



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157

1-800-803-9202 - (512) 463-6599 - FAX (512) 475-2871

www.license.state.tx.us - CS.Air.Conditioning@license.state.tx.us

APPLICATION FOR:

AIR CONDITIONING & REFRIGERATION CONTRACTOR

PURSUANT TO OCCUPATIONS CODE, CHAPTER 1302, TITLE 8

Do Not Write in the Fee Area Immediately Below

Table with 3 columns: Receipt Number, PMT. Amount, Money Type

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.

IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN TWELVE (12) MONTHS OF THE FILING DATE, THE APPLICATION WILL BE CLOSED.

1. Applicant's Full Name:

Last First Middle Initial Suffix (JR, SR, III)

2. Date of Birth: 3. Gender Female Male

4. Applicant's Social Security No.:

Note: Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application.

5. Business Information: *You may leave this area blank if you are not sure where you will be working after you pass the examination.

Federal ID Number NOTE: A social security number may be used in lieu of a federal ID Number ONLY if you are a sole proprietor.

(Information regarding the Federal/Employer ID # may be obtained through this web page: http://www.irs.gov/businesses)

Business Name

Physical location (Business Address) Number, Street, Suite No., Apt. No.

City State Zip Code Area Code Phone Number

Mailing address Number, Street, Suite No., Apt. No. (P.O. Box is allowed for this address.)

City State Zip Code Area Code FAX Phone Number

6. Applicant's Mailing Address : (USED FOR ALL CORRESPONDENCE) (P.O. Box is allowed for this address.)

Number, Street, Suite No., Apt. No. or P.O. Box

City State Zip Code Area Code Phone Number

FAX Number: Area Code Phone Number E-mail Address (johndoe@aol.com for example) See Note 1

7. Have you ever been convicted of a criminal offense?

(Include all felonies and misdemeanors other than minor traffic violations.) Yes No If YES, attach a "Criminal History Questionnaire" to this application. All forms may be found at www.license.state.tx.us/ac/acrforms.htm.

8. Have you ever had a business license, certification or registration suspended, revoked or denied in any state? YES NO If YES, submit a "Disciplinary Action Questionnaire" with this application

CHECK EACH CLASS AND ENDORSEMENT FOR WHICH YOU ARE APPLYING

9. NOTE: The classes and endorsements for the Air Conditioning/Refrigeration license are explained on the instructions sheet and under the Frequently Asked Questions on the TDLR website at www.license.state.tx.us.

- CLASS A ENVIRONMENTAL AIR CONDITIONING
- CLASS B ENVIRONMENTAL AIR CONDITIONING
- CLASS A COMMERCIAL REFRIGERATION/PROCESS COOLING AND HEATING
- CLASS B COMMERCIAL REFRIGERATION/PROCESS COOLING AND HEATING

EMPLOYMENT HISTORY

10. *SUBMITTED ON OR BEFORE OCTOBER 31, 2012*

The Employment History must be completed on this application. Your employment history should indicate at least 36 months of practical experience with the tools of the trade in the preceding (5) years. (See Attachments below for information regarding "self employment".)

ATTACHMENTS

11. *SUBMITTED ON OR BEFORE OCTOBER 31, 2012*

Attach an Experience Verification Form which indicates at least 36 months of practical experience with the tools of the trade in the preceding 5 years. (Several forms may be attached.)

If you are "self-employed", documented proof is required. Documented proof consists of copies of: service orders, contracts, invoices, or letters from former customers. This information should include dates, type of work performed and names of customers. Submit at least 3 documents per year for 3 of the last 5 years.

12. *SUBMITTED ON OR BEFORE OCTOBER 31, 2012*

Attach a transcript or diploma showing a degree in air conditioning engineering, refrigeration engineering, or mechanical engineering if you wish to use credit for air conditioning and refrigeration courses to fulfill up to two years of the required 36 months of practical experience with the tools of the trade.

The degree or diploma must be from an institution of higher education and the institution's program must be approved by the Texas Board of Professional Engineers for the purpose of licensing engineers. (Documentation required).

13. If you are applying by RECIPROCITY, you must complete this application, submit a letter of good standing from the reciprocating state, a copy of the license, and a completed certificate of insurance.

Texas reciprocates with South Carolina and Georgia. Further information may be obtained on the application instructions or on the TDLR website at www.license.state.tx.us.

NOTICE REGARDING APPLICABLE FEES

14. If you submit an insufficient fee amount with this application, or submit an outdated application form, it may be returned to you. To verify the correct form version and required fees, consult the TDLR website (www.license.state.tx.us) or contact TDLR using the information at the top of the first page.

The License Application Fee is \$115 and Application fees are NOT refundable.

STATEMENT OF APPLICANT

15. By signing this application I certify all information submitted on this and attached forms is true and accurate. I authorize TDLR to conduct any investigations of me which it deems prudent. I understand that the information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of the application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so.

Date Signed

Signature of Applicant

NOTE 1: The Department will add your address to the Air Conditioning Contractors email notification list, which automatically provides information from the Department on matters affecting Air Conditioning and Refrigeration. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public.

See additional information at the following link: <http://www.license.state.tx.us/newsletters/TDLRnotificationLists.asp>.

NOTE 2: State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. **YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed Student Loan Corporation, P.O. Box 15996, Austin, Texas 78761-5996, Telephone: 1-800-222-6297.**

Applicant Name: _____ **Social Security #** _____ - _____ - _____

EMPLOYMENT HISTORY

PLEASE INDICATE BELOW YOUR AIR CONDITIONING AND/OR REFRIGERATION EMPLOYMENT HISTORY. ATTACH ADDITIONAL SHEETS IF NECESSARY. YOUR HISTORY SHOULD COVER AT LEAST 3 OF THE LAST 5 YEARS OF YOUR EMPLOYMENT.

If you are self-employed, please complete this page to the best of your ability and see "Attachments" on page 2 of the application.

NOTE: TO AVOID DELAY IN PROCESSING YOUR APPLICATION, THE FOLLOWING SECTIONS MUST BE COMPLETED.

Employer:	Employer's Telephone No. ()
Address:	Supervisor's Name:
City and State/Zip:	Starting Date: Leaving Date:
Indicate the approximate number of hours worked each week: _____	Check One: Full Time _____ Part Time _____
Employer:	Employer's Telephone No. ()
Address:	Supervisor's Name:
City and State/Zip:	Starting Date: Leaving Date:
Indicate the approximate number of hours worked each week: _____	Check One: Full Time _____ Part Time _____
Employer:	Employer's Telephone No. ()
Address:	Supervisor's Name:
City and State/Zip:	Starting Date: Leaving Date:
Indicate the approximate number of hours worked each week: _____	Check One: Full Time _____ Part Time _____
Employer:	Employer's Telephone No. ()
Address:	Supervisor's Name:
City and State/Zip:	Starting Date: Leaving Date:
Indicate the approximate number of hours worked each week: _____	Check One: Full Time _____ Part Time _____

**TEXAS AIR CONDITIONING CONTRACTORS LICENSE APPLICATION ATTACHMENT:
EXPERIENCE VERIFICATION FORM**

This form should be completed by a person qualified to verify air conditioning and refrigeration experience for the applicant. This form SHOULD NOT be completed by the applicant.

NAME OF APPLICANT: _____ SOCIAL SECURITY NUMBER _____

NAME OF BUSINESS WHERE EXPERIENCE WAS ACQUIRED: _____

NAME OF PERSON VERIFYING EXPERIENCE: _____ TELEPHONE: (____) _____

YES NO Are you a licensed Air Conditioning and Refrigeration Contractor?
If so, what is your license number _____

WAS APPLICANT: AN EMPLOYEE A SUBCONTRACTOR

WHAT WAS OR IS YOUR RELATIONSHIP TO THE APPLICANT?

Employer Supervisor Co-worker Other _____

FIRST DATE OF APPLICANT'S EMPLOYMENT: _____

LAST DATE OF APPLICANT'S EMPLOYMENT: _____

EMPLOYMENT OR SUBCONTRACTOR STATUS: FULL TIME PART TIME
_____ #OF HOURS WORKED EACH WEEK

**DESCRIBE IN SPECIFIC DETAIL THE AIR CONDITIONING AND REFRIGERATION JOB DUTIES PERFORMED BY THE APPLICANT.
THE JOB DESCRIPTION MUST SPECIFY PRACTICAL EXPERIENCE WITH THE TOOLS OF THE TRADE.**

IF THIS INFORMATION IS NOT COMPLETE, IT WILL BE RETURNED.

BY SIGNING THIS FORM, I CERTIFY THAT THE INFORMATION ON THIS FORM IS TRUE AND CORRECT.

Signature

Date



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157

1-800-803-9202 - (512) 463-6599 - FAX (512) 475-2871

www.license.state.tx.us - CS.Air.Conditioning@license.state.tx.us

AIR CONDITIONING / REFRIGERATION CONTRACTOR LICENSE APPLICATION INSTRUCTIONS

This application must be completed to become an Air Conditioning and Refrigeration Contractor to perform air conditioning and/or refrigeration contracting pursuant to Occupations Code, Chapter 1302, Title 8.

This completed application is required prior to scheduling your Texas examination. If your application is approved, we will notify the exam provider (PSI) and they will send you a postcard to proceed with scheduling your examination. The exam fee will be paid directly to PSI.

1. Provide your full name and any other names you may have used.
2. Date of Birth (MM/DD/YYYY).
3. Indicate your Gender.
4. Provide your social security number.
Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.
5. Business Information
List the Federal ID Number for the business.
(Information regarding the Federal/Employer ID # may be obtained through the following website at:
<http://www.irs.gov/businesses>)
NOTE: You may leave this area blank if you are not sure where you will be working after you pass the examination.

List all business names.
The first address must be the physical address of the location in which you work or where you will be working.
The second address can be a mailing address and a Post Office Box may be used.
6. Applicant's Mailing Address
This is your mailing address to which the Department will send all correspondence and a Post Office Box may be used.
7. If you have ever been convicted of a misdemeanor or felony, answer this question YES and attach a completed Criminal History questionnaire. You may obtain this form on the TDLR website shown above. It is advisable to disclose all convictions other than minor traffic violations (for example: speeding, running a stop sign, or driving without a current inspection).
8. If you have ever had a business license revoked, suspended, probated or denied in any state, you must answer this question YES and attach a completed Disciplinary Action Questionnaire. You may obtain this form at the TDLR website shown above.
9. Check the class and endorsement in which you seek licensure.
 - * An Environmental Air Conditioning endorsement entitles the license holder to engage in air conditioning and refrigeration contracting for environmental air conditioning within the class of license held.
 - * A Commercial Refrigeration and Process Cooling or Heating endorsement entitles the license holder to engage in air conditioning and refrigeration contracting for commercial refrigeration and process cooling or heating within the class of license held.
 - * A Class A license entitles the license holder to engage in each type of air conditioning and refrigeration contracting that is endorsed on the license in relation to a system, a product, or equipment of any size or capacity.
 - * A Class B license entitles the license holder to engage in each type of air conditioning and refrigeration contracting that is endorsed on the license in relation to a system, a product, or equipment of not more than: (1) 25 tons cooling capacity; or (2) 1.5 million British thermal units per hour output heating capacity.

AIR CONDITIONING / REFRIGERATION CONTRACTOR LICENSE APPLICATION INSTRUCTIONS

10. *Submitted on or before October 31, 2012*
The Employment History of the application should be thoroughly completed. This should indicate at least 36 months of practical experience with the tools of the trade in the preceding 5 years.
11. *Submitted on or before October 31, 2012*
Attach Experience Verification Form(s).
This form should be thoroughly completed by a person qualified to verify air conditioning and refrigeration experience for the applicant, and **NOT** be completed by the applicant.
If you are self-employed, documented proof is required. Documented proof consists of copies of: service orders, contracts, invoices, or letters from customers. This information should include dates, type of work performed, and names of customers.
12. *Submitted on or before October 31, 2012*
Transcripts are required if you are using credit for air conditioning and refrigeration experience to fulfill up to two years of the required 36 months of practical experience with the tools of the trade. The transcript/diploma should show a degree in air conditioning engineering, refrigeration engineering, or mechanical engineering. The degree or diploma must be from an institution of higher education and the institution's program must be approved by the Texas Board of Professional Engineers for the purpose of licensing engineers. (Verifiable documentation is required.)
13. If you are applying by reciprocity, you must submit the following: completed application, license application fee, a letter of good standing from the reciprocal state, a copy of the license, and a certificate of insurance.
Texas reciprocates with:
South Carolina - <http://www.contractors-license.org/sc/sc.htm> and Georgia - <http://www.sos.state.ga.us/plb/>
14. Fee: The license application fee is \$115. Make one check or money order for the total amount payable to the Texas Department of Licensing and Regulation. Mail fees and paperwork to: TDLR, P.O. Box 12157, Austin, TX 78711.
Do not send exam fees to TDLR. The exam fees will be paid directly to PSI.
15. Sign and date the application.

NOTE: The experience and pre-education requirements will be changing effective November 1, 2012. All applications submitted on or before October 31, 2012 must meet the requirements as shown above by numbers 10 - 12.