

5 Steps To Obtaining Your Wisconsin HVAC Contractor's License

Step 1. Sign up for the exam.

Application: To do HVAC work in Wisconsin you must get a credential. To apply for the credential, contact:

Department of Commerce, Safety and Buildings Division
201 W. Washington Avenue
P. O. Box 7082
Madison, WI 53707-7082
(608) 261-8500
<http://www.commerce.state.wi.us/>

Qualifications and Fees: The Division issues HVAC contractor and qualifier credentials. To qualify for an HVAC contractor credential you must be the head of your company. It'll cost you \$10 nonrefundable to file an application for a contractor credential. The credential costs \$100 and it's good for four years.

To qualify for the HVAC qualifier credential exam you need to have 1,000 hours per year for four years of work experience in HVAC. You also need four years in an accredited technical school or a combination of work experience and study for four years.

It costs \$30 nonrefundable to file an HVAC qualifier application and take the exam. When you pass the exam you'll have to pay \$60 to get your credential. The credential is good for four years.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Wisconsin requires for this exam, follow this link to your state's exam page of our website:

<http://www.constructionbook.com/contractor-license/wisconsin/index.asp>. You must purchase these documents and books in preparation for the exam and, if applicable, 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 least 30 minutes prior the exam's scheduled start time, and with your exam confirmation number and proper photo identification (issued by a state or federal regulatory agency).

NO personal items will be permitted in the testing center. Examinees will not be allowed to bring or use reference books other than those indicated on the examination outline. Along with the approved reference books, candidates must also bring a watch without an alarm, and a non-programmable, battery-operated calculator.

Step 5. Good luck on the exam!

General HVAC exam topics include:

- Ducts
- Air Conditioning and Heat Pump Systems
- Heating and Cooling Principles
- Load Calculations, Commercial & Residential
- Insulation
- Hangers and Supports
- Sound, Vibration and Seismic Control
- Refrigerants
- Testing, Adjusting, and Balancing
- Controls
- Furnace and Heaters
- Chimneys, Flues and Vents
- Combustion Air
- Ventilation and Exhaust
- Safety
- Piping