

## **5 Steps to Obtaining Your North Carolina AC Contractor, Group 2 License**

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

To be eligible to take this exam, an applicant must have two years (4,000 hours) on-site full-time experience in the design or installation of plumbing or heating systems related to the category for which license is sought, whether or not license was required for the work performed. However, up to one-half (2,000 hours) (45 quarter hours or 30 semester hours) of the experience requirement may be in academic or technical training directly related to the field of endeavor for which the examination is requested.

To receive an exam application packet you may contact the State Board of Examiners at the address below:

State Board of Examiners of Plumbing,  
Heating and Fire Sprinkler Contractors  
1109 Dresser Court  
Raleigh, NC 27609  
Fax: (919) 875-3616  
[www.nclicensing.org](http://www.nclicensing.org)

The Board shall charge a nonrefundable application and examination fee not to exceed one hundred fifty dollars (\$150.00) for each examination.

Applications will be processed in 2 to 4 weeks from the time they are received. Exams are administered by PSI Exam Services:

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

North Carolina currently has no reciprocity agreements with other states for this license.

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

To find out what documents and books the State of North Carolina requires for this exam, follow this link to the list of documents and books on your state's exam page of our website. 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!**

It is best that you arrive at the examination site at least 15 minutes prior to your scheduled exam time on the day of testing. Be sure to bring at least one form of valid picture identification that has been issued by a state or federal authority.

The exam is designed to test the applicant's knowledge concerning the analysis of plans and specifications, estimating costs, fundamentals of installation and design, and related subjects as they pertain to conditioned air.

PSI gives the exam. It is an open-book, timed test with a four-hour time limit for trade questions and a one-hour time limit for Business and Law.