

5 Steps to Obtaining Your Mississippi Ductwork for Heating, A/C and Ventilation Contractor's License

Step 1. Sign up for the exam.

The first step in the licensing process is to pass the exams. The State has no minimum experience requirements. However, they do expect applicants to have experience in the area(s) they wish to be licensed and be able to document it on their application. Request a license application package from:

Mississippi Contractor Licensing Board
PO Box 320279
Jackson, MS 39232-0279
Phone (601) 354-6161
Fax (601) 354-6715
<http://www.msbc.state.ms.us/>

Once you receive the application package, complete it and return it to the Board. Exams are administered by PSI Examination Services, so the Board will send you the PSI Candidate Information Bulletin containing the instructions for registering and scheduling the examination. You will be responsible for registering for the appropriate tests. Note: The Board meets quarterly to approve completed applications (Jan/April/July/Oct).

PSI has an examination center located in Ridgeland, MS. All questions and requests for information about exams should be directed to:

PSI Examination Services
3210 E. Tropicana Ave.
Las Vegas, NV 89121
(800) 733-9267
www.psiexams.com

Exam and License fees: The fee for the trade portion of this exam is \$75, and there is an additional \$75 fee for the Law and Business Management exam, which you will also be required to take and pass. The licensing fee is \$200 for the first license obtained and \$50 each for any additional classifications obtained.

Once you have passed your test, you must submit a financial statement that is less than 12 months old showing net worth that has been reviewed by a CPA. All specialty classifications must have a net worth of at least \$20,000.

The Mississippi Licensing Board has a reciprocity agreement with Arkansas, Louisiana, Tennessee, South Carolina and Alabama. Applicants must have held a license for at least 3 consecutive years.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Mississippi 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/mississippi/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.

The following security procedures will apply during the exam:

- Cell phones, pagers, and guests are not allowed in the examination site. This policy is strictly enforced.
- Any individual papers that are not part of a paper-back, ring-binder, spiral binder, or loose leaf binder type of book, or part of a multi-paged CMR, MGL, UL, or NFPA documents as described in this section **MUST** be removed prior to entering the examination area.
- Non-programmable, non-printing, silent, battery-operated, non-alphabet key calculators will be permitted.
- Copies of the books and references required for the open-book portions of the exam will be admitted into the exam room. They may be tabbed or un-tabbed and may contain highlighted or underlined sections or paragraphs of the original text.

Step 5. Good luck on the exam!

PSI requires that you arrive at the examination site at least 30 minutes prior to your scheduled exam time on the day of testing. Be sure to bring at least two forms of valid picture identification that has been issued by a state or federal authority.

The trade exam is an open-book, timed test with 60 questions and a 2-hour time limit. A score of at least 70% is required to pass the exam. The exam is broken down into the following subject areas:

<u>Subject area</u>	<u>No. of Items</u>
Safety	5
Ducts	39
Hoods and Ventilation	
Equipment and Devices	6
General Knowledge	10

All Ductwork for Heating, A/C and Ventilation Contractor candidates will also be required to pass the Business Management and Law for Contractors Examination. This exam consists of 50 questions, of which you must answer 70% correctly in order to pass. You will be given 2 hours to complete this examination.