



STATE OF IDAHO DIVISION OF BUILDING SAFETY

1090 East Watertower Street, Suite 150

Meridian, Idaho 83642

Ph: 800-955-3044

Fax: 877-810-2840

dbs.idaho.gov

APPLICATION FOR HVAC SPECIALTY JOURNEYMAN LICENSE

All schooling and work experience must have been obtained per State requirements.

***YOU MUST PROVIDE A COPY OF LEGAL IDENTIFICATION (Driver's license, Passport, Military ID)**

In order to qualify for the Hearth Specialty Journeyman license an applicant must:

- Submit notarized documentation of a minimum of one (1) year of work experience within the scope of the specialty. The experience must be in compliance with the rules of the state in which the experience was obtained.
- Complete an approved training course with a minimum of 60 hours of education in fuel gas code and piping installation methods **OR** pass the Idaho Hearth exam.

In order to qualify for the Fuel Gas Piping Specialty Journeyman license an applicant must:

- Submit notarized documentation of a minimum of one (1) year of work experience within the scope of the specialty. The experience must be in compliance with the rules of the state in which the experience was obtained.
- Complete an approved training course with a minimum of 60 hours of education in fuel gas code and piping installation methods **OR** pass the Idaho Fuel Gas Piping exam.

In order to qualify for the Waste Oil Heating Specialty Journeyman license an applicant must:

- Submit notarized documentation of a minimum of one (1) year of work experience within the scope of the specialty. The experience must be in compliance with the rules of the state in which the experience was obtained.
- Successfully complete a waste oil burner manufacturer's certification course **OR** pass the Idaho Waste Oil Heating exam.

In order to qualify for the LP Limited Heating Specialty Journeyman license an applicant must:

- Submit notarized documentation of a minimum of two (2) years of work experience within the scope of the specialty. The experience must be in compliance with the rules of the state in which the experience was obtained.
- Complete an approved training course with a minimum of 120 hours of education in LP gas installation methods.

To register for any of the following training courses: **Hearth, Fuel Gas Piping, or LP Limited Heating Specialty** contact:

COLLEGE OF WESTERN IDAHO (Nampa, ID)

(208) 562-3000 or (208) 562-2072

OR

NORTHWEST HVAC/R ASSOCIATION & TRAINING CENTER (Spokane, WA)

(509)747-8810

All specialty journeyman applicants must:

- Submit a completed application (included).
- Pay the \$35 (non-refundable) application fee.

Upon application approval:

- A letter or exam information will be sent to the applicant.

Please Note: If the applicant does not complete the application process within one (1) year of applying, he/she must reapply.



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***Check the type of HVAC Specialty Journeyman license you are applying for:**

Hearth Specialty _____
Fuel Gas Piping Specialty _____

Waste Oil Heating Specialty _____
LP Limited Heating Specialty _____

PLEASE PRINT *REQUIRED FIELD

*Applicant's Legal Name: _____ *Date of Birth: _____

*Mailing Address: _____

*City: _____ *State: _____ *Zip Code: _____

*Social Security Number: _____

*Contact Phone Number(s): _____

*E-Mail Address: _____

(All future notifications will be done via email.)

*Are you currently licensed as an HVAC Specialty Journeyman in another jurisdiction? Yes _____ No _____

* State: _____ *License Number: _____ *Date Issued: _____

*Expires: _____

Please be advised that the DBS shall consider the address provided by the applicant on this form as the business address of record for the applicant, which is subject to public disclosure. Said address will be used as such for the purposes of all correspondence from the DBS with the license/registration holder, as well as for the purposes of the Idaho Public Records Act. By providing this business address and submitting this application the successful applicant is considered by the Division to have acknowledged that DBS may disclose the address as a public record, and the applicant provides his/her consent to do so. As the DBS will utilize the address provided on this form for any official correspondence with the license or registration holder, please be sure to provide an address that will be accurate for the duration of license or registration period.

I also hereby authorize the Idaho Division of Building Safety to release the last 4 (four) numbers of my Social Security Number for verification purposes.

I certify the information above is correct.

*Signature: _____ *Date: _____

*** THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC**

State Of _____

The above individual appeared before me this _____ day of _____, 20_____.

NOTARY SEAL:

Signature of Notary Public

Commission Expires: _____



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HVAC SPECIALTY WORK VERIFICATION FORM

(Please submit a separate form for each employer)

SELF-VERIFICATION WILL NOT BE ACCEPTED

Applicant's Legal Name: _____ License # if required: _____

Employer/Contractor: _____ License # if required: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____ Telephone Number: _____

Supervising HVAC Journeyman: _____ License Number: _____

Dates of Employment: _____

From: (month/day/year)

To: (month/day/year)

Total hours performing HVAC specialty work for this employer for the time period noted above: _____

Detailed Description of the type of work performed: _____

Are the above dates taken from payroll records: Yes No If No, please explain: _____

Were all jobs where the applicant worked inspected by a governmental authority: Yes No
(Governmental Authority example: State HVAC Inspector/City Inspector)

If No, please explain: _____

Was this work done in the State of Idaho? No _____ Yes _____ State _____
(If the work was performed in multiple States, a separate verification form is needed for each State. Listed license Number s must reflect the State in which the work was performed.)

Employer's Authorized Signature

Date

THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC

State Of _____

The above individual appeared before me this _____ day of _____, 20_____

NOTARY SEAL:

Signature of Notary Public

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DEFINITIONS OF HVAC SPECIALTY TYPES

HEARTH SPECIALTY LICENSE

Scope of work permitted: Install hearth appliances and the associated gas lines.

FUEL GAS PIPING SPECIALTY LICENSE

Scope of work permitted: Install fuel gas piping only and shall not make the final termination. Appliances and the associated gas piping, chimney, and vents shall be installed by others.

WASTE OIL HEATING SPECIALTY LICENSE

Scope of work permitted: Install non-duct connected waste oil heaters. Waste oil heating specialty journeymen are limited to the maintenance, installation, and repair of the equipment, controls, and piping directly associated with the waste oil heater, tank, and burner only. Any plumbing, electrical, ducting, venting, or associated equipment beyond the waste oil heater, tank, and burner shall be installed by others.

LP LIMITED HEATING SPECIALTY LICENSE

Scope of work permitted: Install, maintain, service and repair LP gas-fired appliances, LP fuel gas piping and related exhaust venting. This definition of specialty limited heating shall exclude boilers, hydronic systems, ducted forced air systems, ventilating and air conditioning systems, systems with a BTU input rating over 300,000, solid fuel and electric-fueled systems.