



CONSTRUCTION INDUSTRIES BOARD

2401 NW 23rd, Suite 2F
OKLAHOMA CITY, OK 73107
PH: (405) 521-6550 or Toll Free (877) 484-4424
Website: www.ok.gov/cib

MECHANICAL APPLICATION INFORMATION

All applicants must be eighteen (18) years of age or older

FEES – MUST ACCOMPANY APPLICATION:

Make remittance payable to the **CONSTRUCTION INDUSTRIES BOARD (CIB)**

Mechanical Contractor	<u>\$330.00</u>	(License \$300.00 + Processing \$30.00= total \$330.00)
Mechanical Journeyman	<u>\$75.00</u>	(License \$50.00 + Processing \$25.00= total \$75.00)
Limited Residential Journeyman	<u>\$75.00</u>	(License \$50.00 + Processing \$25.00= total \$75.00)

LICENSE TESTING CATEGORIES:

HVAC/R LIMITED

An HVAC/R limited license entitles the licensee to install, alter, modify, service, maintain, or repair:

- (A) any cooling product, system, or equipment including the process piping, that has a cooling capacity of no more than twenty-five (25) tons; and/or
- (B) all heating equipment including the process piping that have a heat input of no more than 500,000 Btu/h per appliance; and/or
- (C) sheet metal, natural gas piping and refrigeration

HVAC/R UNLIMITED

An HVAC/R unlimited license entitles the licensee to install, alter, modify, service, maintain, or repair:

- (A) any cooling product, system, or equipment, including the process piping, and/or
- (B) heating equipment, including the process piping, and/or
- (C) sheet metal, natural gas piping and refrigeration

NATURAL GAS PIPING

A natural gas piping license entitles the licensee to install, alter, modify, service, maintain, or repair all natural gas piping (from the point of delivery to the connections with the appliances).

PROCESS PIPING

A process piping license entitles the licensee to install, alter, modify, service, maintain, or repair all process piping.

REFRIGERATION

A refrigeration license entitles the licensee to install, alter, modify, service, maintain, or repair refrigeration products, systems, or equipment, including the process piping.

SHEET METAL

A sheet metal license entitles the licensee to install, alter, modify, service, maintain, or repair all ferrous and nonferrous duct and exhaust systems.

LIMITED RESIDENTIAL JOURNEYMAN

A limited residential journeyman 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:

158:50-9-1

(b) **Experience.** 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 Oklahoma 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.

(1) **Applicants for a journeyman license must be at least eighteen (18) years of age and have:**

- (A) three (3) years of verifiable experience in the mechanical trade in the category for which the applicant is applying, or
- (B) an associate's degree or vocational diploma certifying completion of an educational program consisting of 1,000 hours or more from a school, **approved by the Committee**, (*a list of approved schools can be found under testing information on the CIB website*) which exhibits knowledge of the trade in the category of license applied for and one (1) year of verifiable experience in the mechanical trade, or
- (C) a vocational diploma certifying completion of an educational program consisting of 500 or more hours from a school, **approved by the Committee**, which exhibits knowledge of the trade in the category of license applied for and two (2) years of verifiable experience in the mechanical trade, or
- (D) equivalent, verifiable experience in the mechanical trade while serving in the U.S. military, or
- (E) a verifiable out-of-state license in the mechanical classification for which the applicant is applying. The license must:
 - (i) be current,
 - (ii) be in good standing, and
 - (iii) meet qualifications listed in (A) through (D) above.

(2) **Applicants for a contractor license must meet the same requirements as a journeyman with an additional one (1) year of experience in the mechanical trade.**

CONTRACTORS:

After you have successfully passed your exams, your license will be inactive until the CIB receives proof of the bond and insurance listed below:

1. An Active Mechanical Contractor is required to carry a five thousand dollar (\$5,000.00) Corporate Surety Bond payable to the Oklahoma Construction Industries Board. ***The bond must be in the individual license holder's name.*** The bond must be continuous and provide for thirty- (30) days cancellation notice.
2. An Active Mechanical Contractor must provide a certificate of insurance evidencing a minimum of \$50,000.00 commercial general liability insurance. ***The individual license holder's name must be on the certificate of insurance.*** The certificate holder is the Construction Industries Board.

EXAMINATION INFORMATION and MATERIAL FOR STUDY:

All applicants are required to pass the Oklahoma mechanical exam to gain licensure. In addition, Contractors must take and pass the Mechanical Business and Law exam.

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.

Oklahoma Construction Industries Board
2401 N.W. 23rd Street, Suite 2F
Oklahoma City, OK 73107
Telephone: (405) 521-6550

Do Not Mark in This Section File # _____
CONTRACTOR-JOURNEYMAN
HVACL/R HVACU/R REF SM NG PP LIM RES
Approved By _____ Date ___/___/___

APPLICATION FOR MECHANICAL 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 Mechanical Committee)
Transcript Provided Yes No
5. Do you hold a mechanical license in any other state? Yes No Which state(s) _____
(attach copy of current license)
6. I AM APPLYING FOR: *(choose one only)*
 Limited Residential Journeyman Send \$75 with Application
If you check limited residential journeyman (skip to #9) it cannot be taken in conjunction with any other category.
 Journeyman Send \$75 with Application
 Contractor Send \$330 with Application
7. CATEGORY: *(choose one only)*
 HVAC/R Limited (25 Tons & 500,000 Btu/h or less) includes refrigeration, sheet metal, natural gas and related process piping.
 HVAC/R Unlimited (no size restrictions) includes refrigeration, sheet metal, natural gas and related process piping.
Experience must be certified above 25 tons and 500,000 Btu/h to qualify for HVAC/R Unlimited.
8. CATEGORY (IES): *(Stand-alone categories listed below can be taken individually by separate exams)*
 Refrigeration **Sheet Metal** **Natural Gas** **Process Piping**
9. **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.

10. 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)

CERTIFIER MUST COMPLETE ALL INFORMATION

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

Applicant's Name: _____

Certifier: _____ License #: _____ Journeyman Contractor Not Licensed

Company Name (if applicable) _____ Certifier's Telephone No. () _____

Street Address _____
City State Zip

Type of work performed: _____
(If other than service, repair or install, be specific)

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

Mark category that you are certifying:

Limited Residential Journeyman *(Do not mark any other categories)*
Limited Residential Journeyman cannot be taken in conjunction with any other categories.

A limited residential journeyman 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.

HVAC/R Limited (25 Tons & 500,000 Btu/h or less) includes refrigeration, sheet metal, natural gas and related process piping.

HVAC/R Unlimited (no size restrictions) includes refrigeration, sheet metal, natural gas and related process piping.
Size of A/C equipment worked on _____ Tons to _____ Tons. Size of heating equipment worked on _____ Btu/h to _____ Btu/h.
(Must certify experience above 25 tons and 500,000 Btu/h to qualify for HVAC/R Unlimited)

Refrigeration, sheet metal, natural gas and related process piping are included in the HVAC/R limited and unlimited exams.
Stand-alone categories listed below can be taken individually by separate exams.

Refrigeration **Sheet Metal** **Natural Gas** **Process Piping**

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 _____ () _____
Sign before Notary Area Code/Telephone Number

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 _____
[Certifier's Name - Please Print]

My Commission Expires: _____ [Signature of Notary]

My Commission Number: _____ (Notary Seal)

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

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

I _____, of lawful age, being first duly sworn, upon oath state, under penalty
[Applicant's Full Name]

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)



OKLAHOMA CONSTRUCTION INDUSTRIES BOARD

Schools approved by the Mechanical Committee

Completion of an education program consisting of 1000 hours or more equals 2 years.

Completion of an education program consisting of 500 hours or more equals 1 year.

Completion of an education program consisting of 250 hours or more equals 1/2 year. (Tulsa Technology & Great Plains Technology Center)

<u>Americare One Source (1 year)</u>	<u>Oklahoma City, OK</u>
<u>ATI Career Tech if completed before March of 2013. 960 hours + additional 40 hour course for 2 years.</u>	
<u>Autry Technology Center</u>	<u>Enid, OK</u>
<u>Broken Bow HS</u>	<u>Broken Bow, OK</u>
<u>Caddo-Kiowa Technology Center</u>	<u>Ft. Cobb, OK</u>
<u>Canadian Valley Technology Centers</u>	<u>Chickasha and El Reno, OK</u>
<u>Central Texas College</u>	<u>Killeen, Texas</u>
<u>C-Tec (1 year)</u>	<u>Newark, Ohio</u>
<u>Eastern Okla. County Technology Center</u>	<u>Choctaw, OK</u>
<u>Fortis College</u>	<u>Largo, Florida</u>
<u>Gordon Cooper Technology Center</u>	<u>Shawnee, OK</u>
<u>Great Plains Technology Center (2 years 1 year & 1/2 year)</u>	<u>Lawton, OK</u>
<u>Grayson College (1 year)</u>	<u>Denison, Texas</u>
<u>Green County Technology Center</u>	<u>Okmulgee, OK</u>
<u>Indian Capital Technology Centers</u>	<u>Muskogee, Sallisaw, and Tahlequah, OK</u>
<u>Intellitech College</u>	<u>Colorado Springs, Colorado</u>
<u>Jim E. Hamilton Skills Center</u>	<u>Hodgen, OK</u>
<u>Kiamichi Technology Centers</u>	<u>McAlester and Poteau, OK</u>
<u>Lexington Skills Center</u>	<u>Lexington, OK</u>
<u>Live Oaks Career Development Campus (1 year)</u>	<u>Milford, Ohio</u>
<u>Meridian Technology Center</u>	<u>Stillwater, OK</u>
<u>Metro Technology Center</u>	<u>Oklahoma City, OK</u>
<u>Mid-American Technology Center</u>	<u>Wayne, OK</u>
<u>Mid-Del Technology Center</u>	<u>Midwest City, OK</u>
<u>Moore-Norman Technology Center</u>	<u>Norman, OK</u>
<u>OSUIT Air Conditioning & Refrigeration Technologies</u>	<u>Okmulgee, OK</u>
<u>Oklahoma Technical College</u>	<u>Tulsa, OK</u>
<u>Paris Junior College</u>	<u>Paris, Texas</u>
<u>Ranken Technical College</u>	<u>St. Louis, MO</u>
<u>Red River Technology Center</u>	<u>Duncan, OK</u>
<u>Seward County Community College</u>	<u>Liberal, Kansas</u>
<u>Southern Okla. Technology Center</u>	<u>Ardmore, OK</u>
<u>Tri-County Technology Center</u>	<u>Bartlesville, OK</u>
<u>Tulsa Technology Center (2 years 1 year & 1/2 year)</u>	<u>Tulsa, OK</u>
<u>Tulsa Welding School (1 year)</u>	<u>Tulsa, OK</u>
<u>Vatterott College</u>	<u>Oklahoma City and Tulsa, OK</u>
<u>Wes Watkins Technology Center</u>	<u>Wetumka, OK</u>
<u>Wichita Technical Institute</u>	<u>Tulsa, OK</u>