



IDAHO DIVISION OF BUILDING SAFETY

HVAC Exams

Information Bulletin

**Idaho Division of Building Safety
1090 East Watertower Street, Suite 150
Meridian, ID 83642
(800) 955-3044**

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General Testing Information

This sheet is to provide you with information on how to schedule and take your license exam.

Prior to scheduling a test, you must first contact the Division of Building Safety and complete an application to test and pay fees. You can access an application online at <http://dbs.idaho.gov>.

All applications must be submitted to the:

Division of Building Safety
1090 E Watertower Street, Ste 150
Meridian, ID 83642

Application & Scheduling Process

Once you have been approved to take an exam you will need to **Schedule and Pay** for the exam. An applicant has one year from acceptance to schedule and take the appropriate exam.

How and Where to Take Your Test

The exam will be done on a computer at one (1) of the three (3) regional offices, located at:

Meridian Office
1090 E. Watertower St., Ste. 150
Meridian, ID 83642
Office Hours: M-F 8:00 – 5:00 (MST)

Coeur d' Alene Office
1250 Ironwood Dr., Ste. 220
Coeur d' Alene, ID 83814
Office Hours: M-F 8:00 – 5:00 (PST)

Pocatello Office
2055 Garrett Way
Building 1, Ste. 4
Pocatello, ID 83201
Office Hours: M-F 8:00 – 5:00 (MST)

What it Costs

The cost of your exam will be seventy-five dollars (\$75). This fee is non-refundable.

Scheduling the Exam

To schedule call (800) 955-3044 at least two (2) business days prior to the date you would like to test. There are limited seats available for each test and you may not receive your initial choice.

You will pay your exam fees when you call to schedule your exam and make payment using one of the following payment methods:

- MasterCard, Visa, Discover, and American Express (3% non-refundable fee if paying by debit/credit card)
- Check or Cash (Exam will be scheduled when payment is received at a DBS location)

Examinees must know and understand the standards listed in this bulletin. By scheduling, you agree to adhere to these standards.

Rescheduling an Exam

If you have to reschedule your exam, you may do so by contacting the Division of Building Safety. The following are the steps you must follow for rescheduling your exam.

- You must reschedule at least two (2) business days prior to your appointment.
- If you call at least two (2) days prior to your appointment, you may reschedule at no cost, otherwise you will lose your exam fees.
- If you fail to attend your scheduled appointment, you will forfeit your test fees and will be required to reschedule and pay the exam fee.

Special Testing Accommodations

The Division of Building Safety complies with the provisions of the Americans with Disabilities Act (ADA). If you require special accommodations contact the Division for an accommodation request form or access online at: http://dbs.idaho.gov/licenses/exam_info/Guide_Req_Special_Accom.pdf

Check-In

Plan to arrive at your appointed time so that you are able to be checked in and seated by the time the exam begins.

If you arrive late, and the exam has already begun, **YOU WILL BE TURNED AWAY** and will forfeit your exam fees.

What to Bring

Things you should bring to the testing site include the following:

- Identification (Government Issued Photo ID)

Forms of valid photo-bearing ID include:

- Driver's License
- Passport
- Military ID
- Approved references
 - A listing of approved references by test type is located at the end of this bulletin. Code books for the exam **ARE NOT** provided. You will need to bring your own book.

If you do not have a valid form of ID, or if the name on the ID does not match the name of the person scheduled to test, you will be turned away from the testing site and you will forfeit your testing fee.

NOTE: Cell phones or Electronic devices will not be allowed in the testing room.

Open Book Exam

The exams for the HVAC contractor's license are all open book, approved books are listed at the end of this bulletin.

Because of time constraints, you will not have time to look up all the answers. For those answers you must look up, you must be **VERY** familiar with the references to avoid wasting time searching for information. First impressions are often the most accurate, but you may change your answers if time allows.

Question Format

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Exam questions do not follow patterns (e.g., "the most common answer is "B"). Journeyman exams include one section of fill-in-the-blank questions.

There is a no penalty for guessing, so it is to your advantage to answer every question. Remember to base your answers on the approved references for each exam, not solely on long-time field practices.

Making Exam-Related Comments

A feedback button is available on every question during the exam. Please use this feature for every question you think is incorrect or is missing information. Please use this feature to comment and make sure to include why you are making the challenge. The Division of Building Safety will review each comment for merit and will determine if any changes to the test or the score of the applicant will occur. You will be notified within 15 days of the challenge if it resulted in any changes to your score.

To have the Division of Building Safety staff review challenges on specific exams (if you did not leave feedback during the exam), or any issues encountered during your exam, you must submit a Comment/Challenge form to the Division of Building Safety within 15 days of completing the exam. The form is available by request to the proctor following completion of your exam or at <http://dbs.idaho.gov>.

You will receive a response from the Division of Building Safety within 15 business days from receipt of the Comment/Challenge form; a request for staff review is based solely upon the most recent exam taken.

If you retake a failed exam on which you have submitted an appeal, you will forfeit your appeal opportunity for that exam attempt.

Testing Results

You will receive your exam results upon test completion.

Scoring

You will receive a letter stating your pass or fail score. The HVAC exams require 70 percent of the questions to be answered correctly to pass.

Failed Exams

An applicant receiving a grade of less than seventy percent (70%) may apply for reexamination upon payment of the exam fees.

Exam Scores Cancelled and Appeals

On rare occasions, circumstances may make exam scores invalid. The Division of Building Safety reserves the right to cancel or withhold any exam scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

1. Cheating, including but not limited to, giving or receiving help; using unauthorized notes, books, or papers; removing test materials or notes from the test center; or attempting to take an exam for someone else.

If any of the above occurs your exam will end and be resulted as a fail. You will have to reapply and pay all applicable fees.

2. Some scores may be rendered invalid because of circumstances beyond the applicant's control, such as faulty exam materials or mistiming. These situations will be investigated; and if the result is a cancellation of scores, the Division of Building Safety will arrange for a makeup examination.

3. The Division of Building Safety has implemented procedures to minimize the potential of negative conditions at the test site such as bad lighting, excessive noise, or uncomfortable temperatures. In the unlikely cases where such conditions may occur, the required passing score is not changed. If an applicant finds unfavorable conditions at the test site, we recommend the applicant immediately notify the proctor.
4. There may be times that scheduled exams may need to be changed or cancelled entirely. These are circumstances that are beyond DBS or the applicant's control (such as computer issues or power outage). In these cases, applicants will be rescheduled for the next available time slot at no additional charge.

Type of Exam

Idaho HVAC Contractor's Exam (4 hours)

Idaho HVAC Journeyman's Exam 2012 Code (4 hours)

Idaho HVAC Hearth Specialty Journeyman's Exam 2012 Code (3 hours)

Idaho HVAC Waste Oil Specialty Journeyman's Exam 2012 Code (2 hours)

Idaho HVAC Fuel Gas Piping Specialty Journeyman's Exam 2012 Code (2 hours)

Approved References

The following is a list of approved reference material. You will need to bring your own copies.

- 2017 Idaho HVAC Statutes and Rules (available online at <http://dbs.idaho.gov/> or at a DBS office)
- Division of Building Safety Contractor's Business and Law Reference Manual (available online at <http://dbs.idaho.gov/> or at a DBS office)
- 2012 International Mechanical Code
- 2012 International Fuel Gas Code

Subject Area	Journeyman (4 hours)	Hearth Specialty Journeyman (3 hours)	Waste Oil Heating Specialist (2 hours)	Fuel Gas Piping Specialty (2 hours)	Contractor (including Specialty) (4 hours)
<u>International Mechanical Code (IMC)</u>					
Chapter 1 - Scope and Administration	5	2	5		
Chapter 2 - Definitions	5	2	5		
Chapter 3 - General Regulations	9	5	5		
Chapter 4 - Ventilation	5				
Chapter 5 - Exhaust Systems	8				
Chapter 6 - Duct Systems	5	1			
Chapter 8 - Chimneys and Vents	5	9	10		
Chapter 9 - Specific Appliances	5	3			
Chapter 10 - Boilers, Water Heaters, Pressure Vessels	3		10		
Chapter 11 - Refrigeration	4				
Chapter 12 - Hydronic Piping	3				
Chapter 13 - Fuel Oil Piping and Storage	2		10		
Chapter 14 - Solar Systems	1				
<u>International Fuel Gas Code (IFGC)</u>					
Chapter 1 - Scope and Administration	1	2		5	
Chapter 2 - Definitions	2	2		5	
Chapter 3 - General Regulations	5	5		5	
Chapter 4 - Gas Piping Installations	7	10		15	
Chapter 5 - Chimneys and Vents	10	20			
Chapter 6 - Specific Appliances	4	5			
Chapter 7 - Gaseous Hydrogen Systems	1				
Sizing and Drawings	4	4		10	
<u>Idaho HVAC Statutes and Rules</u>	6	5	5	10	30
<u>Contractor's Business and Law Reference Manual</u>					80
	100	75	50	50	110