



CONSTRUCTION INDUSTRIES BOARD

2401 NW 23rd, Suite 2F
OKLAHOMA CITY, OK 73107
PH: (405) 521-6550 or Toll Free (877) 484-4424
Web site: www.ok.gov/cib

MECHANICAL ENDORSED APPRENTICE LIMITED HVAC INFORMATION

FEES – MUST ACCOMPANY APPLICATION:

Make remittance payable to the **CONSTRUCTION INDUSTRIES BOARD (CIB)**

Endorsed Apprentice **\$25.00** (Registration fee \$20.00 + Application fee \$5.00= total **\$25.00**)

REQUIREMENTS:

Registered apprentices interested in sitting for the journeyman examination for the HVAC limited category may apply for approval to sit for examination by meeting the following requirements:

- (1) The applicant must be at least seventeen (17) years of age.
- (2) The applicant must be a registered apprentice.
- (3) The applicant must have completed a formal educational program approved by the Committee consisting of one thousand (1,000) or more hours, from a school approved by the Committee.
- (4) The applicant must present transcripts, a vocational diploma or certificate of completion from the approved school per OAC 158:50-9.
- (5) The applicant must submit a completed endorsed apprentice application form, all required supporting documentation, the apprentice application fee to the Construction Industries Board. An endorsed apprentice is a registered apprentice who met the qualifications pursuant to OAC 158:50-9-5(i) to sit for the journeyman examination in the HVAC limited category and received a passing score on the examination, but who is working to complete the required one (1) year of verifiable experience as a registered apprentice prior to being issued the journeyman license.
- (6) If the endorsed apprentice completes the one (1) year of verifiable experience within three (3) years of the date the endorsed apprentice received a passing score on the journeyman examination in the HVAC limited category, and if the endorsed apprentice is at least eighteen (18) years of age, the endorsed apprentice may apply for a journeyman license in the HVAC limited category without further journeyman examination by submitting a completed journeyman license application form, all required supporting documentation, the journeyman application fee and the initial journeyman license fee as set forth in OAC 158:50-9-2.

EXAMINATION INFORMATION and MATERIAL FOR STUDY:

All applicants are required to pass the journeyman examination in the HVAC Limited category to gain an Endorsed Apprentice Registration.

Once the Construction Industries Board receives your application and remittance, it will be reviewed for approval. Once approved you will receive a letter stating your application has been approved and your information will be forwarded to our national testing provider PSI for testing. **You are responsible for contacting PSI to schedule an appointment to take the exam** by calling 800-733-9267 or via the internet at www.psiexams.com. Contact PSI for study materials, testing sites, testing fees and testing dates or download the Candidate Information Bulletin from their website.

Any applicant initially failing to pass the examination shall not be permitted to take another examination for a period of thirty (30) days. Any applicant subsequently failing to pass the examination shall not be permitted to take another examination for a period of ninety (90) days.

Construction Industries Board
2401 N.W. 23rd Street, Suite 2F
Oklahoma City, OK 73107
Telephone: (405) 521-6550

Do Not Mark in This Section File# _____

Approved by _____ Date ____/____/____

APPLICATION FOR ENDORSED APPRENTICE MECHANICAL HVACR JOURNEYMAN
LIMITED EXAMINATION

Registration Fee Must Accompany Application

Make remittance payable to the **CONSTRUCTION INDUSTRIES BOARD (CIB)**
(Registration fee \$20.00 + Application fee \$5.00= total **\$25.00**)

Type or print in ink

1. NAME _____
First Middle Last

2. MAILING ADDRESS _____
Street City State Zip

PHYSICAL ADDRESS _____
Street City State Zip

3. TELEPHONE: () _____ () _____ () _____ BIRTHDATE: ____/____/____
Residence Business Cell Phone

4. EMAIL: _____ SSN Required: _____

5. EDUCATION (Attach copy of a transcript from colleges, universities, or trade school approved by the Committee of Mechanical Examiners per OAC 158:50-9-1(b) (3))

Application will not be reviewed without transcript

6. I agree to read the Mechanical Licensing Act & Industry Regulations and will comply with them. (*Check box*)

I certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct.

7. **Applicant's Signature** _____ **Date:** ____/____/____
Sign before Notary

This section to be filled out by Notary only

State of _____ County of _____

Subscribed and sworn to or affirmed before me this ____ day of _____, 20____, by _____
[Applicant's Name – Please Print]

My Commission Expires: _____
[Signature of Notary]

My Commission Number: _____ (Notary Seal)

Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Construction Industries Board are required, by the provisions of 56 O.S. § 71, to provide the Board with verification of lawful presence in the United States by executing the Affidavit shown below before a notary public or other officer authorized to notarize affidavits under State law. The Board's licensing office is staffed with notaries who are available to provide notary service at no cost to Applicants.

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

Affidavit of

_____)
[Applicant's Full Name]) ss:
STATE OF OKLAHOMA)
COUNTY OF _____)

I _____, of lawful age, being first duly sworn, upon oath state, under penalty
[Applicant's Full Name]
of perjury, as follows:

Please check the appropriate box:

Option 1: I am a United States Citizen.

Option 2: I am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States. *For this Option, a copy of a valid immigration document which reflects the applicant's "A" number or "I-94" number must accompany this Affidavit.*

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this _____ day of _____, 20____, by

[Applicant's Name – Please Print]

[Signature of Notary]

My Commission Expires: _____

My Commission Number: _____

(Notary Seal)