

## **5 Steps to Obtaining Your North Carolina HVAC Contractor, Group 3 (Class II) License**

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

All questions and requests for information about licensure and applications for this exam should be directed to:

North Carolina State Board of Examiners  
Of Plumbing, Heating, and Fire Sprinkler Contractors  
3801 Wake Forest Road, Suite 201  
Raleigh, NC 27609  
Phone: 919-875-3612  
Fax: 919-875-3616  
<http://www.nclicensing.org/Default.htm>

Exams are administered by PSI Exam Services. Once the Board has approved you, you will be sent an Eligibility letter. Upon receipt of this letter, you will be responsible for contacting PSI to schedule an appointment to take the examination and make exam payment arrangements. The non-refundable examination fee is \$75.

PSI will make every effort to schedule the examination site and time that is most convenient for you. Testing centers are located in Asheville, Charlotte, Fayetteville, Greenville, Raleigh, Wilmington, and Winston-Salem. For further information, you may contact PSI at:

PSI Examination Services  
3210 E. Tropicana Ave.  
Las Vegas, NV 89121  
Phone: (800) 733-9267  
Fax: 702-932-2666  
[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 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.

This exam is divided into two parts. The HVAC portion of the exam lasts 4 hours and the Business and Law portion lasts 1 hour.