

**GEORGIA STATE CONSTRUCTION INDUSTRY LICENSING BOARD
DIVISION OF CONDITIONED AIR CONTRACTORS**

237 Coliseum Drive
Macon, Georgia 31217

(478) 207-2440 [Telephone] (866) 888-9718 [Fax] www.sos.ga.gov/plb/construct/ca

**CONDITIONED AIR CONTRACTORS FOR RECENTLY DISCHARGED VETERANS
STATEWIDE LICENSES
•••GENERAL INFORMATION and CHECKLIST•••**

A COMPLETE APPLICATION PACKET (Mailed to you or printed from the Web site) includes:

Application for License Form
List of Approved Course Providers for Heat Loss/Gain & Duct Design
List of Reference Books You May Bring to the Examination & bookstores that carry them
Examination Review Course providers
Excerpts from Georgia Construction Industry Licensing Boards Laws and Rules

The examination is given by Applied Measurement Professionals. You can get information on examinations at <http://www.goamp.com>

Do not register for an exam until you have received an approval notice from the Board!

Detach and keep these instructions for your records

Read the instructions carefully and be familiar with the laws and rules governing the practice of conditioned air contracting in the State of Georgia. Visit the following web site for information: <http://www.sos.ga.gov/plb/construct/ca>. (See O.C.G.A.§43-14-2 for definitions).

- Conditioned Air Contractor licenses are required of person who contract to install, repair, or service conditioned air systems or equipment. Conditioned air equipment means heating and air conditioning equipment covered under state codes.
- Statewide Class I Conditioned Air Contractor licenses are restricted to systems or equipment not exceeding 175,000 BTU of heating or five tons of cooling.

To check the status of your application, visit www.sos.ga.gov/plb/construct/ca by clicking on “check application status” from the online services tab.

Application Checklist

Please use this checklist to ensure that you submit a COMPLETE application. This checklist is for your use and does not need to be sent with your application!

The **\$30.00 non-refundable** application fee payable to **Georgia Construction Industry Licensing Board** must be included with this application.

The Board cannot process incomplete applications. If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board. Please review this application before you submit it to ensure that all information and documentation is complete and correct. Incomplete applications result in delayed processing. Incomplete applications are void after one year.

- E-MAIL ADDRESS:** Acknowledgement of your application will be sent by e-mail. Also, if further information is needed, e-mail is the most efficient way for Board staff to contact you so that your application can be processed in the most efficient manner. Your e-mail address will not be shared with any third party
- NOTARIZED APPLICATION:** The correctly completed and notarized application must be mailed to the Board’s office at the address listed above, along with your fee.
- You must meet one of the following criteria:**
 - (a) Army - Utilities Equipment Repairer MOS 91 C (rank E4 or above)
 - (b) Marine Corps - Refrigeration & AC Technician MOS 1161 Rank Pvt-GySgt
 - (c) Navy - Refrigeration & AC Technician NEC UT (6104) Rank E5 or Above Shore Based NEC MM (4291) Rank E4-E9
 - (d) Air Force - HVAC & AC Technician AFSC 3EIX1 (rank E5 or above) 5-7 Skill Level Qualified
- All examination applicants** must include a copy of a certificate of a Board approved heat loss & gain & duct design course from a board approved provider OR show they have completed ACT107 on a school transcript from a Georgia vocational/technical school. **See separate list of course providers.**
- Applicants** must submit a copy of their EPA card showing Type II or higher certification.
- Education** – Please review Rule 121-2-.03(4). If you have completed a diploma or certificate program through a Georgia vocational or technical school, submit a transcript. Diplomas or certificates from out of state schools will need to submit

additional documentation that course requirements meet the board rule for heat loss/gain and duct design.

- PERSONAL HISTORY:** All questions must be answered.
Education: Submit only a transcript showing you have completed a vocational/technical school program in Engineering Technology or related conditioned air field.
No other education is accepted nor should it be submitted.
- Applicants must submit a nationwide criminal background check with an application. This can be obtained by going to your local law enforcement office or through a private background check agency.** If you answer “yes” on the conviction question, you must also submit the requested certified documentation.
- Letter of Recommendation** from Commander or Designated Representative
- Letter** from Training Non-Commissioned Officer or Training Manager Form C

- Required Documentation:**
 - (a) DD 214 (All Veterans)
 - (b) NGB Form 22 (Retired National Guardsmen)
 - (c) DD 2586
 - (d) 1059 from Appropriate Schools (Army)

After the board review, you will receive either an approval or denial letter. It is your responsibility to register with the testing administrator. Please read their instructions carefully.

If you receive a denial letter, any supplemental information you submit will be reviewed at the next regularly scheduled board meeting. (No exceptions.) You do not have to submit a new application and fee; only the information the board is requesting.

Make a copy for yourself of everything you are submitting for your application!

Do not send this page with your application!

STATE CONSTRUCTION INDUSTRY LICENSING BOARD CONDITIONED AIR COURSE INFORMATION

Board Rules require all applicants for conditioned air to complete an approved course in heat loss and gain and duct design covering Manuals J & D when submitting an application. In addition, applicants for the non-restricted license must complete a course that covers Manuals Q & N or the Carrier Design Manual. The air conditioning technology course ACT107 offered by all the Georgia Vocational and Technical Schools and Colleges meets the requirements of Board Rule 121-2-.03. You must submit a copy of your transcript which shows that you have completed the course.

The following agencies have submitted information to the board describing courses that meet the board requirements. Before enrolling in a private course be sure that it meets the requirements of Board Rule 121-2-.03.

To obtain information on the courses

Contact your local state technical institute. For locations contact: Ga. Department of Technical & Adult Education (404) 679-1600 or www.dtae.org or;

Contact the following approved providers/agencies

Hugh Cole – Cole Training
1908 Lamp Post Lane
Lawrenceville, GA 30043
770-513-1487
Class 1&2

Denny Varnadoe
D & M HVAC Consultants, Inc.
116 Brighton Circle
Brunswick, GA 31525
912-267-0086
Email: varnadoed@bellsouth.net
Class 1 & 2

Gary Konrath
2625 Piedmont Rd., #56-224
Atlanta GA 30324
770-235-3420
501-635-3420
www.GeorgiaLicenseExam.com
email: Gary
Konrath@GeorgiaLicenseExam.com
Class 1&2

Ralph Duncan
Code Connection
145 Bay Drive
Newnan, GA 30263
770-502-0344
Class 1

William L. Decker
C/o Dealers Supply Co.
82 Kennedy Dr.
P.O. Box 1708
Forest Park Ga 30298
404-361-6800
Class 1

The Construction Code Academy
Attn: David Bledsoe
4401 Yorkshire Ct.
Loganville GA 30052
770-554-0575
web: HomeInspectionsByHHI.com
e-mail: williambledsoe@msn.com
Class 1

The GA Trane Companies
Dustin Vance
2677 Buford Hwy., N.E.
Atlanta, GA 30324
404-836-2781
Fax: 404-636-5204
www.trane.com/commerical/training
Class 1 & 2

Georgia Power Co.
Attn: Darrell Howell
1098 Milledgeville Rd
Milledgeville GA 31061
706-484-2727, Ext. 310
Manual J

Brian Sutton
150 Eldridge Lane
Douglas GA 31533
912-381-3463
e-mail: bsutton255@yahoo.com
Class 1

Do not send this page with your application!

FOR BOARD USE ONLY

Amount Submitted _____

Date _____

Receipt number _____



FOR BOARD USE ONLY

License no. _____

Date Issued _____

Applicant No. _____

GEORGIA CONSTRUCTION INDUSTRY LICENSING BOARD
 237 Coliseum Drive • Macon, Georgia 31217 • (478) 207-2440
www.sos.ga.gov/plb/construct/ca

**APPLICATION FOR CONDITIONED AIR CONTRACTOR
 FOR RECENTLY DISCHARGED VETERANS**

Application Fee \$30.00 (non-refundable)
 In the form of a money order, or company or personal check

License Type: Conditioned Air Class I

Method Obtained by:
 Applicant is applying for above referenced license by:
 () Examination

Name _____
 First Middle Last Suffix

_____-_____-_____/_____/_____
Social Security Number (used for tracking purposes only) **Date of Birth**

Physical Address _____
P.O. Box not acceptable Number and Street Apt. No City/State Zip

Mailing Address _____
 (if different) P.O. Box OR Number and Street Apt. No City/State Zip

 Daytime Telephone Number Business or Cell phone Number

E-mail address: _____

PART I – PERSONAL HISTORY

Have you ever held a Conditioned Air license? No Yes **If yes, you must attach required documentation.**
Type of license held: Class I Class II **State board that issued license** _____.

Have you ever had a license revoked, suspended, or otherwise sanctioned by any board or agency, or have you ever been denied issuance of or, pursuant to disciplinary proceedings, refused renewal of a license by any board or agency in Georgia or other state?
 No Yes If yes, explain _____

Have you: (1) been convicted of a misdemeanor (other than minor traffic violation) within the past five years; (2) ever been convicted of or entered a plea of guilty, nolo contendere, or under "First Offender Act" on a felony. No (Attach background check)
 Yes If you answered "Yes", you must submit to the Board the following: a) a copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. Your application will not be processed until this information is received and reviewed by the Board.

PART II – CERTIFICATION

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

- 1) _____ I am a United States citizen. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the Board's website.**
- 2) _____ I am not a United States citizen, but I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

Executed in _____ (city), _____ (state). _____
Signature of Applicant Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF _____, 20____
NOTARY PUBLIC My Commission Expires: _____



OFFICE OF SECRETARY OF STATE
PROFESSIONAL LICENSING BOARDS DIVISION
237 Coliseum Drive
Macon, Georgia 31217
(478) 207-2440

CONSENT FORM

I hereby authorize the Construction Industry Licensing Boards (“Board”) to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (Print)

Physical Address (P.O. Boxes NOT Accepted)

Sex

Race

Date of Birth

Social Security Number

One of the following must be checked:

- This authorization is valid for 90/180/___ (circle one) days from date of signature.
- I, _____ give consent to the Board to perform periodic criminal history background checks for the duration of my licensure with this state.

Signature of Applicant

Date

Special licensure provisions (check if applicable):

- ____ Working with mentally disabled
____ Working with elder care
____ Working with children

LETTER OF REFERENCE FOR TRAINING NON COMMISSIONED OFFICER OF TRAINING MANAGER
(Please complete and return directly to applicant)

TO BE COMPLETED BY APPLICANT:

From: Training Non Commissioned Officer Training Manager

Reference Relating to: _____
(Please print name of individual)

Address of Applicant: _____

TO BE COMPLETED BY FOR TRAINING NON COMMISSIONED OFFICER OR TRAINING MANAGER AND RETURNED DIRECTLY TO APPLICANT:

The above named individual is applying for a Conditioned Air Contractor's license in the State of Georgia. Please assist the applicant and the Board by furnishing the following information in detail.

1. Is the above information supplied by applicant correct:
 Yes No, Explain: _____
2. How long have you known the applicant? _____
3. Were you satisfied with the applicant's overall performance and completion of the project(s)?
 Yes No, Explain: _____
4. What is your opinion of the Conditioned Air Contractor abilities, skills, and knowledge of the applicant regarding each project?
5. Do you recommend a state license as a Conditioned Air Contractor be granted to the above applicant? Yes
 No, Explain: _____
6. Please mention any other comments you would like to include regarding the applicant's abilities, skills, knowledge, and integrity.

(Printed Name)

(Signature)

Date: _____

Sworn to before me this _____ day of _____, year _____.

Notary Public

My Commission Expires: _____

(Seal)

APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.

Name _____

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

_____ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____ A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____ A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

_____ A driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____ A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____ A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

_____ In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]