

## 5 Steps to Obtaining Your Idaho HVAC Contractor's License

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

**Qualifications:** An applicant for an HVAC Contractor license must provide proof of having legally acted as an HVAC journeyman for a period of not less than two (2) years. Applicants must successfully complete the State HVAC Contractor examination. Applications may be obtained by contacting:

Division of Building Safety  
1090 E. Watertower St.  
Meridian, ID 83642  
(208) 334-2183  
Fax: (208) 855-2165  
<http://www.dbs.idaho.gov/>

Complete a license application and submit it, along with a photocopy of valid photo ID and \$35 service fee to Idaho Division of Building Safety. The Bureau will review your application and if you're eligible they'll send you information on the exam they require.

**Registration:** The State of Idaho Contractor and Trades Examination is provided by the International Code Council (ICC). Information about the examination and testing sites can be found on the website: <http://www2.iccsafe.org/contractor>.

Candidates with approval from the Bureau may register to take an examination. ICC electronic (computer-based) examinations are administered by Lasergrade, LP. To register for an electronic examination, call Lasergrade at 1-800-211-2754. A Lasergrade representative will give you a confirmation number when you register. You will need to provide this confirmation number at the testing site to be admitted to take the electronic examination. Even if you have never used a computer you can still take an ICC electronic examination.

**Exam and License Fees:** It will cost you \$15 to file an application for the license and \$60 for the exam. The license costs \$55.

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

To find out what documents and books the State of Idaho 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/idaho/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.**

Arrive at the examination site at least 30 minutes prior to your exam's scheduled start time. Candidates should bring the following items to the examination:

- Confirmation number;
- 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;
- Architect's scale or rule;
- Three sharpened No. 2 pencils with erasers;
- Approved reference materials.

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

The **Contractor Business Law exam** is an open-book test with 50 multiple-choice questions and a 2-hour time limit. The test covers the following subject areas:

<b><u>Subject Area</u></b>	<b><u># of Questions</u></b>
Business Structure Practices & Licensing	4
Estimating & Bidding	6
Contracts & Acceptance	5
Project Management & Planning	7
Financing & Record Keeping	7
Insurance & Bonding	5
Labor Law & Personnel Policies	5
Tax, Lien Laws, & Dispute Resolution	6
Safety & OSHA Compliance	5

The HVAC portion of the exam is also open book and covers the following subject areas:

**Subject Area**  
HVAC Principles, Technologies, & Safety  
HVAC Installation Requirements  
Gas Piping  
Duct  
Electrical  
Venting  
Plan Analysis