



## OKLAHOMA CONSTRUCTION INDUSTRIES BOARD

2401 NW 23<sup>rd</sup>, Suite 2F  
OKLAHOMA CITY, OK 73107  
PH: (405) 521-6550 or Toll Free (877) 484-4424  
Web site: [www.ok.gov/cib](http://www.ok.gov/cib)

### 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](http://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. 23<sup>rd</sup> Street, Suite 2F  
Oklahoma City, OK 73107  
Telephone: (405) 521-6550

Do Not Mark in This Section File # \_\_\_\_\_  
Approved By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**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)

## 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.

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.

**Applicant's Name:** \_\_\_\_\_

Certifier: \_\_\_\_\_ License #: \_\_\_\_\_  Journeyman  Contractor  Not Licensed

Company Name (if applicable) \_\_\_\_\_ Certifiers Telephone No. ( ) \_\_\_\_\_

Street Address \_\_\_\_\_  
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 \_\_\_\_\_  
[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)