MECHANICAL APPLICATION INFORMATION FOR LIMITED RESIDENTIAL INSTALLER

FEES – MUST ACCOMPANY APPLICATION:
Make remittance payable to the CONSTRUCTION INDUSTRIES BOARD (CIB)
Limited Residential Installer $75.00  (License Fee $50.00 + Application Fee $25.00 = total $75.00)

LIMITED RESIDENTIAL INSTALLER:
A limited residential installer license entitles the licensee to install complete new systems in new construction for detached one or two family dwellings and multiple single family dwellings (townhouses) not more than three stories in height with a separate means of egress. Installations shall include 5-ton or less cooling systems and 150,000 Btu/h or less heating systems and related accessories such as humidifiers, filtering systems, kitchen vent hoods, exhaust fans and clothes dryer vent exhausts for such dwellings. Such installations shall not include any fuel gas piping, welding, soldering, brazing or final connection of refrigerant lines or final connection of any electrical wiring permitted to be installed in accordance with Oklahoma statutes.

EXPERIENCE REQUIREMENTS:
All persons applying for a license must provide proof of experience in the mechanical trade. Applicants for mechanical license examinations who are not licensed and wish to include experience gained in Oklahoma must maintain an apprentice registration on file with the Oklahoma Construction Industries Board for all experience obtained in Oklahoma. The Construction Industries Board will not consider experience obtained in or outside of Oklahoma as verifiable experience for periods in which an apprentice is unregistered, except for experience lawfully obtained according to any applicable federal or state laws, and must be comprised of mechanical work as defined under the Act and in this Chapter.

"Verifiable experience" means mechanical experience obtained while employed by a licensed Mechanical contractor, or by other means approved by the Committee of Mechanical Examiners including equivalent experience earned while serving in the U.S. Military, for which one year of verifiable experience equals two thousand (2,000) hours.

Applicants for a limited residential installer license must be at least eighteen (18) years of age and have:
1. one (1) year of verifiable experience in the mechanical trade in the category for which he or she is applying, or
2. a vocational diploma certifying completion of an educational program consisting of a minimum of two hundred and fifty (250) or more hours from a school, approved by the Committee, which exhibits knowledge of the trade and in the category of limited residential applied for, and six (6) months of verifiable experience in the mechanical trade, or
3. equivalent, verifiable experience in the mechanical trade while serving in the U.S. military.

EXAMINATION INFORMATION and MATERIAL FOR STUDY:
All applicants are required to pass the Oklahoma mechanical limited residential installer exam to gain licensure.
Once the Construction Industries Board receives your application and remittance, it will be reviewed for approval. Once approved you will receive a letter stating your application has been approved and your information will be forwarded to our national testing provider PSI for testing. You are responsible for contacting PSI to schedule an appointment to take the exam by calling 800-733-9267 or via the internet at www.psiexams.com. Contact PSI for study materials, testing sites, testing fees and testing dates or download the Candidate Information Bulletin from their website.

Any applicant initially failing to pass the examination shall not be permitted to take another examination for a period of thirty (30) days. Any applicant subsequently failing to pass the examination shall not be permitted to take another examination for a period of ninety (90) days.
APPLICATION FOR LIMITED RESIDENTIAL INSTALLER EXAMINATION
License Fees Must Accompany Application

Type or print in ink

1. NAME ___________________________________________ ___________________________________________________ __________
   First                                                          Middle                                                          Last

2. Mailing Address____________________________________ ___________________________________________________ __________
   City                            State                         Zip

   Physical Address___________________________ ___________________________________________________ ____________
   City                            State                         Zip

   Email: ____________________________________ _______ SSN Required: _____________________________ __________

3. TELEPHONE: (        ) ______________ (         )  _____________   (         ) _____________ BIRTHDATE: ____/____/________
   Residence                                Business                       Cell Phone

4. EDUCATION (Attach copy of a transcript from colleges, universities, or trade schools approved by the Committee of
   Mechanical Examiners and other documents per OAC 158:50-9-1(B)(3)) (A list of approved schools can be found
   under testing information on the CIB website) Transcript Provided ☐ Yes ☐ No

5. I AM APPLYING FOR:
   ☐ Limited Residential Installer  Send $75 with Application ($25 application fee & $50 License fee)

6. ☐ I agree to read the Mechanical Licensing Act & Industry Regulations and will comply with them.

   I certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct.

7. Applicant’s Signature __________________________ _______________ Date: _____/____/________
   Sign before Notary

___________________________________________________ ___________________________________________________ __________________

This section to be filled out by Notary only

State of ____________________ County of __________________

Subscribed and sworn to or affirmed before me this _____ day of ____________, 20__, by ___________________________.

[Applicant’s Name – Please Print] My Commission Expires: ______________       [Signature of Notary]

My Commission Number: ______________  (Notary Seal)

Do Not Mark in This Section    File #: ______________

Approved By____________________ Date __/__/______
LIMITED RESIDENTIAL INSTALLER
CERTIFIER MUST COMPLETE ALL INFORMATION

List mechanical experience on the following affidavit. Affidavit must be signed and notarized by someone having personal knowledge of applicant’s mechanical experience. Attach additional affidavits as necessary. Any additional information may be attached to the Application.

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 Applicant’s Name:__________________________________ ____________________________________________________________

Certifier: ________________________________________ License #:____________
Journeyman Contractor Not Licensed

Company Name (if applicable) ______________________ Certifiers Telephone No. ( ) ____________________________

StreetAddress______________________________________ ___________________________________________________ ________________
City                                                 State
Zip

Type of work performed: ___________________________________________________ (If other than install be specific)

Employment Dates- Start date: ____________________ End Date (or still employed):______________________ for a total of _________ hours.

I certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct.

Signature of Person Certifying Experience                               Print Name                                      Area Code/Telephone Number
Sign before Notary

This section to be filled out by Notary only

State of__________________________ County of________________

Subscribed and sworn to or affirmed before me this ____ day of ____________ , 20___, by ________________________________
My Commission Expires: ______________________________
[Certifier’s Name – Please Print]
My Commission Number: ______________________________
[Signature of Notary] (Notary Seal)

CIB Form 3 (Rev Aug 2018)
Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Construction Industries Board are required, by the provisions of 56 O.S. § 71, to provide the Board with verification of lawful presence in the United States by executing the Affidavit shown below before a notary public or other officer authorized to notarize affidavits under State law. The Board’s licensing office is staffed with notaries who are available to provide notary service at no cost to Applicants.

**AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES**

Affidavit of

[Applicant's Full Name]  
STATE OF OKLAHOMA  ) ss:  
COUNTY OF _______________ )

I ________________________, of lawful age, being first duly sworn, upon oath state, under penalty of perjury, as follows:

Please check the appropriate box:

Option 1: ☐ I am a United States Citizen.

Option 2: ☐ I am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States. *For this Option, a copy of a valid immigration document which reflects the applicant's "A" number or "I-94" number must accompany this Affidavit.*

____________________________________  
[Signature of Applicant]

Subscribed and sworn to or affirmed before me this ______ day of ________________, 20____, by  
_________________________________.  
[Applicant's Name – Please Print]

____________________________________  
[Signature of Notary]

My Commission Expires: ________________  
My Commission Number: ________________  
(Notary Seal)