



Requirements For Air Conditioning Class "B"
COMPETENCY CARD

Experience Requirements:

- ❖ Each applicant must submit letters of experience from licensed **Residential Air Conditioning** contractor for whom they have worked.
- ❖ Letters must be on company letterhead and must be notarized.
- ❖ They must specifically state the type of work performed and exact dates of employment.

Competency Card Eligibility:

A person shall be entitled to take the examination for the purpose of determining whether he/she is qualified to engage in contracting throughout Orange County if the person:

- ❖ Passes the examination with a score of **75%**
 - ❖ Is 18 years of age
 - ❖ Is of good moral character and
 - ❖ Meets eligibility requirements according to one of the following criteria:
1. Has received a baccalaureate degree from an accredited four (4) year college in the appropriate field of engineering, architecture, or mechanical construction and has one year of proven experience in the category in which the person seeks to qualify. For the purpose of this part, a minimum of 2,000 man-hours shall be used in determining full-time equivalency.
 2. Has a total of at least four **(4)** years of active experience as a workman who has learned his trade by serving an apprenticeship as a skilled workman who is able to command the rate of a mechanic in his particular trade or as a foreman who is in charge of a group of workmen and usually is responsible to a superintendent or a contractor or his equivalent, provided, however, experience shall be as a foreman.
 3. For the number of years of credits for any accredited college-level courses, the applicant shall show completion of an equal number of courses in the appropriate field of engineering, architecture, or mechanical construction. All junior college or community college-level courses shall be considered accredited college-level courses. Has a combination of not less than 1 year of experience as a foreman and not less than three (3) years of credits for any accredited college-level courses; has a combination of not less than one (1) year of experience as a skilled workman, 1 year of experience as a foreman, and not less than two (2) years of credits for any accredited college level courses; or has a combination of not less than 2 years of experience as a skilled workman, one (1) year of experience as a foreman, and not less than one (1) year of credits for any accredited college-level courses.
 4. The applicant must also pass the Business & Law exam with a score of 75% in order to receive a State Registered License from the State of Florida.



PREPARED PROCTORED and GRADED EXAMINATION APPLICATION

Division of Building Safety
Shane Gerwig, Building Official
201 South Rosalind Avenue, 1st Floor
Reply To: Post Office 2687 Orlando, FL 32802-2687
Telephone (407) 836-5522
Email: ContractorLicensing@ocfl.net

Select Category:

I am applying to take the examination indicated below (please check one)

Place Picture Below

- | | |
|---|---|
| <input type="checkbox"/> General Contractor "A" | <input type="checkbox"/> Master Electrical Contractor |
| <input type="checkbox"/> Building Contractor "B" | <input type="checkbox"/> Journeyman Electrical |
| <input type="checkbox"/> Residential Contractor "C" | <input type="checkbox"/> Sign Electrical Specialty |
| <input type="checkbox"/> Aluminum/Concrete Contractor | <input type="checkbox"/> Sound, Signaling & Communication |
| <input type="checkbox"/> Siding, Windows & Doors | <input type="checkbox"/> Air Conditioning Class "A" |
| <input type="checkbox"/> Unlimited Roofing Contractor | <input type="checkbox"/> Air Conditioning Class "B" |
| <input type="checkbox"/> Non-Electrical Sign Specialty Contractor | <input type="checkbox"/> Mechanical Contractor |
| <input type="checkbox"/> Marine Contractor | <input type="checkbox"/> Sheet Metal Contractor |
| <input type="checkbox"/> Swimming Pool Commercial | <input type="checkbox"/> Master Plumber W/Gas |
| <input type="checkbox"/> Swimming Pool Residential | <input type="checkbox"/> Journeyman Plumber W/Gas |
| <input type="checkbox"/> Swimming Pool Maint/Repair | <input type="checkbox"/> Irrigation Specialty |
| <input type="checkbox"/> Garage Door Installation | <input type="checkbox"/> Business & Law |

Applicant Name: _____
(Last) (First) (Middle) (Suffix)

Applicant Mailing Address: _____

Apt/Bldg./Suite #: _____ City: _____ State: _____ Zip Code: _____

Applicant's Phone Number: (Cell) (____) _____ - _____ (Work) (____) _____ - _____

I have read the Examination Rules and Information and understand that violation of these rules may subject me to disqualification, and I will receive no grade.

Email Address for Notification purposes only: _____

(Email address cannot be used by another applicant/contractor – who is recorded within our Database)

Signature of Applicant _____ Date _____

STATE OF _____

COUNTY OF _____

Signature of Notary _____

Sworn to (or affirmed) and subscribed before me

This _____ day of _____, 20 _____

Personally Known _____

By _____

Or Produced Identification _____

Type of Identification Produced _____

For Building Division Use ONLY

Approved By _____ Date _____/_____/_____

Trade Exam Date _____/_____/_____ Grade _____ %

Business & Law _____/_____/_____ Grade _____ %

_____ Business & Law **NOT REQUIRED**

Certification Number _____

Date Issued _____/_____/_____

03/29/17

**Prov**

13614 Progress Blvd
Alachua FL 32615-9496
Telephone: (866) 720-7768

Website: www.provexam.com

You have received this email in response to your request for Exam Information for Orange County. The information below describes the examination you expressed interest in taking. To receive more general information about the testing program, you may click on the "Candidate Information Bulletin" link below to download a candidate bulletin that provides more detailed information about the testing rules and processes.

[Candidate Information Bulletin.](#)

Master AC (Limited)

Number of Questions	100
Time allowed (hours)	4
Subject Area	# Quest.
General Knowledge	18
Piping	19
Systems & Sizing	20
Equipment	15
Maintenance	23
Plan Reading	5

References

Advanced Mechanical Study Guide , 2013. ISBN: 978-1-269-09518-1. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.

Florida Building Code 5th edition - Building , 2014. ISBN: Item #:5601L14. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

Florida Building Code 5th edition - Energy Conservation , 2014. ISBN: Item #:5681L14. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

Florida Building Code 5th edition -Fuel Gas , 2014. ISBN: Item #:5661L14. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

Florida Building Code 5th edition -Mechanical , 2014. ISBN: Item #:5631L14. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

HVAC Basics for Contractors, 2nd Edition , 2013. ISBN: 978-1-269-23865-6. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.

Intermediate Mechanical Study Guide , 2013. ISBN: 978-1-269-09524-2. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.

Manual N - Commercial Load Calculations , 2008. ISBN: 978-1892765383. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. Available at <http://www.acca.org>.

Residential Load Calculations - Manual J . Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. www.acca.org

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Business and Law

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Business Organization	2
Licensing	3
Lien laws	2
Tax Laws	5
Safety Reporting Regulations	3
Labor Laws	8
Contract Management	9
Project Management	6
Estimating & Bidding	4
Financial Management	5
Risk Management	3

References

Florida Business & Law Study Guide for Contractors , 2012. Prov, 13614 Progress Blvd., Alachua, FL 32615. Available at www.provbookstore.com.