

5 Steps to Obtaining Your Alaska Residential HVAC License

Step 1. Sign up for the exam.

Qualifications: You must also apply for licensure through the Division of Occupational Licensing. Contact them at:

Department of Community and Economic Development
Division of Occupational Licensing
Mechanical Administrators
333 Willoughby Avenue, 9th Floor
P.O. Box 110806
Juneau, AK 99811-0806
(907) 465-3035
<http://www.dced.state.ak.us/occ/>

The Division will ask for the completed application and fees, along with the following requirements:

- certified diploma or transcripts from a college, university or trade school
- resume detailing experience
- verification of qualifying experience from three licensed mechanical administrators
- proof of passing the exam

Registration: The Alaska Division of Occupational Licensing has contracted with Thomson Prometric to administer exams. To register, please contact Thomson Prometric via website, telephone, or mail:

Thomson Prometric
Attention: AK Residential Contractor Program
1260 Energy Lane
St. Paul, MN 55108
Phone: 800-280-3926
www.experioronline.com

Exam and License Fees: The fee for taking the exam is \$125, and there is a nonrefundable fee of \$50 to apply for the license, and \$420 to obtain it.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Alaska requires for this exam, follow this link to the list of documents and books on your state's exam page of our website: <http://www.constructionbook.com/contractor-license/alaska/index.asp>. You must purchase these documents and books in preparation for the exam and bring them with you on testing day for the open book portions of 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.

Candidates should bring the following items to the examination:

- Admission Letter;
- Current, government-issued photo ID, such as a driver's license or passport;
- Silent, battery powered or solar powered calculator. No tape-producing calculators are allowed;
- Two sharpened No. 2 pencils;
- Approved reference materials.

Step 5. Good luck on the exam!

It is best that you arrive at the examination site at least 30 minutes prior to your scheduled exam time on the day of testing.

The **Residential HVAC Exam** is an open Code-book, multiple-choice test. The test covers the following subject areas:

<u>Subject Area</u>	<u>% of Questions</u>
Alaska statutes and regulations	19
Burners	13
Controls	13
Fuel piping storage	11
Chimneys	11
Sheet metal and duct systems	11
Test/Inspect	9
A/C systems	8
Evaporative cooling	5