suite 250
Landover, MD 20785

If you have any questions, call Pearson VUE's **toll-free** Customer Service lines at 1-877-540-5834 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications submitted without required notarization or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

EXAMINATIONS AND FILING DEADLINES

All applicants, except apprentice and contractor applicants, must pass the DC examination. **There is no reciprocity with any other jurisdiction.** All examinations will be administered via computer starting February 2002. Examinations will be scheduled on a first come, first served basis. It is your responsibility to file the licensing application, exam scheduling form, fees and supporting documents correctly and completely. It is your responsibility to file the licensing application. Exam scheduling form, fees and supporting documents correctly and completely. Applications submitted with incorrect fees or without notarization will be returned to the applicant.

Your completed examination scheduling form (with one photo attached) and examination fee must be submitted directly to Pearson VUE. It is your responsibility to mail these items. You will NOT be billed for the exam fee. If you are approved by the Board to sit for the examination, you will receive your examination confirmation notice directly from the Board of Industrial Trades about two weeks prior to the examination date.

| Code Book Used | Purchase Information |
|---|--|
| Modern Refrigeration and Air Conditioning, 2000 Edition | International Code Council www.iccsafe.org/contractor 1-888-422-7233 |
| National Electrical Code, 2005 Edition | International Code Council www.iccsafe.org/contractor 1-888-722-7233 National Fire Protection Association (NFPA) www.nfpa.org 1-800-344-3555 |
| International Fuel Gas Code, 2000 International Mechanical Code, 2003 Modern Refrigeration & Air Conditioning, 2000 NFPA 70 - National Electrical Code, 2005 | National Fire Protection Association (NFPA) www.nfpa.org 1-800-344-3555 |

Candidate Information handbooks are available from the International Code Council (ICC) website: www.iccsafe.org/contractor or call 1-888-722-7233.

Pending License Applications

Pending license applications will become invalid after 90 days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, she/he must submit and pay the required fee once again.

GENERAL REQUIREMENTS FOR ALL APPLICANTS FOR LICENSURE

All applicants, including apprentices and refrigeration and air conditioning contractors, applying for licensure in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age; and
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed; and
3. Applicant must submit a complete and notarized application, including required supporting documents and TOTAL fees; and

All applicants, **except** contractors, must submit the following in order to be considered for licensure:

4. Two passport-type photos of the applicant's face, measuring approximately 2" x 2" with the applicant's name printed on the back. Home snapshots or computer photographs are not acceptable; and

5. Notarized employment verification on company letterhead, containing the following information:
 - a. Dates of employment
 - b. Description of duties performed in detail
 - c. Signature of a currently licensed Master
 - d. Master's license number and state of licensure

Note: If the applicant is self-employed (Master applicants only), verification of licensure from the state in which the license was issued must be provided and show proof of five (5) years of licensure at the appropriate license level.

ADDITIONAL REQUIREMENTS FOR ALL APPRENTICE APPLICANTS

1. Verification of current school enrollment in an Apprenticeship Program at an approved school (Form A – Enclosed). The form must contain/include the School Name and Seal. All apprentice applicants should contact the individual noted below to be enrolled into an apprentice program:

Mr. Lewis Brown
District of Columbia
Department of Employment Services
Apprenticeship Information and Training Staff
604 H Street, NE #405
Washington, DC 20002

ADDITIONAL REQUIREMENTS FOR ALL JOURNEYMAN AND MASTER APPLICANTS

1. ALL Journeyman applicants **MUST** have completed an apprenticeship-training program. The school or training center must provide a copy of the apprenticeship program certificate and/or a notarized copy of graduation certificate in a sealed envelope that has not been opened by the applicant. Master applicants do not need to resubmit documents that were submitted with their Journeyman application; and
2. The applicant must provide a DC examination scheduling form and examination fee (included with the filing fee). You will **NOT** be billed for the exam fee; and
3. Copy of W-2s for work history proof. See section 5B, Work Experience, of instructions for the experience requirement.
4. If you have ever been or are currently licensed in another jurisdiction(s), please submit the Verification of License Form (Form B).

ADDITIONAL REQUIREMENTS FOR DESIGNATED MASTER AND CONTRACTOR APPLICANTS

1. An original "Refrigeration and Air Conditioning Bond " (see application package for blank form) for a minimum amount of \$5,000. A separate \$5,000 bond is required for a Designated Master and Contractor license. A separate bond is required for a Designated Master and Contractor license and the expiration of the bond(s) must coincide with the expiration of your license, i.e, 09/30 (EVEN year). The Power of Attorney form **MUST** be attached to the bond and all corrections/deletions on the bond must be signed and sealed by the Attorney-in-Fact; and
2. A Contractor/Designated Master Form with pertinent Designated Master and bond information entered in the appropriate sections.

The Designated Master is responsible for all work performed on behalf of the Contractor. The Designated Master must be licensed in the District of Columbia as a Master Mechanic or as a Master Mechanic Limited

The Designated Master Limited is responsible for all work performed on behalf of the Contractor. The Designated Master Limited must be licensed in the District of Columbia as Master Mechanic Limited. A

Master applicant may be licensed as a Designated Master at the time of his/her initial licensure as a master or may be changed to a Designated Master at a later time by submitting a Designated Master form (including \$30 fee for updating and reprinting the master license) or submitting a renewal form (no fee at renewal time). Upon termination of the contractor/master relationship, the contractor must designate another master in order to remain licensed, and the outgoing master must either be designated for another contractor or switch back to a standard master license.

ADDITIONAL REQUIREMENTS FOR ALL CONTRACTOR APPLICANTS

1. Local Representative Affidavit must be completed and notarized. (Form included in this package). Applicant must complete this form only if their home address is outside of the District of Columbia; and
2. A) Original Certificate of Good Standing for your corporation/partnership. This may be obtained via the Office of Corporations located at 1100 4th St. SW, Washington DC 20024, (202) 442-4430:

ALL

- B) State other names, past and present, used as a refrigeration/air conditioning contractor. You must submit verification that ALL outstanding permits have been completed. Please use the Contractor Name(s) Certification form to document this information.
3. All licensed contractors are responsible for ensuring they have a designated master and licensed employees.

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type / Fees

If you have received a license application specific to the license type for which you are applying, this section has already been completed for you.

- a. The methods for becoming licensed in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is indicated below. Write the correct origin code/method on the “**Method (Origin) of Application**” line in Section 1 of your new license application.

| | |
|--------------------|--|
| E – Examination | Successful completion of the DC Refrigeration/Air Conditioning Written Examination for Journeymen or Masters on the first attempt and meet other requirements. |
| R – Re-examination | Successful completion of the DC Refrigeration/Air Conditioning Written Examination for Journeymen or Masters on the second or a later attempt and meet other requirements. |
| O – Other | All Apprentice and Contractor applicants not required to take the DC examination. Other requirements have been met. |
| D- Designation | Attainment of Master or Master Limited License and submission of Contractor/Designated Master form. |

- b. Write the abbreviation for the license type for which you are applying on the “Prefix” line provided on the application. Write the corresponding license description on the “License Description” line. Select from the license types in the table below.

| License Prefix | License Descriptions | Possible License Origins (Methods) | Application Fee | License Fee | Exam Fee | Total Due |
|----------------|--|------------------------------------|-----------------|-------------|----------|-----------|
| RA | Apprentice Refrigeration/Air Conditioning Mechanic | O – Other | \$65 | \$110 | \$0 | \$175 |
| RJ | Journeyman Refrigeration/Air Conditioning Mechanic | E – Examination | \$65 | \$110 | \$85 | \$260 |
| RJ | Journeyman Refrigeration/ Air Conditioning Mechanic | R – Re-Examination | \$65 | \$0 | \$85 | \$150 |
| RC | Refrigeration/Air Conditioning Contractor | O – Other | \$65 | \$120 | \$0 | \$185 |
| RM | Master Refrigeration/Air Conditioning Mechanic | E – Examination | \$65 | \$110 | \$85 | \$260 |
| RM | Master Refrigeration/Air Conditioning Mechanic | R – Re-Examination | \$65 | \$0 | \$85 | \$150 |
| DRM | Designated Master Ref./Air Conditioning Mechanic | D – Designation | \$65 | \$110 | \$0 | \$175 |
| LJ | Journeyman Refrigeration/Air Conditioning Mechanic LTD | E – Examination | \$65 | \$110 | \$85 | \$260 |
| LJ | Journeyman Refrigeration/Air Conditioning Mechanic LTD | R – Re-Examination | \$65 | \$0 | \$85 | \$150 |
| LC | Refrigeration/Air Conditioning Contractor LTD | O – Other | \$65 | \$120 | \$0 | \$185 |
| LM | Master Refrigeration/Air Conditioning Mechanic LTD | E – Examination | \$65 | \$110 | \$85 | \$260 |
| LM | Master Refrigeration/Air Conditioning Mechanic LTD | R – Re-Examination | \$65 | \$0 | \$85 | \$150 |
| DLM | Designated Master Ref./Air Cond. Mechanic LTD | D – Designation | \$65 | \$110 | \$0 | \$175 |

- c. There are no Refrigeration/Air Conditioning licenses that require a specialty code. If not already indicated on your application form, please enter “N/A” for the Specialty Code and “Not Applicable” for the Specialty Description in this space.
- d. You may pay the application, license, and examination fees (see table above) with a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to **Pearson VUE** and be submitted with your application packet. Do **NOT** send cash. Please print your name on your check, if it is not pre-printed.

The application portion of the fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application and license fee portions of each application method are listed above.

If Pearson VUE is unable to process your application because you have failed the exam, you will not automatically receive a refund. Instead, your license fee and all supporting documents will be retained and applied to your next application by Re-Examination. You have three (3) years from the last application submission to meet the licensing requirements or you will have to re-apply as a new applicant.

- e. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order a duplicate license for a \$30 fee. Mark the “duplicate license” box and indicate the number of duplicates needed on the line provided. Indicate the total amount due for duplicates on the line to the right.

The **Total Due** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

Please submit your DC examination scheduling form and payment with your application to Pearson VUE at the address noted on page one (1).

DC Refrigeration and Air Conditioning licenses expire on September 30 of even-numbered years. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license/certification. Upon completion of the renewal form and payment of the renewal fee, your license will be renewed for a two-year period. You are required by regulation to report all changes to your business or residence address to Pearson VUE on behalf of the Board within five (5) days of the change. Pearson VUE will update the address change in your database record. Requests for address change should be made via a letter. Send the letter to Pearson VUE at the address noted on page 1. Without an updated address, you may not receive your renewal notice.

Section 2. Applicant Name / Demographic Information

Enter your full legal name exactly as it should appear on your license. Due to the most recent amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform Compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain Social Security Numbers in licensee files. All applicants must be at least 18 years of age.

Section 3. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a high school, professional or trade school, college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

Sections 4A. & B. Home Address / Business Address

Include both your home and business addresses in the sections provided. PO Boxes are not acceptable. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within five (5) days of the change. Should you fail to advise Pearson VUE of your current addresses, you may not receive your renewal notice.

Section 4C. Preferred Mailing Address

Place an “X” in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed. The address that appears on your license will vary by license type. Most Refrigeration and Air Conditioning licenses show the home address. The Contractor and Designated Master license types will show the business address of the Contractor.

Section 5A. Professional/Trade Schools Attended

List all schools you have attended (including apprentice training programs, professional and trade schools) with most recent at the top. This section is not applicable for Contractors.

ALL Journeyman applicants MUST have completed an apprenticeship-training program. The official transcript or certificate must be submitted at the time of applying as a Journeyman.

Section 5B. Work Experience

List all work experience since graduation from college, university, professional and trade schools, in reverse chronological order, beginning with the most recent. Use the key provided to describe the “Type of Position.” This section is not applicable for Contractors.

Apprentice applicants require – Notarized employment verification on company letterhead from Refrigeration/Air Conditioning Master. A licensed Refrigeration/Air Conditioning Apprentice shall work only under the direct supervision of a currently licensed District of Columbia Refrigeration/Air Conditioning Master.

Journeyman applicants require -- Notarized employment verification on company letterhead of work within the Refrigeration/Air Conditioning trade for at least four (4) years, comprising a minimum of at least eight thousand (8,000) hours as a Refrigeration/Air Conditioning Apprentice.

Master applicants require -- Notarized employment verification on company letterhead of work as a Refrigeration/Air Conditioning Journeyman for not less than four years (for a total of eight years when added to the four years as an apprentice).

Section 5C. Professional Licenses In Other States / Jurisdictions

If you **have ever been or are currently** licensed in other states/jurisdictions, please submit the enclosed form to the jurisdiction(s) with fee if required. This form should be completed by the jurisdiction(s) and sent directly to Pearson VUE on behalf of the board.

Section 6. Screening Questions

If you answer “no” to question A or “yes” to questions B through J, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. No licensee shall allow his or her license to be used by another person under any circumstances. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

Section 7. Applicant Affidavit

The application must be signed by the applicant and notarized. However, the notary does not have to be a District of Columbia notary.

Section 8. Sponsor’s Affidavit

A licensed Refrigeration/Air Conditioning Apprentice shall work only under the direct personal supervision of a licensed Refrigeration/Air Conditioning Master/Master Limited or Refrigeration/Air Conditioning Designated Master/ Designated Master Limited. This section must be completed for all apprentice applicants and include the Master’s signature and license number.

Section 9. Supporting Documents Required

The required supporting documents are listed in this section. Place an “X” in the “YES” box for each item you have included with your application package or requested to be sent under separate cover to Pearson VUE on behalf of the Board of Industrial Trades – Refrigeration/Air Conditioning.

Place an “X” in the “NO” box for each item that does not apply for the license type for which you are applying. Keep a photocopy of all supporting documents for your records.

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit Pearson VUE’s website at www.pearsonvue.com or call Pearson VUE’s Customer Service at (877) 540-5834 to order. The form numbers that make up this package are:

- 6709-76 Refrigeration/Air Conditioning, Municipal Regulations (Chapter 3)
- 6809-14 Refrigeration/Air Conditioning, New License Application
- 6809-16 Refrigeration/Air Conditioning, New License Instructions
- 6609-94 Contractor/Designated Master Form
- 6809-08 Refrigeration/Air Conditioning Bond Form
- 6809-11 Local Representative Affidavit
- 6809-09 School Enrollment Form (Form A)
- 6809-10 Verification of Licensure (Form B)
- 6809-12 Refrigeration/Air Conditioning, Examination Scheduling Form
- 6809-13 Contractor Name(s) Certification Form

SUMMARY OF APPLICATION REQUIREMENTS

On the next page is a chart showing the application submission requirements for all application methods. The laws governing Refrigeration/Air Conditioning licensure, are noted in the Non-Health Related Occupation and Professions Licensure Act of 1998. The regulations governing Refrigeration/Air Conditioning licensure are included in *DC Municipal Regulations Title 17, Chapter 3*. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration/Board of Industrial Trades (202) 442-4320 if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

SUMMARY OF SUBMISSION REQUIREMENTS FOR DC REFRIGERATION/AIR CONDITIONING INDUSTRIES LICENSES

LISTING ON THE FOLLOWING PAGE

**SUMMARY OF SUBMISSION REQUIREMENTS
FOR DC REFRIGERATION/AIR CONDITIONING INDUSTRIAL LICENSES**

| License Type | Application Method | Notarized Lic. Application Form | Two 2" x 2" Photos | Copy of Govt. Issue Photo I.D. | School Enrollment Form or Sponsor Signature ⁸ | Exam Scheduling Form | Education Certificate | Employment Verification ² | W2's Forms | Verification of Licensure ³ | Bond Form | Designated Master Add/Change Form | Letter of Good Standing (DC) ⁴ | Certificate of Authority (DC) | Previous Contractor Name(s) Certification Form ⁵ | Local Representative Affidavit | Name Change Document ⁶ | Check or Money Order ⁷ | |
|--------------|----------------------|---------------------------------|--------------------|--------------------------------|--|----------------------|-----------------------|--------------------------------------|------------|--|-----------|-----------------------------------|---|-------------------------------|---|--------------------------------|-----------------------------------|-----------------------------------|-------|
| RA | Other | X | X | X | X | O | O | X | O | O | O | O | O | O | O | O | O | O | \$175 |
| RJ | Exam | X | X | X | O | X | X | X | X | X/O | O | O | O | O | O | O | X/O | X/O | \$260 |
| RJ | Re-Exam ¹ | X | X | X | O | X | O | O | O | O | O | O | O | O | O | O | O | O | \$150 |
| RM | Exam | X | X | X | O | X | O | X | X | X | O | O | O | O | O | O | X/O | X/O | \$260 |
| RM | Re-Exam ¹ | X | X | X | O | X | O | O | O | O | O | O | O | O | O | O | O | O | \$150 |
| DRM | Designation | O | O | O | O | O | O | O | O | O | \$5,000 | X | O | O | O | O | O | O | \$175 |
| RC | Other | X | O | O | O | O | O | O | O | O | \$5,000 | X | X | X | X | X | X/O | X/O | \$185 |
| LA | Other | X | X | X | X | O | O | X | O | O | O | O | O | O | O | O | O | O | \$175 |
| LJ | Exam | X | X | X | O | X | X | X | X | X/O | O | O | O | O | O | O | X/O | X/O | \$260 |
| LJ | Re-Exam ¹ | X | X | X | O | X | O | O | O | O | O | O | O | O | O | O | O | O | \$150 |
| LM | Exam | X | X | X | O | X | O | X | X | X | O | O | O | O | O | O | X/O | X/O | \$260 |
| LM | Re-Exam ¹ | X | X | X | O | X | O | O | O | O | O | O | O | O | O | O | O | O | \$150 |
| DLM | Designation | O | O | O | O | O | O | O | O | O | \$5,000 | X | O | O | O | O | O | O | \$175 |
| LC | Other | X | O | O | O | O | O | O | O | O | \$5,000 | X | X | X | X | X | X/O | X/O | \$185 |

X = Required
O = Not required

- ¹ Re-Examination Applicants need not resubmit supporting documents which were previously included with their original applications via Examination.
- ² Notarized employment verification letters on company letterhead MUST contain the following information: dates of employment, description of duties performed in detail, currently licensed master's signature, master's license number and state of licensure.
- ³ Verification of Licensure must be provided to show proof of licensure experience at the appropriate license level. Please refer to the experience requirements noted in section 5B. Work Experience, of these instructions. If the applicant is applying for a Master's license and is self-employed, verification of licensure from the state in which the license was issued must be provided and show eight (8) years of licensure experience, four (4) years as an apprentice and four (4) years as a journeyman.
- ⁴ Original Certificate of Good Standing and Certificate of Authority may be obtained from the Office of Corporations.
- ⁵ This form is required to ensure that all permits under previous contractor name have been completed.
- ⁶ Required if applicant's name has changed since attending high school, trade school, college or university.
- ⁷ Check or money order MUST be made payable to "**Pearson VUE**".
- ⁸ Submit School Enrollment Form or Sponsor Signature with DC License Number on Page 4 of New License Application and/or Notarized Employment Verification.