

5 Steps to Obtaining Your South Carolina Air Conditioning Contractor's License

Step 1. Sign up for the exam.

The first step in the licensing process is to pass the exams. In order to qualify to take the test, you must have two years of experience within the last 5 years.

For information on the HVAC license, contact:

South Carolina Residential Builders Commission
Residential Heating & Air Conditioning License
South Carolina Department of Labor, Licensing
PO Box 11329
Columbia, S.C. 29211
Phone (803) 896-4696
<http://www.llr.state.sc.us/POL/ResidentialBuilders/index.asp?file=PUB.htm>

HVAC license fees: It will cost \$100 for the application processing fee. The exam fee is \$100 and the license is \$100. All licenses are renewable July 1st of each year.

Applications will be processed in 2 to 4 weeks from the time they are received. Exams are administered by PSI Exam Services, and SC testing sites are located in Greenville/Spartanburg, Columbia, Charleston, Beaufort/Hilton Head, Myrtle Beach, and Charlotte. You can contact PSI at:

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

Once you have passed your test, you must submit an application to the state licensing board with documentation of your experience, financial information, and your passing test scores. You must also furnish an original surety bond in the amount of \$10,000 with the license fee after passing the exam.

South Carolina currently has a reciprocity agreement with Georgia, Texas and Utah for this license.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of South Carolina 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/south-carolina/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!

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.

There are 80 questions on this open-book examination. You will be required to answer 56 questions correctly in order to pass. You will be given 4 hours to complete the exam.

All Air Conditioning – Commercial 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 35 correctly in order to pass. You will be given 2 hours to complete this examination.