

## 5 Steps to Obtaining Your District of Columbia Master Refrigeration/AC Mechanic's License

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

**Qualifications:** To qualify to sit for this exam you must presently hold a journeyman's license. Once you complete an application to take the exam and it has been approved, you will be sent the necessary information to register for the exam.

The Department of Consumer & Regulatory Affairs is responsible for refrigeration/AC applications, licensing and certification:

Department of Consumer & Regulatory Affairs  
Occupational and Professional Licensing  
941 North Capitol Street, NE 7th Floor  
Washington, DC 20002  
(202) 442-4320  
<http://dcra.dc.gov/dcra/site/default.asp>

Application mailing and license issuance is handled by:

Promissor  
Metro-PlexII, Suite 400  
8201 Corporate Drive  
Landover, MD  
(877) 540-5834  
<http://www.asisvcs.com/home.html>

**Exam and License Fees:** There is an \$85 fee to take this exam. Once you pass the exam, there is an additional \$150 non-refundable application and license application fee.

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

To find out what documents and books the District of Columbia 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/district-of-columbia/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:

- Current, valid, government-issued photo ID, such as a driver's license or passport;
- Admission letter;

- Silent, battery powered or solar powered calculator. No tape-producing calculators are allowed;
- 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.