

## **5 Steps to Obtaining Your Texas Commercial Refrigeration Class A Contractor License**

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

The Texas Department of Licensing and Regulation (TDLR) requires that you have a license to do HVAC work in Texas. To get an application, contact:

Texas Department of Licensing and Regulation  
E. O. Thompson State Office Building  
P. O. Box 12157  
Austin, TX 78711  
(512) 463-6599  
(800) 803-9202 (in Texas only)  
Fax: (512) 475-2871  
<http://www.license.state.tx.us/acr/acr.htm>

Once you have been approved by TDLR, you must contact PSI Exam Services to schedule your exam. You may either schedule via the Internet at [www.psiexams.com](http://www.psiexams.com), or over the telephone at (800) 733-9267.

The Department issues two types of licenses -- Class A and Class B. The Class A license lets you work on any size HVAC equipment. The Class B license limits you to 25 tons of cooling and 1.5 million Btu of heating. For either the Class A or Class B license, you also need an endorsement for environmental air conditioning, commercial refrigeration and process cooling and heating, or both.

You have to pass an exam for each type of endorsement. To take an exam you need at least three years of practical work experience in the preceding five years. If you have a degree in air conditioning engineering, refrigeration engineering, or mechanical engineering from a Department-approved school, you can use it for up to two years of the work experience requirement.

It will cost you \$50 to file an application. Each exam costs \$90. A license costs \$125 and is valid for one year.

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

To find out what documents and books the State of Texas 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 examination:

- Cell phones, pagers, and children are not allowed in the examination site.
- Only non-programmable calculators that are silent, battery-operated, do not have paper printing abilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating exam content is a violation of PSI security policy. Either one may result in the disqualification of exam results and may lead to legal action.

**Step 5. Good luck on the exam!**

Make sure to bring the books and materials necessary for your exam on testing day. PSI advises that you should arrive at least 30 minutes before your test's scheduled start time, and you must provide two valid forms of identification in order to be admitted to the exam room. Good luck!

Environmental air conditioning exam:

<b>Subject</b>	<b>Percent of exam</b>	
	<b>Class A exam</b>	<b>Class B exam</b>
Absorption Systems	1	1
Basic Refrigeration Components	7	7
Boilers and Pressure Vessels	12	10
Business and Law	15	18
Combustion Air	3	4
Commercial Systems	4	4
Controls and Control Circuits	4	5
Design Responsibility	3	1
Equipment Requirements	8	10
Refrigeration Principles	8	8
Piping	6	4
Pressure Relief Protection	3	3
Process Heat Load	6	3
Service/ Troubleshooting/ Startup	8	10
Testing and Inspection of Equipment	6	5
Ventilation	3	3
Venting	3	4

After you pass the exams you have these insurance requirements for a license:

\* Class A license: \$300,000 per occurrence for property damage and bodily injury, \$300,000 aggregate for property damage and bodily injury, and \$300,00 aggregate for products and completed operations

\* Class B license: \$100,000 per occurrence for property damage and bodily injury, \$100,000 aggregate for property damage and bodily injury, and \$100,00 aggregate for products and completed operations

If you have a valid HVAC license in Georgia or South Carolina you can use it to get a Texas license.