



## TEXAS DEPARTMENT OF LICENSING AND REGULATION

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

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www.license.state.tx.us - customer.service@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>)  
  
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.
10. 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.

(This form consists of two pages.)

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11. 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. 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 experience.

13. 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.

14. Sign and date the application.