



PSI licensure:certification
 3210 E Tropicana
 Las Vegas, NV 89121
www.psiexams.com



STATE OF ALABAMA

HEATING & AIR CONDITIONING CONTRACTORS CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for becoming a certified contractor in the State of Alabama.

Eligibility for examination is determined by the Board of Heating & Air Conditioning Contractors.

The State has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI works closely with the State to be certain that the examination meets local as well as national requirements in basic principles and examination development standards.

GUIDELINES FOR LICENSING APPLICATION/QUALIFICATION

HOW TO OBTAIN A LICENSE

1. Request the license application instructions from:
Board of Heating & Air Conditioning Contractors
8 Commerce Street, Suite 200
Montgomery, AL 36104
Toll Free: (866) 855-1912
Local: (334) 241-0840
Fax: (334) 265-0570
www.hvacboard.state.al.us
2. Complete the application and return it to the Board of Heating & Air Conditioning Contractors.
3. Once the Board has approved you for testing, your testing eligibility will automatically be submitted to PSI, and you will receive instructions from the Board for scheduling the examination.
4. Denied candidates are notified by the Board of the elements they need to complete in order to be approved for licensure.

All questions and requests for information about examinations should be directed to PSI.

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

EXAMINATION SCHEDULING PROCEDURES

Once you have been approved by the Building Code Compliance Office, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet at www.psiexams.com, or schedule over the telephone at (800) 733-9267.

You may only test once per eligibility file. Each time you fail, you must reapply with the Board. You may reapply with the Board on an unlimited basis.

INTERNET SCHEDULING

You may schedule for your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, www.psiexams.com. You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.

TELEPHONE SCHEDULING

PSI registrars are available at (800) 733-9267 to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 6:30 am and 9:00 pm, or Saturday-Sunday between 8:00 am and 4:30 pm, Central Time.

To register by phone, you will need a valid credit card (VISA, MasterCard, American Express or Discover.)

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267 or use the PSI Website.

Note: A voice mail message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.



EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATION

The PSI Occupational Licensing examinations are administered at the examination centers listed below:

Birmingham (Vestavia Hills)
100 Centerview Drive, Suite 100
Vestavia Hills, AL 35216

After you exit I-65 at Hwy 31, turn North on Highway 31 toward Vestavia Hills. Turn right at first traffic light onto Vestavia Parkway. Turn right at the first street onto Centerview Drive. Turn left into the first parking lot.

Huntsville
4900 University Square, Suite 4
Huntsville, AL 35816

From Memorial Parkway (US-431/231), take the University Dr (US-72 W) exit. Turn right on The Boardwalk. You will come to a dead end, facing 4900 University Square.

Mobile
Dorsey Center
6051-B Airport Blvd.
Mobile, AL 36608

From East or West, take I-10 to I-65. From I-65 take Airport Blvd West exit. The site is approximately 3 miles ahead on Airport Blvd. Dorsey Center is a small red brick office complex on the left side of the road. You have to make a U-turn at the next traffic light to get to the complex. Office is in the corner of the "L".

Montgomery
500 Interstate Park Drive
Suite 530

From I-85, take the Perry Hill Road exit (#4). Proceed north on Perry Hill Road for little less than ¼ mile. Interstate Park Drive is located on the right (east) side of Perry Hill Road. Turn right on Interstate Park Road and proceed east for approximately ¼ mile. The office is located on the main road.

Examinations are also available to Alabama candidates in other PSI testing centers located across the U.S. Regionally located sites are found in:

- Jackson, MS
- Metairie, LA
- Baton Rouge, LA
- Shreveport, LA
- Lake Charles, LA

Please contact PSI for other sites that may be located near you.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Eligibility Letter.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.



- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
- **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The "Function Bar" at the top of the test question provides mouse-click access to the features available while taking the examination.



One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL ITEMS

In addition to the number of questions per examination, a small number of five to ten "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

CANDIDATE COMMENTS

During the test development process, PSI makes every effort to create accurate and fair test questions. However, on occasion a candidate may feel that a particular test question is misleading or is missing information that is needed in order to provide a correct answer. If during the test you believe that a test question needs clarification, we highly recommend that you submit your comments and concerns to PSI while at the test center. Comments may be entered by clicking the Comments link on the Test Question Screen. When submitting comments, please provide as much detail as possible describing what you feel is problematic about the test question.

PSI regularly collects all comments from its test centers and reviews every comment within 20 business days from the date the comment was submitted. If your comments result in the editing or removal of one of your test questions, PSI will re-score your test results to determine if your grade status has changed from fail to pass. If your test result changes from fail to pass, you will be notified of the change. Otherwise, if you do not hear from PSI within 20 business days following your test, please understand that your comments have been reviewed but that they have not impacted your overall passing status. If you feel that you wish to further challenge the test content, we recommend that you register for an examination review.

EXAMINATION REVIEW

Failing candidates will have the option of reviewing their examination in a secure environment and challenging any questions or answers that they feel should be eliminated, changed, or given credit.

The fee for reviewing your examination is \$125. You may register for the examination review via telephone, internet, mail or fax. If you would like to register by mail or fax, please fill out the Registration form found on the last page of this bulletin. You may pay with money order, cashier's check, company check or credit card (VISA, MasterCard, American Express or Discover). Personal and cash are **not** accepted.

During the review, candidates will be presented with the questions the candidate incorrectly answered during the examination. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by writing down comments on the Test Question Review sheet.

All comments, together with a copy of the challenged test questions, will be submitted directly to PSI's test development staff for review. PSI will contact you within 20 business days if your status changed from fail to pass, and a new score report will be issued. Most test questions are determined to be correct as presented on the examination, so we recommend you NOT wait for a response before preparing for and scheduling to retake the examination.

You may not be permitted to take any notes out of the review sessions. Please call (800) 733-9267 with any questions. The examination review fee is \$125. The length of the examination review is one hour.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by writing to PSI, by emailing scorereport@psionline.com or by calling 800-733-9267. The fee for a duplicate score report is \$15, payable by credit card (Visa, MasterCard, American Express, or Discover), money order, company check or cashier's check. Personal checks and cash are NOT accepted.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.



EXAMINATION CONTENT OUTLINES AND REFERENCE MATERIALS

HVAC

# of Questions	Required to Pass	Time Allowed
80	53 items correct (66.25%)	240 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Insulation	
Hangers and Supports	
Sound, Vibration and Seismic Control	
Heating and Cooling Principles	
Refrigerants	
Testing, Adjusting and Balancing	
Controls	
Air Conditioning and Heat Pump Systems	
Furnaces and Heaters	
Chimneys, Flues and Vents	
Combustion Air	
Ducts	
Ventilation and Exhaust	
Safety	
Piping	
Load Calculations, Residential	

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- International Fuel Gas Code, 2006 or 2009, American Gas Association, 400 N. Capitol Street, NW Washington, DC 20001, www.aga.org
- International Mechanical Code, 2006 or 2009, 1-892395-33-9, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, <http://www.intlcode.org/>
- ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
- Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>
OR
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, www.psiexams.com (See order form at the end of the Candidate Information Bulletin.)
- Refrigeration and Air Conditioning Technology, 6th edition, 2009, Whitman/Johnson/Tomczyk/Silberstein, Delmar Cengage Learning, 10650 Toebben Drive, Independence, KY 41051
- Manual J - Residential Load Calcs, reprinted 2006, Eighth Abridged Edition, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
- Manual D, Residential Duct Systems, 2009, 3rd Ed, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
- International Residential Code for One- and Two-Family Dwellings, 2006 or 2009, International Code Council Inc., Contact ICBO (800) 284-4406 or BOCA (800) 214-4231, or SBCCI (205) 591-1853, www.iccsafe.org

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

REFRIGERATION

# of Questions	Required to Pass	Time Allowed
60	40 items correct	150 Minutes

CONTENT OUTLINE

Subject Area	# of Items
General Knowledge	
Refrigerant Piping	
Refrigerants and Refrigeration	
Refrigeration Systems and Controls	
Testing, Inspecting, and Troubleshooting	

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- International Mechanical Code, 2006 or 2009, 1-892395-33-9, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, <http://www.intlcode.org/>
- Refrigeration and Air Conditioning Technology, 6th Edition, 2009, Whitman/Johnson/Tomczyk/Silberstein, Delmar Cengage Learning, 10650 Toebben Drive, Independence, KY 41051

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

Many of the reference materials listed are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088. Titles currently in stock are listed on the order form near the end of this candidate information bulletin.

LICENSE APPLICATION INSTRUCTIONS

- Upon passing the examination, your results will be sent to your the Board.
- The Board will contact you regarding any future steps that are required for licensing.

IMPORTANT: You are not licensed by the Board until the entire licensing process has been completed.





All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

**MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE
REQUESTING EXAMINATION ACCOMMODATIONS**



To place an order for one or more of the following items listed, you may:

➤ Order online at www.psionlinestore.com

➤ Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.psionlinestore.com

<input type="checkbox"/>	International Mechanical Code
<input type="checkbox"/>	29 CFR Part 1926 Selections
<input type="checkbox"/>	International Fuel & Gas Code
<input type="checkbox"/>	Modern Refrigeration and Air Conditioning

Please note: Inventory and pricing subject to change without notice.

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3210 E Tropicana
Las Vegas, NV 89121