

5 Steps To Obtaining Your Virginia Master HVAC Contractor License

Step 1. Sign up for the exam.

The Tradesman Licensing Section of the Board for Contractors issues journeyman and master licenses for the electrical, plumbing, HVAC, gas fitting, natural gas fitting and liquid petroleum gas fitting trades. You must pass an exam to get any of these licenses.

To qualify for a master exam you must have one of the following:

- one year of experience as a licensed journeyman
- ten years of documented Department-approved practical experience

Contractor's license fees: It will cost \$80 to take the exam. The initial tradesman license will cost \$75.

Exams are administered daily by PSI Exams at testing centers located in Falls Church, Norfolk, Richmond, Roanoke, and Tyson's Corner. The contact information for PSI is:

PSI licensure: certification
3210 E. Tropicana
Las Vegas, NV 89121
800-733-9267
www.psiexams.com

Licenses are issued by:

Department of Professional and Occupational Regulation
Board for Contractors
3600 West Broad Street
P. O. Box 11066
Richmond, VA 23230-1066
(804) 367-2945
Fax: (804) 367-2474
<http://www.state.va.us/dpor/>

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Virginia requires for this exam, refer 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.

Your first responsibility as an examinee is to arrive at the exam site on the proper date, at the proper time, and with your exam confirmation letter and proper photo identification

(issued by a state or federal regulatory agency). NO personal items are to enter the testing center. PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.

Step 5. Good luck on the exam!

Make sure to bring the books and materials necessary for your exam on testing day. It is best to arrive at least 15 minutes before your test's scheduled start time. The exam has two parts -- one on statutory and regulatory and the other on HVAC applications. Everyone must take the statutory and business regulations part.

Part 1: The **Statutory & Regulatory Exam** lasts 30 minutes and consists of 10 questions covering the following subject areas:

<u>Subject</u>	<u>No. of Questions</u>
Standards of Practice	3
Standards of Conduct	2
Renewal and Reinstatement	2
Definitions	1
Qualification for Licensure	1
Revocation of Licensure	1

Part 2: The **Master HVAC Contractor Exam** lasts 3 hours and is made up of 75 questions covering the following subject areas:

<u>Subject</u>	<u>No. of Questions</u>
Warm Air Heating	8
Ventilation Systems	8
Air Conditioning Systems	8
Duct Systems	6
Chimneys, Flues, and Vents	6
Boilers	5
Hot Water Piping	4
Combustion Air	4
Controls/Low Voltage	4
Fuel Oil Piping and Storage	3
Insulation	3
Commercial Kitchen Venting	5
Refrigerants	3
Refrigerant Piping	3
Chilled and Condenser Water Piping	3
Firestopping/Penetration Inspector	2