

5 Steps to Obtaining Your Kentucky Master HVAC Contractor's License

Step 1. Sign up for the exam.

Qualifications: Candidates must be at least 18 years old and document 2 years of experience. Credit is given only for experience occurring after January 1, 1990 and it must be experience under the supervision of a licensed contractor. Trade education may be substituted for a maximum of one year of experience.

Candidates must apply for licensure through the Kentucky Office of Housing, Buildings, and Construction. Contact them at:

Commonwealth of Kentucky
Environmental and Public Protection Cabinet
Office of Housing, Buildings, and Construction
101 Sea Hero Drive, Suite 100
Frankfort, KY 40601-5405
Phone: 502-573-0382, ext. 411 or 406

Exam Registration: The Office of Housing, Buildings, and Construction has contracted with the International Code Council (ICC) Standard Examination Program to administer exams. Once you have been approved for testing, you may contact ICC to get an application. You may sign up online at <http://www.iccsafe.org/contractor> or call 1-877-783-3926 to get an application.

ICC offers exams by either computer testing at a computer test site almost anytime or by paper/pencil at a specific date and location.

To obtain this license, candidates must pass two examinations, the trade exam as well as the Business and Law exam.

Exam and License Fees: There is a fee of \$100 to take the exam, and there is a license application fee of \$250.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Kentucky 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/kentucky/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, 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;
- A magnifying glass;
- 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 **Business and Law Exam** is an open-book, timed test with 30 questions and a 1.5-hour time limit. The test covers the following subject areas:

Subject Area

Business Structure Practices and Licensing
 Estimating and Bidding
 Contracts and Acceptance
 Project Management and Planning
 Financing and Record Keeping
 Insurance and Bonding
 Labor Law and Personnel Policies
 Tax, Lien Law, and Dispute Resolution
 Safety and OSHA Compliance

The **Master HVAC Exam** is an open-book test consisting of 100 multiple-choice questions with a 4-hour time limit. Candidates must receive a minimum score of 70 in order to pass the exam. The test covers the following subject areas:

<u>Subject Area</u>	<u># of Questions</u>
HVAC Principles, Terminology, Administration & Safety	16
HVAC Installation Requirements	14
Venting, Duct & Combustion Air	18
Gas Piping	8
HVAC Electrical	13
Boilers, Exhaust Systems, & Fire Protection	11
Plan Analysis	20