

## **5 Steps to Obtaining Your Alabama HVAC Contractor's License**

### **Step 1. Sign up for the exam.**

To protect the public and identify knowledgeable and capable contractors, Alabama has a state board that certifies HVAC contractors. To apply for a certificate, contact:

Board of Heating and Air Conditioning Contractors  
100 North Union Street  
Montgomery, AL 36130  
Tel: (334) 242-5550  
<http://www.hvacboard.state.al.us>

Applications are available online at <http://www.hvacboard.state.al.us/howToLicensed.htm>

To obtain a HVAC contractor's license, you must pass an exam given by PSI Examination Services. PSI has four testing centers located Alabama: Birmingham, Huntsville, Mobile, and Montgomery. PSI will make every effort to schedule the examination site and time that is most convenient for you.

For information on the exam, contact:

PSI Examination Services  
3210 E. Tropicana Ave.  
Las Vegas, NV 89121  
(800) 733-9267  
[www.psiexams.com](http://www.psiexams.com)

*Exam and License Fees:* PSI charges a nonrefundable fee of \$125 to take the exam. The Board may also require you to post a \$5,000 bond. Certification is good for one year but you must renew it within 90 days after October 1 each year.

### **Step 2. Purchase the required books for your exam.**

To find out what documents and books the State of Alabama requires for this exam, follow this link to your state's exam page of our website <http://www.constructionbook.com/contractor-license/alabama/index.asp>. You must purchase these documents and books in preparation for the exam.

### **Step 3. Start studying!**

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

### **Step 4. Follow the rules.**

PSI requires that you present two forms of ID when you appear for your exam. One ID must be government issued (Driver's license, State ID or Military ID) and must have a picture or a complete physical description. Both must have a signature and pre-printed name, which matches the name in our records.

The following security procedures will apply during the examination:

- Cell phones, pagers, and guests are not allowed in the examination site. This policy is strictly enforced.
- Any individual papers that are not part of a paper-back, ring-binder, spiral binder, or loose leaf binder type of book, or part of a multi-paged CMR, MGL, UL, or NFPA documents as described in this section MUST be removed prior to entering the examination area.
- Non-programmable, non-printing, silent, battery-operated, non-alphabet key calculators will be permitted.
- Copies of the books and references required for the open-book portions of the exam will be admitted into the exam room. They may be tabbed or un-tabbed and may contain highlighted or underlined sections or paragraphs of the original text.

### **Step 5. Good luck on the exam!**

PSI advises that you must arrive at least 30 minutes before your exam's scheduled start time. The exam is open book and you will be given four hours to complete it.

The exam is broken down into the following sections:

<b>Subject</b>	<b>Number of questions</b>
Insulation	3
Hangers and supports	1
Sound, vibration and seismic control	1
Heating and cooling principles	8
Refrigerants	3
Load calculations, commercial	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	12
Ventilation and exhaust	4
Safety	4
Piping	5
Load calculations, residential	9