

5 Steps to Obtaining Your Arkansas HVAC Contractor's License

Step 1. Sign up for the exam.

Qualifications: Applicants must receive pre-approval to test by submitting a completed application to the Arkansas State HVACR Licensing Board. Applicants must have two years experience for each classification. There are 5 separate classifications that cover HVAC/R work. For questions regarding license qualifications and classifications, please contact:

Arkansas HVACR Licensing Board
4815 West Markham Street, Slot 24
Little Rock, Arkansas 72205
Phone: (501) 661-2642
FAX: (501) 661-2671

Candidates must also take the Business and Law exam if you are doing projects above \$20,000. This additional exam makes you eligible for an HVAC Contractor's license. For jobs less than \$20,000, applicants only need to pass the trade exam.

Registration: The State of Arkansas has contracted with Thomson Prometric, LLC, to conduct the testing required for a contractor's license. You may register and schedule your examination online, via telephone, or by mail at:

Thomson Prometric
ATTN: AR Contractor Program
1260 Energy Lane
St. Paul, MN 55108
Phone: 800.280.3926
www.experioronline.com

For convenient and flexible scheduling, candidates may choose the option of computerized testing. The registration number is 800.796.9855. There is an additional fee for computerized testing.

Exam Fees: The fee is \$35 for each exam.

Locations: Tests are administered in Fort Smith, Little Rock, and Springdale, AR.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Arkansas 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/arkansas/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 **Class A HVAC Exam** is an open-book test consisting of 100 questions over a 4-hour time limit. The **Class B HVAC Exam** is open-book with 50 questions and a 3-hour time limit. A grade of 70% is required to pass the exam. The exam following covers the following topics:

HVACR Principles, Terminology, Administration and Safety
HVAC Installation Requirements
Venting Duct and Combustion Air
Gas Piping
HVAC Electrical
Boilers Duct and Electrical
Plan Analysis

The **Contractor Business and Law Exam** is an open-book test consisting of 50 questions over a 2-hour time limit. The exam covers the following topics:

OSHA Record Keeping
Contract Management
Project Management
Financial Management
Tax Laws
Insurance and Bonding
Business Organization
Personnel Regulations
Lien Laws
Licensing
Estimating and Bidding