

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF INDUSTRIAL TRADES – REFRIGERATION AND AIR CONDITIONING



APPLICATION INSTRUCTIONS AND FORMS FOR A REFRIGERATION AND AIR CONDITIONING MECHANIC AND CONTRACTOR LICENSE IN THE DISTRICT OF COLUMBIA

Your interest in becoming licensed in the Refrigeration and Air Conditioning industries in the District of Columbia is welcome. We look forward to providing expedient and professional service. Our ability to provide expedient and professional service is contingent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for a license in the Refrigeration and Air Conditioning industries in the District of Columbia. Follow the instructions provided below for the license type you are requesting and complete all sections. Attach typed or written response (s) if additional space is required for work experience and explanations for screening questions.

THE APPLICATION PROCESS

Upon submission of all the required application documents, the DC Board of Industrial Trades – Refrigeration and Air Conditioning will review your application. If the Board has any additional questions or concerns, they will contact you directly. Upon final approval of your application, you will either be issued a license to practice in the District of Columbia (for apprenticeship, waiver or contractor applicants only) or be authorized to sit for the District of Columbia Refrigeration and Air Mechanic Examination (for journeyman or master applicants only).

If you submit an application that is incomplete or otherwise deficient, Pearson VUE's processing staff will notify you of the deficiencies. Applications that are submitted with incorrect fees, without the required notary or illegible will be returned to the applicant.

WHERE TO FILE

All license applications, supporting documents for licensure, examination scheduling forms, examination fee and total licensing fees should be sent to the following address:

PEARSON VUE
Department DC-RA
Metro-Plex I, Suite 250
8401 Corporate Drive
Landover, MD 20785

If you have any questions, call Pearson VUE's **toll-free** Customer Service line at 1-877-540-5834 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications submitted without required notarization or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

EXAMINATION AND FILING DEADLINES

All applicants, except apprentice, waiver, and contractor applicants, must pass the DC examination. **There is no reciprocity with any other jurisdiction.** Computer-testing is administered frequently at the following address:

District of Columbia
 Department of Consumer and Regulatory Affairs
 Occupational and Professional Licensing Administration
 1100 4th Street SW, Suite E 500
 Washington, D.C. 20024

All examinations will be administered via computer. Examinations will be scheduled on a first come first served basis. It is your responsibility to file the licensing application, examination scheduling form, fees and supporting documents correctly and completely. Applications submitted with incorrect fees or without notarization will be returned to the applicant.

Your completed examination scheduling form (with one photo attached) must be submitted along with the application to Pearson VUE. It is your responsibility to mail these items. You will NOT be billed for the exam fee. If you are approved by the Board to sit for the examination, you will receive your examination confirmation notice directly from the Board about two weeks prior to the examination date.

Upon the Board approval to sit for the examination, the Examination Unit will mail you an *Authorization to Test*. If you provided an email address, then the Examination Unit will also e-mail you an *Authorization to Test*.

This authorization will provide examination scheduling instructions. You must schedule your examination date within thirty (30) days of receipt of your authorization. Failure to test on your scheduled examination date will result in being marked absent. Subsequently, you will be required to resubmit your application along with a \$150 re-examination fee.

Examinations will be scheduled on a first come first served basis. The examination is administered in English only. Applicants are allowed to bring a foreign language/English translation dictionary, if needed.

The District of Columbia examination is OPEN BOOK. Code books can be purchased from the following sources:

Code Books/Examination Reference	Purchase Information <i>References Can Be Purchased Anywhere</i>
International Mechanical Code, 2012 Modern Refrigeration and Air Conditioning, 2004	International Code Council Visit www.iccsafe.org/state to view the examination bulletins 1-888-422-7233

Examination	Questions	Time Limit
Journeyman Refrigeration and Air Conditioning	60 Multiple Choice	2 Hours Time Limit – OPEN Book
Master Air Conditioning & Refrigeration Mechanical Limited	70 Multiple Choice	3 Hours Time Limit – OPEN Book
Master Air Conditioning & Refrigeration Mechanical Unlimited	80 Multiple Choice	3 ½ Hours Time Limit – OPEN Book

Pending License Applications

Pending license applications will become invalid after 90 days if the application has not been completed due to failure to submit required documents. Should the applicant wish to pursue licensure after that time, she/he must submit a new application and pay the required fee again.

GENERAL REQUIREMENTS FOR ALL APPLICANTS FOR LICENSURE

All applicants, including apprentice, waiver and contractors, applying for licensure in the District of Columbia must meet the following requirements:

1. Applicant must be at least 18 years of age; and
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed; and
3. Applicant must submit a complete and notarized application, including required supporting documents and TOTAL fees; and

All applicants, **except** contractors, must submit the following in order to be considered for licensure:

4. Two passport-type photos of the applicant's face, measuring approximately 2" x 2" with the applicant's name printed on the back. Home snapshots or computer photographs are not acceptable; and
5. MUST provide notarized employment verification on company letterhead, containing the following information (**NO EXCEPTIONS**):
 - a. Dates of employment;
 - b. Description of duties performed in detail;
 - c. Signature of a currently licensed Master;
 - d. Master's license number and state of licensure.

Note: If the applicant is self-employed (Master Applicants only), verification of licensure from the state in which the license was issued must be provided and show proof of eight (8) years of licensure four (4) years as an apprentice and four (4) years as a journeyman. (NO EXCEPTIONS)

ADDITIONAL REQUIREMENTS FOR ALL APPRENTICE APPLICANTS

1. Verification of current school enrollment from an approved apprenticeship program (Form A). The form must include the approved apprenticeship program seal.
2. All apprentice applicants should contact the individual noted below to enroll into an apprentice program

Mr. Lewis Brown
District of Columbia
Department of Employment Services
Office of Apprentice Information and Training Staff
4058 Minnesota Avenue, NE Suite 3900
Washington, DC 20019

3. An apprentice refrigeration and air mechanic shall work only under the direct personal supervision of a licensed master refrigeration and air mechanic or limited master mechanic:

ADDITIONAL REQUIREMENTS FOR ALL JOURNEYMAN, MASTER LIMITED, AND MASTER APPLICANTS

1. All Journeyman applicants MUST complete an apprenticeship-training program and the school or training center must provide a copy of the apprenticeship program certificate and/or a notarized copy of graduation certificate in a sealed envelope; that has not been opened by the applicant. Master applicants are not required to submit documents that were previously submitted with their Journeyman application; and

2. Applicants for journeyman Master Refrigeration and Air Conditioning Limited Mechanics must provide employment verification as an apprentice for at least four (4) years under the supervision of a licensed master mechanic or limited master mechanic.
3. Applicants for Refrigeration and Air Conditioning Mechanics must provide employment verification for at least eight (8) consecutive years of employment, must include four (4) years as an apprentice and four (4) years as a licensed journeyman under the supervision of a master mechanic. Master applicants licensed as a Journeyman in DC are not required to submit documents that were previously submitted with their Journeyman application; and
4. The applicant must provide a DC Examination Scheduling Form along with a completed application and fees. You will NOT be billed for the examination fee; and
5. Copy of W-2s for work history proof. Please refer to section 5B, Work Experience, for the requirements. W-2's do not exempt the applicant from providing employment verifications.
6. If you have ever been or are currently licensed in another jurisdiction(s), please submit the Verification of Current Licensure Form (Form B).

ADDITIONAL REQUIREMENTS FOR ALL JOURNEYMAN REFRIGERATION AND AIR CONDITIONING MECHANIC WAIVER APPLICANTS

A certificate (Formal Designation Certificate) from a national certifying organization (nationally recognized Refrigeration/Air Conditioning trade organization or Refrigeration/Air Conditioning labor union) certifying that the applicant:

1. Has passed the organization's required examination;
2. Is designated by the organization as a Journeyman Refrigeration/Air Conditioning Mechanic; and
3. Has not been disciplined or otherwise disqualified by the organization.

ADDITIONAL REQUIREMENTS FOR DESIGNATED MASTER AND CONTRACTOR APPLICANTS

1. An original "Refrigeration and Air Conditioning Bond" (see application package for blank form) for in the amount of \$5,000. A separate \$5,000 bond is required for a designated master and contractor license. A separate bond is required for a designated master and Contractor license and the expiration of the bond(s) must coincide with the expiration of the license, i.e, 09/30 (EVEN year). The Power of Attorney form MUST be attached to bond, and all corrections/deletions on the bond must be signed and sealed by the Attorney-in-Fact; and
2. A contractor/designated master form with pertinent designated master and bond information entered in the appropriate sections.
3. The designated master is responsible for all work performed on behalf of the contractor. The designated master must be licensed in the District of Columbia as a master mechanic or a master mechanic limited.
4. The Designated Master Limited is responsible for all work performed on behalf of the Contractor. The Designated Master Limited must be licensed in the District of Columbia as Master Mechanic Limited. A Master applicant may be licensed as a Designated Master at the time of his/her initial licensure as a master or may be changed to a Designated Master at a later time by submitting a Designated Master form (including \$30 fee for updating and reprinting the master license) or submitting a renewal form (no fee at renewal time). Upon termination of the contractor/master relationship, the contractor must designate another master in order to remain licensed, and the outgoing master must either be designated for another contractor or switch back to a standard master license.

ADDITIONAL REQUIREMENTS FOR ALL CONTRACTOR APPLICANTS

1. Local Representative Affidavit must be completed and notarized. Applicant must complete this form only if their home or business address is outside of the District of Columbia; and
 2. Stock Certificate must be completed and sealed. The designated master is required to;
 - A) own at least twenty percent (20%) of the outstanding shares of corporation stock (Stock certificate must be completed and sealed)
- OR**
- B) be a bona fide member of the company (verification from the DC Office of Corporations); and
3. List of other stockholders and percentage of stock ownership; and
 4. A) Original Certificate of Good Standing for your corporation/partnership. This may be obtained via the internet at www.dkra.dc.gov or at the office:

Department of Consumer and Regulatory Affairs
Corporation Division
1100 4th Street SW, Second Floor
Washington, D.C. 20024
202) 442-4432.

OR

- (B) State other names, past and present, used as a refrigeration/air conditioning contractor in DC. You must submit verification that ALL permits have been completed. Please use the Previous Contractor Names Certification Form to document this information; and
5. All licensed contractors are responsible for ensuring they have a designated master and licensed employees.

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type / Fees

- a. The methods for becoming licensed in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is indicated below. Write the correct origin code/method on the “**Method (Origin) of Application**” line in Section 1 of your new license application.

E – Examination	Successful completion of the DC Refrigeration and Air Conditioning Examination for Journeymen or Masters on the first attempt and meet other requirements.
R – Re-examination	Successful completion of the DC Refrigeration and Air Conditioning Examination for Journeymen or Masters on the second or a later attempt and meet other requirements.
O-Other	Apprentice and Contractors not required to take the DC examination. Other requirements have been met.
W - Waiver	Journeyman Refrigeration and Air Conditioning are not required to take the DC examination if certificate from a national certifying organization meets requirements.
D – Designation	Attainment of Master License and submission of Contractor/Designated Master form.

- b. Write/type the abbreviation for the license type for which you are applying on the “Prefix” line provided on the application. Write/type the corresponding license description on the “License Description” line. Select from the license types in the table below.

License Prefix	License Descriptions	Possible License Origins (Methods)	Application Fee	License Fee	Exam Fee	Total Due
RA	Apprentice Refrigeration/Air Conditioning Mechanic	O – Other	\$65	\$110	\$0	\$175
RJ	Journeyman Refrigeration/Air Conditioning Mechanic	E – Examination	\$65	\$110	\$85	\$260
RJ	Journeyman Refrigeration/ Air Cond. Mechanic	R – Re-Examination	\$65	\$0	\$85	\$150
RJ	Journeyman Refrigeration /Air Cond. Mechanic	W- Waiver	\$65	\$110	\$0	\$175
RC	Refrigeration/Air Conditioning Contractor	O – Other	\$65	\$120	\$0	\$185
RM	Master Refrigeration/Air Conditioning Mechanic	E – Examination	\$65	\$110	\$85	\$260
RM	Master Refrigeration/Air Conditioning Mechanic	R – Re-Examination	\$65	\$0	\$85	\$150
DRM	Designated Master Ref./Air Conditioning Mechanic	D – Designation	\$0	\$0	\$0	\$0
LC	Refrigeration/Air Conditioning Contractor LTD	O – Other	\$65	\$120	\$0	\$185
LM	Master Refrigeration/Air Conditioning Mechanic LTD	E – Examination	\$65	\$110	\$85	\$260
LM	Master Refrigeration/Air Conditioning Mechanic LTD	R – Re-Examination	\$65	\$0	\$85	\$150
DLM	Designated Master Ref./Air Cond. Mechanic LTD	D – Designation	\$0	\$0	\$0	\$0

- c. There are no Refrigeration/Air Conditioning licenses that require a specialty code. If not already indicated on the application form, please enter “N/A” for the Specialty Code and “Not Applicable” for the Specialty Description in this space.
- d. You may pay the application, license, and examination fees (see table above). with a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to **Pearson VUE** and be submitted with your application packet. Do **NOT** send cash. Please print your name on your check, if it is not pre-printed.

The application portion of the fee is **NOT REFUNDABLE**. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application, license and fee portions of each application method are listed above.

The examination fee is **NOT REFUNDABLE** if the applicant fails the examination. All supporting documents are retained and applied to the next application by re-examination. An applicant has three (3) years from the last application submission to meet the licensing requirements; after three (3), years the applicant will have to re-apply as a new applicant.

If Pearson VUE is unable to process your application because you have failed the examination, you will not automatically receive a refund. Instead, your license fee and all supporting documents will be retained and applied to your next application by Re-Examination. You have three (3) years from the time of the last application submission to meet the licensing requirements or you will have to re-apply as a new applicant.

- e. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order a duplicate license for a

\$30 fee. Mark the “duplicate license” box and indicate the number of duplicates needed (five (5) maximum) on the line provided. Indicate the total amount due for duplicates on the line to the right.

The **Total Due** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

Please make sure to submit your DC examination scheduling form with your application to Pearson VUE to the address noted on page 1.

DC Refrigeration/Air Conditioning licenses expire on September 30 of even-numbered years. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license/certification. Upon completion of the renewal form and payment of the renewal fee, your license will be renewed for a two-year period. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within thirty (30) days of the change. Pearson VUE will update the address change in your database record. Requests for address change should be made via a letter. Send the letter to Pearson VUE at the address noted on page 1. Without an updated address, you may not receive your renewal notice.

Section 2. Applicant Name / Demographic Information

Enter your full legal name exactly as it appears on your driver's license or legal government identification. Due to the most recent amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform Compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain social security numbers in licensee files. All applicants must be at least 18 years of age.

Section 3. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point since you attended a high school, professional or trade school, college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

Sections 4A. & B. Home Address / Business Address

Include both your home and business addresses in the sections provided. **P.O. Box addresses are not acceptable.** You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within thirty (30) days of the change. Should you fail to advise Pearson VUE of your current addresses, you may not receive your renewal notice. Provide an e-mail address for correspondence from the Board and the examination unit.

Section 4C. Preferred Mailing Address

Place an “X” in the appropriate box to indicate your preferred mailing address. P.O. Boxes addresses are not acceptable. The preferred address will be the address to which all future licensing documents will be mailed. The address that appears on your license will vary by license type. Most Refrigeration/Air Conditioning licenses show the home address. The Contractor and Designated Master license types will show the business address of the Contractor.

Section 5A. Professional/Trade Schools Attended

List all schools attended (including apprentice training programs, professional and trade schools) with most recent at the top. This section is not applicable for Contractors.

All journeyman applicants **MUST** have completed an apprenticeship-training program. The official transcript or certificate must be submitted at the time of applying as a journeyman.

Section 5B. Work Experience

List all work experience since graduation from college, university, professional and trade schools, with the most recent at the top. Use the key provided to describe the "Type of Position." This section is not applicable for Contractors.

Additional submission requirements:

Apprentice applicant requirement – Must submit notarized employment verification on company letterhead from a currently licensed Refrigeration/Air Conditioning Master. A licensed Refrigeration/Air Conditioning Apprentice shall work only under the direct supervision of a currently licensed Refrigeration/Air Conditioning Master.

Journeyman applicant requirement – Must submit notarized employment verification on company letterhead from a currently licensed Refrigeration/Air Conditioning Master. Verification must show proof of work within the Refrigeration/Air Conditioning trades for at least four (4) years, comprising a minimum of at least eight thousand (8,000) hours as a Refrigeration/Air Conditioning Apprentice. A currently licensed Master must sign this verification. A licensed journeyman shall work only under the direct supervision of a currently licensed Refrigeration/Air Conditioning Master.

Master Limited applicant requirement – Must submit notarized employment verification on company letterhead from a DC licensed Master Refrigeration/Air Conditioning Mechanic or Master Refrigeration/air Conditioning Mechanic Limited. The employment verification must show work within the Refrigeration/Air Conditioning trade for at least (4) years, (eight thousand hours (8,000) for a total of eight (8) years when added to the four (4) years as an apprentice). A currently licensed Master must sign this verification.

Master applicant requirement -- Must submit notarized employment verification on company letterhead from a currently licensed Master. Verification must show proof of work as a Refrigeration/Air Conditioning Journeyman for not less than four (4) years (eight thousand hours (8,000) for a total of eight (8) years when added to the four (4) years as an apprentice). A currently licensed Master must sign this verification.

Section 5C Professional Licenses in other States / Jurisdictions

If you **have ever been or currently** licensed in other states/jurisdictions, please submit the enclosed verification form to the jurisdiction(s) with fee if required. This form should be completed by the jurisdiction(s) and sent directly to Pearson VUE on behalf of the board.

Section 6. Screening Questions

If you answer "no" to question A or "yes" to questions B through J, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. Applicants with convictions must submit an explanation and a court document. If you owe the District Government any funds over \$100, please provide proof of payment or an arrangement to pay. No licensee shall allow anyone to use their license under any circumstance. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

Section 7. Applicant Affidavit

The application must be signed by the applicant and notarized. However, the notary does not have to be a District of Columbia notary.

Section 8. Sponsor’s Affidavit

A licensed Refrigeration/air Conditioning Apprentice shall work only under the direct personal supervision of a licensed Refrigeration/Air Conditioning Master/Master Limited. This section must be completed for all apprentice applicants and include the Master’s signature and license number.

Section 9. Supporting Documents Required

The required supporting documents are listed in this section. Place an “X” in the “YES” box for each item you have included with your application package or requested to be sent under separate cover to Pearson VUE on behalf of the Board of Industrial Trades – Refrigeration/Air Conditioning.

Place an “X” in the “NO” box for each item that does not apply for the license type for which you are applying. Keep a photocopy of all supporting documents for your records.

SUMMARY OF APPLICATION REQUIREMENTS

On the next page is a chart showing the application submission requirements for all application methods. The laws governing Refrigeration/Air Conditioning licensure are cited in the Non-Health Related Occupation and Professions Licensure Act of 1998. The regulations governing Refrigeration/Air Conditioning licensure are included in DC Municipal Regulations Title 17, Chapter 3. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration/Board of Industrial Trades on (202) 442-4320 regarding the interpretation of the laws as they pertain to the application.

ADDITIONAL APPLICATION FORMS

For additional copies of this application package, visit the website at www.pearsonvue.com/dc/industrial_trades/ or call Pearson VUE Customer Service number at 888-204-6246. The form numbers that make up this package are:

- 6709-76 Refrigeration/Air Conditioning, Municipal Regulations (Chapter 3)
- 6809-14 Refrigeration/Air Conditioning, New License Application
- 6809-16 Refrigeration/Air Conditioning, New License Instructions
- 6609-94 Contractor/Designated Master Form
- 6809-08 Refrigeration/Air Conditioning Bond Form
- 6809-11 Local Representative Affidavit
- 6809-09 Verification for School Enrollment Form (Form A)
- 6809-10 Verification of Licensure (Form B)
- 6809-12 Refrigeration/Air Conditioning, Examination Scheduling Form
- 6809-13 Previous Contractor Name(s) Certification
- 6809-41 Refrigeration/Air Conditioning, Formal Designation Certification
- 6809-42 Refrigeration/Air Conditioning, National Certifying Organizations

**SUMMARY OF SUBMISSION REQUIREMENTS
FOR DC REFRIGERATION/AIR CONDITIONING INDUSTRIAL LICENSES**

License Type	Application Method	Notarized Lic. Application Form	Two 2" x 2" Photos	Copy of Govt. Issue Photo I.D.	School Enrollment Form or Sponsor Signature	Exam Scheduling Form	Formal Education Certificate	Formal Designation Certificate ⁸	Certificate of Completion ⁸	Employment Verification ²	W2's Forms	Verification of Licensure ³	Bond Form	Designated Master Add/Change Form	Certificate of Good Standing ⁴	Previous Contractor Name(s) Form ⁵	Local Representative Affidavit	Name Change Document ⁶	Check or Money Order ⁷	
RA	Other	X	X	X	X	O	O	O	O	X	O	O	O	O	O	O	O	O	X	\$175
RJ	Exam	X	X	X	O	X	X	O	O	O	X	X	O	O	O	O	O	O	X	\$260
RJ	Re-Exam ¹	X	X	X	O	X	O	O	O	O	O	O	O	O	O	O	O	O	O	\$150
RJ	Waiver	X	X	X	O	O	O	X	X	O	O	O	O	O	O	O	O	O	X	\$175
RC	Other	X	O	O	O	O	O	O	O	O	O	O	\$5,000	X	X	X	X	X	X	\$185
RM	Exam	X	X	X	O	X	O	O	O	X	X	X	O	O	O	O	O	O	X	\$260
RM	Re-Exam ¹	X	X	X	O	X	O	O	O	O	O	O	O	O	O	O	O	O	O	\$150
DRM	Designation	O	O	O	O	O	O	O	O	O	O	O	\$5,000	X	O	O	O	O	O	\$0
LC	Other	X	O	O	O	O	O	O	O	O	O	O	\$5,000	X	X	X	X	X	X	\$185
LM	Exam	X	X	X	O	X	O	O	O	X	X	X	O	O	O	O	O	O	X	\$260
LM	Re-Exam ¹	X	X	X	O	X	O	O	O	O	O	O	O	O	O	O	O	O	O	\$150
DLM	Designation	O	O	O	O	O	O	O	O	O	O	O	\$5,000	X	O	O	O	O	O	\$0

X = Required
O = Not required

1. Re-Examination Applicants need not resubmit supporting documents which were previously submitted with their original applications by examination.
2. Notarized employment verification letters on company letterhead MUST contain the following information: dates of employment, description of duties performed in detail, currently licensed master's signature, master's license number and state of licensure.
3. Verification of Licensure must be provided to show proof of licensure experience at the appropriate license level. Please refer to the experience requirements noted in section 5B. Work Experience, of these instructions. If the applicant is applying for a Master's license and is self-employed, verification of licensure from the state in which the license was issues must be provided and show eight (8) years of licensure experience, four (4) years as an apprentice and four (4) years as a journeyman.
4. Original Letter of Good Standing or Certificate of Authority may be obtained from the Office of Corporations.
5. This form is required to ensure that all permits under previous contractor name are completed.
6. Required if the applicant's name has changed since attending high school, trade school, college or university.
7. Check or money order MUST be made payable to "Pearson VUE".
8. Journeyman Waiver applicants must submit a Certificate of Completion (of apprenticeship program) and a Formal Designation Certificate both from a National Certifying Organization.