

DIVISION OF BUILDING SAFETY

IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEOCONFERENCE MEETING

MAY 9, 2018



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 01

Agenda

PRESENTER: Ted Sermon, Chairman

OBJECTIVE: Approve the May 9, 2018 Idaho HVAC Board meeting agenda.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Tentative Agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD VIDEOCONFERENCE MEETING

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello
dbs.idaho.gov – (208) 332-7137**

**Wednesday, May 9, 2018
9:30 a.m. – 12:30 p.m. (MDT)**

(Note: North Idaho - Meeting Commences @ 8:30 a.m. PDT)

-
- 9:30 a.m. CALL TO ORDER** – Ted Sermon, Chairman
- Roll Call & Introductions
 - Open Forum

CONSENT AGENDA

1. Approval of the May 9, 2018 Agenda – Ted Sermon
2. Approval of the March 14, 2018 Board Meeting Minutes – Ted Sermon

ACTION AGENDA

3. **PUBLIC HEARING** – Negotiated Rulemaking – Apprenticeship--2000 Hour Requirement – John Nielsen, Program Manager
4. **Idaho Code §54-5004(3) Idaho Ventilation and Air Conditioning Board, John Nielsen**

INFORMATIONAL AGENDA

(These items are for informational purposes only. Any action will be at the HVAC Board's discretion.)

5. Licensing Freedom Executive Order--Final Draft – Patrick J. Grace, Regional Manager
6. Continuing Education – John Nielsen
7. Update Codes – John Nielsen
8. Program Manager Report – John Nielsen

9. Compliance Program Report – Amy Kohler, Compliance Program Specialist

10. Administrator Report – Chris L. Jensen, Administrator

a. Financial Report

12:30 p.m. ADJOURN

For additional agenda information, refer to the packet, available one week prior to this meeting, at the DBS's central and regional offices and <https://dbs.idaho.gov/boards/hvacboard/hvacmeetings.html>.

All times, other than beginning, are approximate and scheduled according to Mountain Daylight Time (MDT), unless otherwise noted. Agenda items may shift depending on the Idaho HVAC Board's preference. 05/07/2018rb

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 02

Minutes

PRESENTER: Ted Sermon, Chairman

OBJECTIVE: Approve the March 14, 2018 Idaho HVAC Board meeting minutes.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft Minutes



**IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEOCONFERENCE MEETING**

Wednesday – March 14, 2018 – 9:30 a.m. (MDT)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d’Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello**

***DRAFT MINUTES OF THE MARCH 14, 2018 MEETING**

NOTE: The following report is not a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

Chairman Ted Sermon called the meeting to order at 9:30 a.m. (MDT)

Board Members Present:

Ted Sermon, Chairman
John Smith, Vice-Chairman
Bill Carter
Bill Hatch
Bill Vandegrift

DBS Staff Members Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
John Nielsen, HVAC Program Manager
Spencer Holm, Deputy Attorney General
Larry Jeffres, Regional Manager, Region 1
Patrick J. Grace, Regional Manager, Region 2
Jeff Egan, Regional Manager, Region 3
Chuck Knapp, Regional Supervisor, Region 1
Amy Kohler, Compliance Program Specialist
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to address.

◆ **Approval of the March 14, 2018 Agenda**

MOTION: Bill Carter made a motion to approve the agenda as presented. John Smith seconded. All in favor, motion carried.

◆ **Approval of the February 1, 2018 Meeting Minutes**

MOTION: Bill Carter made a motion to approve the minutes as written. John Smith seconded. All in favor, motion carried.

◆ **Career-Technical Education (CTE) Memorandum of Understanding (MOU)**

Wendi Secrist, Executive Director of Workforce Development Council, offered a final version of the MOU between CTE and DBS on setting qualifications and education standards for Idaho’s HVAC schools. Noted was a change on page one in the first bullet under *Roles and Responsibilities*. The word “HVAC” to replace “Electrical” as it pertains to the Board. When questioned, the Board and instructors can have a different process for placement tests outside of adopting the MOU.

MOTION: Bill Hatch made a motion to accept the MOU as written with the correction of “electrical” to “HVAC”. Bill Vandegrift seconded. All in favor, motion carried.

◆ **Licensing Freedom Executive Order--Update**

Patrick J. Grace, Regional Manager 2, provided three draft reports; HVAC Contractor and Specialty Contractor Licenses (Certificate of Competency), HVAC Journeyman and Specialty Journeyman Licenses (Certificate of Competency), and HVAC Apprentice and Specialty Apprentice Registration.

In the HVAC Journeyman and Specialty Journeyman Licenses (Certificate of Competency) report, Mr. Grace agreed to remove the recommendation to allow Idaho apprentices who have not completed the schooling requirements (4 years) to demonstrate they have performed double the amount of the work experience requirements (16,000 hours) similar to that of an out-of-state journeyman applicant. In addition, Chairman Sermon and Board Member Vandegrift expressed removing the recommendation to eliminate the HVAC journeyman and specialty journeyman license category, and establish a registered apprentice (worker) category with required continuing education (CE) over a designated period.

ACTION: Mr. Grace will remove recommendations from the HVAC Journeyman and Specialty Journeyman Licenses (Certificate of Competency) report.

The Chairman requested, and Regional Manager Grace agreed, to provide final drafts to the Board for review prior to submitting to the Governor’s office in June.

ACTION: Copies of the final draft reports will be provided to the Board at the May 2018 meeting.

ACTION: The topic *Licensing Freedom Executive Order--Update* will be placed on the May 2018 Board meeting agenda as an informational item.

◆ **Apprenticeship--2000 Hour Requirement**

In the packet is a proposed rule change on requirements apprentices must meet to receive up to one year of on-the-job experience toward their fourth year.

As requested at the February 2018 meeting, Tena Risley, Executive Director of Northwest HVAC/R Association & Training Center, stated in the last ten years less than a handful of apprentices have tested out in year three from her facility.

With approximately 30 students ready to test, Mike LaPray, HVAC Assistant Professor, College of Southern Idaho, asked there be a temporary rule until the proposed rule becomes effective.

The Board agreed the topic *Apprenticeship--2000 Hour Requirement* be brought as an action item to the May meeting.

ACTION: The topic *Apprenticeship--2000 Hour Requirement* will be placed on the May 2018 Board meeting agenda as an action item.

◆ **Continuing Education**

Currently, electrical journeymen and master electricians must complete 24 hours of CE every three-year license cycle. The 24 hours of instruction consists of eight hours of code update, eight hours of code-related, and eight hours of industry-related training.

Plumbing journeymen must complete eight hours of CE every three-year license cycle. Of the required eight hours, four hours must be plumbing code update-related and four hours industry-related training. Plumbing contractors must complete 16 hours of CE every three-year license cycle. Hours accrued by obtaining journeyman education may apply toward the requirement, whenever applicable.

The Chairman prefers the plumbing requirements; therefore, HVAC Program Manager Nielsen will bring a proposed rule change to the May meeting. In addition, Mr. Nielsen will send an email to plumbing contractors and journeymen informing them of the draft proposal for consideration at the 2020 legislative session.

ACTION: A draft proposal to be presented by the HVAC Program Manager at the May 2018 Board meeting.

ACTION: The topic *Continuing Education* will be placed on the May 2018 Board meeting agenda as an informational item.

◆ **Program Manager Report**

Legislation – Two rules passed; elimination of IDAPA 07.07.01.006(k) with regard to mechanical ventilation, and inspector qualifications. For mechanical ventilation, there will no longer be square inches of ductwork, and the 2015 International Residential Code is now the reference manual. The International Association of Plumbing and Mechanical Officials and International Code Council are the only entities DBS is aware of that certify inspectors.

There were two proposed statute changes. The CTE proposal passed for HVAC; however, the change for homeowner/commercial properties did not pass for HVAC or Plumbing.

Update Codes – Addressed were the different code years the building, electrical, and plumbing trades use. The Chairman suggested, and the HVAC Program Manager agreed, to send an e-mail to license holders inviting them to the May meeting. In addition, the Chairman requested the topic *Update Codes* be placed as an informational item on the agenda for the May meeting.

ACTION: The HVAC Program Manager will invite, via e-mail, license holders to the May 9, 2018 Board meeting.

ACTION: The topic *Update Codes* will be placed on the May 2018 Board meeting agenda as an informational item.

◆ **Compliance Program Report**

The Compliance Program is going well with very few Notice of Violations. Thanked was the industry for providing e-mails to DBS on unlicensed individuals advertising on various

websites. When questioned, the HVAC 1st Exam Report is included in the packet, and available on the Division's website.

◆ **Administrator Report**

Financial Report – Addressed was the Idaho HVAC Board Fund FY 2018 financial statement as of January 31, 2018.

Forecast – Intermountain Gas forecasts 9,000 gas line hook-ups in 2018. In 2017, there were approximately 8,000 hook-ups.

Budget – Approved was the budget for fiscal year 2019. The Division received six new inspector positions; however, no authorized funding for them.

Legislation – House Bill 547 is a contested item, and pertains to the elimination of amendments to the 2015 building codes. An amending order went before the Senate on March 13, 2018.

The educational exemption for high school students and home buildings passed both houses unopposed.

Representative Lance Clow pulled his backflow bill. The HVAC Program Manager will begin working on a new rule.

A bill passed with regard to the open meeting notices and agendas. This Board already identifies action items on agendas, as well as posts them on the Division's website. In addition, once a meeting begins, the only way to take a final action on an agenda item is if an emergency is declared and it necessitates action at the meeting.

◆ **Adjournment**

MOTION: John Smith made a motion to adjourn the meeting. Bill Carter seconded. All in favor, motion carried.

The meeting adjourned at 11:27 a.m. (MDT).

TED SERMON, CHAIRMAN
HEATING, VENTILATION AND
AIR CONDITIONING BOARD

CHRIS L. JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

These DRAFT minutes are subject to possible correction and final approval by the Idaho HVAC Board. 05/02/2018rb

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 03

Apprenticeship--2000 Hour Requirement

PRESENTER: John Nielsen, HVAC Program Manager

OBJECTIVE: Determine whether to begin the negotiated rulemaking process to change the rule based on a board decision in 2006 to give “full time” HVAC students 2,000 hours (or one year) toward their four-year OJT requirement.

ACTION: Informational

BACKGROUND: **February 2018** – The Board cannot override a rule; however, should it want to change the rule to meet the requirements from 2006, it needs to go through the negotiated rulemaking process. Since 2006, College of Southern Idaho and Northwest HVAC/R Association and Training Center have one-year apprenticeship courses. It was suggested the rule be changed to 2,000 hours for one year; creating a path for individuals to enter into the trade.

DBS will begin the negotiated rulemaking process to allow apprentices in a full-time one-year program with lab to earn one year of on-the-job training.

March 2018 – As requested at the February 2018 meeting, Tena Risley, Executive Director of Northwest HVAC/R Association & Training Center, stated in the last ten years less than a handful of apprentices have tested out in year three from her facility.

With approximately 30 students ready to test, Mike LaPray, HVAC Assistant Professor, College of Southern Idaho, asked there be a temporary rule until the proposed rule becomes effective.

ATTACHMENTS: Proposed Rule Change



01. Bond. Applicants shall provide a compliance bond in the amount of two thousand dollars (\$2,000). Any such bond is required to be effective for the duration of the contractor licensing period. (3-29-12)

02. Qualification. Applicants shall provide proof, satisfactory to the board, of having legally acted as an HVAC specialty journeyman for a period of not less than twenty-four (24) months. (3-16-04)

03. Examination. Applicants for certification as HVAC specialty contractors must successfully complete the examination designated by the board. (3-16-04)

023. HVAC JOURNEYMAN CERTIFICATES OF COMPETENCY: REQUIREMENTS.

01. Experience. Demonstrate, to the satisfaction of the board, a minimum of four (4) years' experience working in the trade, in compliance with the requirements of the state in which the applicant received his supervision, or as a registered HVAC apprentice making HVAC installations on the job under the supervision of a qualified HVAC journeyman. Notwithstanding the requirement that an apprentice demonstrate four (4) years of on-the-job experience, an apprentice who completes a board-approved, full-time HVAC training course, which consists of a minimum of eight-hundred (800) hours of combined class and laboratory time, may receive up to one (1) year of on-the-job experience toward the apprentice's fourth year. (X-XX-XX)

02. Education. Successfully complete any required apprenticeship training courses. (3-16-04)

03. Examination. Applicants for certification as HVAC journeymen must successfully complete the examination designated by the board. (3-16-04)

04. Out of State Journeyman Applications. (3-24-17)

a. Exhibition of a license issued by another recognized jurisdiction may be accepted as proof of meeting the experience and schooling requirements listed in Subsections 023.01 and 023.02 of these rules. An application for a journeyman certificate of competency from an individual previously licensed as a journeyman in another jurisdiction recognized by the Idaho HVAC Board shall include satisfactory proof of licensure in such jurisdiction. The applicant shall pay all applicable application and examination fees to the Division, and successfully complete the journeyman examination administered by the Division. (3-24-17)

b. An application for a journeyman certificate of competency from an individual who has never been previously licensed as a journeyman in a jurisdiction recognized by the Idaho HVAC Board shall include evidence that demonstrates that the applicant has four (4) years, defined as eight thousand (8,000) hours of HVAC work experience or a nature at least equivalent to that which a HVAC apprentice must perform in Idaho, as well as four (4) years of schooling equivalent to that which a HVAC apprentice must complete in Idaho. Alternatively, such an applicant may submit sufficient proof verifying eight (8) years, defined as a minimum of sixteen thousand (16,000) hours of HVAC work experience of a nature at least equivalent to that which a HVAC apprentice must perform in Idaho. Upon submission of sufficient proof of having completed such experience and schooling requirements, such applicant shall also pay all applicable application and examination fees to the Division, and successfully complete the journeyman examination administered by the Division. (3-24-17)

024. HVAC HEARTH SPECIALTY JOURNEYMAN CERTIFICATES OF COMPETENCY LIMITATIONS: REQUIREMENTS.

Certification as a hearth specialty journeyman entitles the holder to install hearth appliances and the associated gas lines. Hearth Specialty Journeymen are required to meet the experience requirement and either the education or examination requirement to receive a certificate of competency. (4-2-08)

01. Experience. Demonstrate, to the satisfaction of the board, a minimum of one (1) year experience working in the trade, in compliance with the requirements of the state in which the applicant received his supervision, or as a registered HVAC apprentice or registered HVAC specialty apprentice making HVAC installations on the job under the supervision of a qualified HVAC journeyman or qualified HVAC specialty journeyman. (4-11-06)

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 04 Idaho Code §54-5004(3) Idaho Ventilation and Air Conditioning Board

PRESENTER: John Nielsen, HVAC Program Manager

OBJECTIVE: Change the current statute (54-5004(3)) due to small number of people
who hold a specialty contractor license.

ACTION: Vote to accept or reject proposed change.

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Proposed Statute Change



§ 54-5004. Idaho heating, ventilation and air conditioning board

(1) The Idaho heating, ventilation and air conditioning board, referred to as the board, is hereby created and made part of the division of building safety. It shall be the responsibility and duty of the administrator of the division of building safety to administer and enforce the provisions of this chapter, and the board shall make, promulgate and publish such rules as may be necessary to carry out the provisions of this chapter. Except as may be limited or prohibited by law, such rules so made and promulgated shall have the force of statute.

(2) The board shall consist of seven (7) members appointed by the governor, who shall serve at the pleasure of the governor. All board members shall be appointed for a term of three (3) years. Whenever a vacancy occurs, the governor shall forthwith appoint a qualified person to fill the vacancy for the unexpired portion of the term. All members of the board shall be United States citizens, residents of this state for not less than two (2) years, and qualified by knowledge, integrity and experience to properly perform the functions of the board. All members of the board shall take, subscribe and file with the secretary of state an oath of office in the form, manner and time as prescribed by chapter 4, title 59, Idaho Code.

(3) Of the seven (7) board members, two (2) members shall be active HVAC contractors with not less than five (5) years' experience in the HVAC contracting business; one (1) member shall be a city official; one (1) member shall be a county official; one (1) member shall be a private sector mechanical engineer with experience in mechanical system design; one (1) member shall be a representative of the HVAC industry ~~an HVAC specialty contractor~~; and one (1) member shall be a

member of the general public with an interest in the rights of consumers of HVAC services.

(4) The board shall meet within thirty (30) days after the appointment of all its members and thereafter at such other times as may be expedient and necessary for the proper performance of its duties. At the board's first meeting, and every two (2) years thereafter, the members shall elect one (1) of their number to be chairman and one (1) of their number to be vice-chairman. A majority of the board shall constitute a quorum for the transaction of business and not less than two (2) quorum meetings shall be held each year. The board may delegate to any member, or its chairman or other employees, the power to make investigations and hold hearings at any place it may deem proper, and to report findings to it; and may delegate to its chairman and employees the performance of ministerial functions.

(5) Each member of the board shall be compensated as provided in section 59-509(n), Idaho Code.

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 05 Licensing Freedom Executive Order--Update

PRESENTER: Patrick Grace, DBS Regional Manager

OBJECTIVE: Review final report.

ACTION: Informational

BACKGROUND: February 1, 2018 – In May 2017, the Governor’s office implemented an executive order (E.O. 2017-06), which requires all state agencies that issue professional and occupational licenses to review their license requirements and procedures to determine whether such licenses are in the public interest. Specifically, each such agency must submit a report to the Governor’s office by July 1, 2018 with a determination as to whether such licenses are in the public’s interests, and recommendations, if any, for improvements, modifications, or elimination of licensure requirements.

March 2018 – In the HVAC Journeyman and Specialty Journeyman Licenses (Certificate of Competency) report, Mr. Grace agreed to remove the recommendation to allow Idaho apprentices who have not completed the schooling requirements (4 years) to demonstrate they have performed double the amount of the work experience requirements (16,000 hours) similar to that of an out-of-state journeyman applicant. In addition, Chairman Sermon and Board Member Vandegraft expressed removing the recommendation to eliminate the HVAC journeyman and specialty journeyman license category, and establish only a registered apprentice (worker) category with required continuing education over designated periods of time.

ATTACHMENTS: HVAC Contractor and Specialty Contractor Licenses (Certificate of Competency), HVAC Journeyman and Specialty Journeyman Licenses (Certificate of Competency), and HVAC Apprentice and Specialty Apprentice Registration Reports



Division of Building Safety and HVAC Board

HVAC Contractor & HVAC Specialty Contractor Licenses (Certificate of Competency)

Board/Commission Members: (7) members: Chairman – Ted Sermon, Vice Chairman – John Smith, Members – Bill Carter, Bill VanDeGrift, Randy Hart, Bill Hatch, and Geoffrey Oldenkamp <https://dbs.idaho.gov/boards/hvacboard/hvacmembers.html>

Board/Commission Composition: (7) members as follows: Two (2) members shall be active HVAC contractors with not less than five (5) years' experience in the HVAC contracting business; one (1) member shall be a city official; one (1) member shall be a county official; one (1) member shall be a private sector mechanical engineer with experience in mechanical system design; one (1) member shall be an HVAC specialty contractor; and one (1) member shall be a member of the general public with an interest in the rights of consumers of HVAC services.

Idaho Code §54-5004 - <https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5004/>

Summary

The information contained herein this report reflects the licensing details of HVAC contractors and HVAC specialty contractors over the period of time between January 1, 2017 to December 31, 2017 (calendar year 2017). As of January 2018, the Division of Building Safety (DBS) and HVAC board license approximately (916) HVAC contractors and (25) HVAC specialty contractors. Upon issuance, all such licenses (certificate of competencies) are valid for a period of three (3) years. Eight (8) industrial accounts are registered with the DBS which provide employers who employ HVAC maintenance and journeyman workers the ability to receive inspections for certain HVAC work on the premises of the employer. Industrial account holders are not licenses, but rather registered accounts that allow the employers exempt from licensure under I.C. §54-5002 to obtain permits and receive inspections of installations performed on their premises.

HVAC contractor licenses may be issued to individuals, and companies, corporations, or other legal entities. Additionally, various exceptions exist which allow individuals to perform HVAC in certain contexts without the need for a license (I.C. §54-5002). Only the DBS is authorized to grant and issue certificates of competency, and no local jurisdiction shall have the authority to require additional certification or registration or to require payment of any fees in order to engage in the heating, ventilation and air conditioning trade within the local jurisdiction (I.C. §54-5015).

A. Index of Statute, Rule, and Policy Requirements for Licensure and Renewal

HVAC Contractor & HVAC Specialty Contractor	
Issuance Requirements	<p>For contractors – submission of and application and payment of the application fees; possession of an active HVAC journeyman license in Idaho for 24 months; successful completion of the contractor exam (70%); proof of a compliance bond in the amount of \$2,000 or evidence of such coverage by a corporate industry group bond acceptable to the board – for the duration of the licensing period.</p> <p>I.C. §54-5003; §§54-5007 thru 5009</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/</p> <p>IDAPA 07.07.01 §§013; 020-021</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty contractors – submission of and application and payment of the application fees; possession of an active HVAC specialty journeyman license in Idaho for 24 months; successful completion of the specialty contractor exam (75%); proof of a compliance bond in the amount of \$2,000 or evidence of such coverage by a corporate industry group bond acceptable to the board.</p> <p>IDAPA 07.07.01 §§013; 020; and §022</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>
Statute I.C. §	<p>I.C. §§ 54-5001 thru 54-5024 - Installation of Heating, Ventilation, and Air Conditioning Systems</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/</p>
Rule IDAPA	<p>For Contractors and Specialty Contractors:</p> <p>IDAPA 07.07.01 - Rules Governing Installation of Heating, Ventilation, and Air Conditioning Systems, Division of Building Safety</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>

Division of Building Safety & HVAC Board – HVAC Contractor & Specialty Contractor Licenses

Policy	<p>DBS follows the governing statutes and rules. There are no applicable policies. https://dbs.idaho.gov/forms/hvac/</p>
Application	
<p>Time from Complete Application to Final Action</p>	<p>Range The timeframe range may be anywhere between a few days to 10 business days.</p> <p>Average On average, a valid & complete original application will take approximately 3-5 days to process. If items are missing (fees, bond documentation, etc.) then it may take as long as it takes for the applicant to submit such. Applications are left open by DBS for 1 year during which applicants have the time to submit required documentation.</p> <p>Open book exams may be scheduled on any day with 1-2 days advance notice, and taken at any one of three locations around the state.</p>
<p>Basis to Deny or Not Accept Application</p>	<p>For contractors - failure to submit an application and pay application fees; failure to possess an active HVAC license in Idaho for 24 months; failure to pass the contractor exam (75%); failure to provide proof of A compliance bond in the amount of \$2,000 or evidence of such coverage by a corporate industry group bond acceptable to the board</p> <p>I.C. §54-5003; §§54-5007 thru 5009 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/</p> <p>IDAPA 07.07.01 §§013; 020-021 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty contractors - failure to submit an application and pay application fees; failure to possess an active HVAC specialty journeyman license in Idaho for 24 months; failure to pass the specialty contractor exam (75%); failure to provide proof of a compliance bond in the amount of \$2,000 or evidence of such coverage by a corporate industry group bond acceptable to the board.</p> <p>IDAPA 07.07.01 §§013; 020; and §022 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>

Division of Building Safety & HVAC Board – HVAC Contractor & Specialty Contractor Licenses

<p>Basis to Refuse Renewal</p>	<p>For contractors - failure to submit a renewal application and pay the renewal license fee; failure to pay any outstanding civil penalties, permit, or other fees; or failure to maintain a bond in the amount of \$2,000 or evidence of other such coverage acceptable to the board.</p> <p>§§54-5012 & 5013 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5013/</p> <p>IDAPA 07.07.01 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty contractors - failure to submit a renewal application and pay the renewal license fees; failure to pay an outstanding civil penalties, permit, or other fees; failure to provide proof of a compliance bond in the amount of \$2,000 or evidence of other such coverage acceptable to the board.</p> <p>IDAPA 07.07.01 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For both contractor and specialty contractor licensees – failure to successfully complete an examination if the original license has expired for more than (1) year.</p> <p>I.C. §54-5013 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5013/</p>
<p>Fees</p>	<p>For both HVAC Contractor and Specialty Contractor licenses:</p> <p>\$35 application fee I.C. §54-5012</p> <p>\$225/3-year original license fee, and \$150/3-year renewal fee for both contractor and specialty contractor on a prorated basis (if applicable). Licenses may also be issued and renewed on an annual basis if desired by the applicant at a rate of \$75 for original and \$50 for renewal license.</p> <p>I.C. §54-5012 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5012/</p>

Division of Building Safety & HVAC Board – HVAC Contractor & Specialty Contractor Licenses

	<p>Examination Fee is \$75</p> <p>I.C. §67-2601A https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH26/SECT67-2601A/</p>
<p>Cost per applicant or licensee</p>	<p>Costs per license is the amount of the license fee, and the application administration fee</p>
<p>Renewal Requirements</p>	<p>For a contractor - Payment of the renewal fee; payment of any outstanding civil penalties, permit, or other fees; and proof of a bond in the amount of \$2,000 or evidence of other such coverage acceptable to the board.</p> <p>§§54-5012 & 5013 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5013/</p> <p>IDAPA 07.07.01 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty contractors - payment the application fees; payment of any outstanding civil penalties, permit, or other fees; and proof of a bond in the amount of \$2,000 or evidence of other such coverage acceptable to the board</p> <p>IDAPA 07.07.01 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For both contractor and specialty contractor licensees – successful completion of examination if the original license has expired for more than (1) years.</p> <p>I.C. §54-5013 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5013/</p>

Division of Building Safety & HVAC Board – HVAC Contractor & Specialty Contractor Licenses

B. Applications and Renewals Denied (1 January 2017 through 31 December 2017)

Refusal to Issue Initial License [Total Number: # 14]

	Application/ Identification Number	Number of Applicants	Statutory Authority	Factual Summary (optional)
1	Contractor Applications	13	I.C. 54-5001 thru 54-5024	Failure to meet one or more of the requirements for original licensure or renewal.
2	Specialty Contractor Applications	1	I.C. 54-5001 thru 54-5024	Failure to meet one or more of the requirements for original licensure or renewal.

Refusal to Renew License [Total Number: # X]

	License/ Identification Number	Number of Applicants	Statutory Basis	Factual Summary (optional)
1				The DBS system which tracks licensure applications does not differentiate between original or renewal licensure denial.

C. Disciplinary Actions (suggested past 5 years)

Case No	Date of Final Action	Action Taken	Statutory Basis	Factual Basis (optional)
	NONE			

Division of Building Safety & HVAC Board – HVAC Contractor & Specialty Contractor Licenses

D. Law, Rule, or Policy Changes or Attempted Changes in Last 5 Years to Eliminate Barriers to Entry

Session	Legislation or Rule	Summary
2018	HO482 (I.C. §54-5002) https://legislature.idaho.gov/sessioninfo/2018/legislation/HO482/	Clarifies that homeowners may perform HVAC installations on the entire premises of their residential property. (proposal was rejected by House Business Committee)

E. Assessment of Public Interest

[Provide an assessment or statement as to whether the licensure, or requirements relating thereto, are in the public interest, together with the reasons for such assessment or opinion. Executive Order 2.a.]

The Agency and Board believe that the HVAC contractor and specialty contractor license requirements serve the public interest in that it helps ensure that qualified persons who are appropriately bonded are offering to provide professional HVAC services to the public. Ensuring that each contractor is able to pass the contractor's exam, and that they employ qualified HVAC journeyman on staff helps to ensure that the consumer receives a proper HVAC installation in accordance with the adopted HVAC Mechanical and Fuel Gas Codes. It also helps ensure that installations are performed by a reputable business entity that may be subject to licensure discipline for misconduct such as fraud, gross incompetence, or willful violations of the HVAC statutes or rules.

F. Recommendations for Improvement, Modification, or Elimination of Requirements

The Division and Board make the following recommendations to eliminate barriers to entry into, or improvements to the HVAC profession:

- Extend from (1) year to (2) years the time in which an expired contractor license may be revived without the applicant having to successfully complete another contractor examination (§54-5013); or alternatively eliminate the requirement altogether regardless of the amount of time that has passed.

Division of Building Safety & HVAC Board – HVAC Contractor & Specialty Contractor Licenses

- Establish the ability for HVAC contractors and specialty contractors to renew their license in an inactive status if they are not actively engaged in the HVAC business.

G. Public Comments

The DBS and HVAC Board received **one** (1) comment through the DBS email/website regarding HVAC licenses. It was as follows:

- A former DBS employee indicated that he did not believe the HVAC inspection program focused on safety, but rather only revenue and thus should be eliminated. He expressed his unhappiness with how DBS runs the program.

Division of Building Safety and HVAC Board

HVAC Journeyman and Specialty Journeyman Licenses (Certificate of Competency)

Board/Commission Members: (7) members: Chairman – Ted Sermon, Vice Chairman – John Smith, Members – Bill Carter, Bill VanDeGrift, Randy Hart, Bill Hatch, and Geoffrey Oldenkamp. <https://dbs.idaho.gov/boards/hvacboard/hvacmembers.html>

Board/Commission Composition: (7) members as follows: Two (2) members shall be active HVAC contractors with not less than five (5) years' experience in the HVAC contracting business; one (1) member shall be a city official; one (1) member shall be a county official; one (1) member shall be a private sector mechanical engineer with experience in mechanical system design; one (1) member shall be an HVAC specialty contractor; and one (1) member shall be a member of the general public with an interest in the rights of consumers of HVAC services.

Idaho Code §54-5004 - <https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5004/>

Summary

The information contained herein this report reflects the licensing details of HVAC journeyman and HVAC specialty journeyman over the period of time between January 1, 2017 to December 31, 2017 (calendar year 2017). As of January 2018, the Division of Building Safety (DBS) and HVAC board license approximately (3148) HVAC journeymen and (47) HVAC specialty journeymen. Upon issuance, all such licenses (certificates of competency) are valid for a period of three (3) years.

HVAC journeyman licenses may only be directly issued to individuals, and not companies, corporations, or other legal entities. Additionally, various exceptions exist which allow individuals to perform HVAC in certain contexts without the need for a license (I.C. §54-5002). Only the DBS is authorized to grant and issue certificates of competency, and no local jurisdiction shall have the authority to require additional certification or registration or to require payment of any fees in order to engage in the heating, ventilation and air conditioning trade within the local jurisdiction (I.C. §54-5015).

Division of Building Safety & HVAC Board – HVAC Journeyman & Specialty Journeyman Licenses

A. Index of Statute, Rule, and Policy Requirements for Licensure and Renewal

	HVAC Journeyman & HVAC Specialty Journeyman
Issuance Requirements	<p>For journeyman: proof of age (18 years old); payment of the application fee; showing proof of 4 years' experience working in the trade as a registered apprentice; successful completion of apprentice training (school); show proof of employment with an HVAC contractor; successful completion of the journeyman exam (70%);</p> <p>I.C. §§54-5003</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5003/</p> <p>IDAPA 07.07.01 §023</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty journeyman – proof of age (18 years old); payment of the application fees; 1 year work experience as a registered apprentice or specialty apprentice under the supervision of a journeyman or specialty journeyman; completion of 60 hours of board approved training education; successful completion of specialty journeyman exam (70%);</p> <p>I.C. §§54-5003</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH26/</p> <p>IDAPA 07.07.01 §§024-028</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>Out of state journeyman applicants – payment of the application fee; exhibition of a license issued by another recognized jurisdiction may be accepted as proof of meeting the work experience requirements, and successful completion of the journeyman examination (70%)</p> <p>Out of state applicants from those who've never been previously licensed as a journeyman in a jurisdiction recognized by the Board shall include evidence that demonstrates the applicant has (4) four years of HVAC work experience of a nature equivalent</p>

Division of Building Safety & HVAC Board – HVAC Journeyman & Specialty Journeyman Licenses

	<p>to that which a HVAC apprentice must perform in Idaho, and (4) four years of schooling equivalent to that which an HVAC apprentice must complete in Idaho, OR the applicant may alternately submit verification of twice the amount of work experience - (8) eight years defined as a minimum of (16,000) sixteen thousand hours; and payment of the application fee.</p> <p>IDAPA 07.07.01 §§024-028</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>
<p>Statute I.C. §</p>	<p>I.C. §§ 54-5001 thru 54-5024 – Installation of Heating, Ventilation, and Air Conditioning Systems</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/</p>
<p>Rule IDAPA</p>	<p>For Journeyman and Specialty Journeyman:</p> <p>IDAPA 07.07.01 - Rules Governing Installation of Heating, Ventilation, and Air Conditioning Systems, Division of Building Safety</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>
<p>Policy</p>	<p>DBS follows the governing statutes and rules. There are no applicable policies.</p>
<p>Application</p>	<p>https://dbs.idaho.gov/forms/hvac/</p>
<p>Time from Complete Application to Final Action</p>	<p>Range The timeframe range may be anywhere between a few days to 10 business days.</p> <p>Average On average, a valid & complete original application will take approximately 3-5 days to process. If items are missing (fees, school/work documentation, etc.) then it may take as long as it takes for the applicant to submit such. Applications are left open by DBS for 1 year during which applicants have the time to submit required documentation.</p> <p>Open book exams may be scheduled on any day with 1-2 days advance notice, and taken at any one of three locations around the state.</p>

Division of Building Safety & HVAC Board – HVAC Journeyman & Specialty Journeyman Licenses

<p>Basis to Deny or Not Accept Application</p>	<p>For journeyman – failure to provide proof of age; failure to submit an application and pay application fees; failure to provide proof of completion of work experience requirements (4 years as a registered apprentice); failure to provide proof of completion of a board-approved apprentice training (4 years of school); failure to pass the journeyman exam (70%); or failure to provide proof of employment with a licensed HVAC contractor</p> <p>I.C. §54-5003</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5003/</p> <p>IDAPA 07.07.01 §023</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty journeyman - failure to provide proof of age; failure to submit an application and pay application fees; failure to provide proof of completion of work experience requirements (1 years as a registered apprentice or specialty apprentice) working under the supervision of a journeyman or specialty journeyman; failure to provide proof of completion of a board-approved specialty apprentice training (60 hours of school); failure to pass the specialty journeyman exam (70%); or failure to provide proof of employment with a licensed HVAC contractor or specialty HVAC contractor</p> <p>I.C. §§54-5003</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH26/</p> <p>IDAPA 07.07.01 §§024-028</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For out of state journeyman applicants from a recognized jurisdiction – failure to exhibit a journeyman license, or other proof of licensure from that jurisdiction; failure to submit an application and pay the fees, and failure to successfully complete the journeyman examination (70%).</p> <p>For out of state applicants from a non board-recognized jurisdiction – failure to provide proof of 4 years of experience and 4 years of school equivalent to what an Idaho apprentice must complete, or alternatively failure to provide proof of 16,000 hours</p>
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Division of Building Safety & HVAC Board – HVAC Journeyman & Specialty Journeyman Licenses

	<p>of work experience requirements for those coming from states where schooling is not offered; failure to submit an application and pay the fees, or failure to pass the examination (70%).</p> <p>IDAPA 07.07.01 §§023</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>
<p>Basis to Refuse Renewal</p>	<p>For journeyman - failure to submit a renewal application and pay the renewal license fee;</p> <p>§§54-5012 & 5013</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5013/</p> <p>IDAPA 07.07.01 §§013; and 023</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty journeyman - failure to submit a renewal application and pay the renewal license fee;</p> <p>§§54-5012 & 5013</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5013/</p> <p>IDAPA 07.07.01 §§024-028</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For both journeyman and specialty journeyman licensees – successful completion of examination if the original license has expired for more than (1) year.</p> <p>§54-5013</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5013/</p>
<p>Fees</p>	<p>For both HVAC Journeyman and Specialty Journeyman licenses:</p> <p>\$35 application fee I.C. §54-5012</p>

Division of Building Safety & HVAC Board – HVAC Journeyman & Specialty Journeyman Licenses

	<p>\$150 for 3-year original license fee, and \$75 for 3-year renewal fee for both contractor and specialty contractor on a prorated basis (if applicable). Licenses may also be issued and renewed on an annual basis if desired by the applicant at a rate of \$50 for original and \$25 for renewal license.</p> <p>I.C. §54-5012 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5012/</p> <p>Examination Fee is \$75</p> <p>I.C. §67-2601A https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH26/SECT67-2601A/</p>
<p>Cost per applicant or licensee</p>	<p>Costs per license is the amount of the license fee, and the application administration fee</p>
<p>Renewal Requirements</p>	<p>For journeyman – submission of a renewal application and payment of the renewal license fee.</p> <p>§§54-5012 & 5013 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5013/</p> <p>IDAPA 07.07.01 §§013; and 023 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty journeyman – submission of a renewal application and payment of the renewal license fee.</p> <p>§§54-5012 & 5013 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5013/</p> <p>IDAPA 07.07.01 §§024-028 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For both journeyman and specialty journeyman licensees – successful completion of examination if the original license has expired for more than (1) year.</p> <p>§54-5013 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5013/</p>

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B. Applications and Renewals Denied (1 January 2017 through 31 December 2017)

Refusal to Issue Initial License [Total Number: # 17]

	Application/ Identification Number	Number of Applicants	Statutory Authority	Factual Summary (optional)
1	Journeyman Applications	14	I.C. 54-5001 thru 54-5024	Failure to meet one or more of the requirements for original licensure or renewal.
2	Specialty Journeyman Applications	3	I.C. 54-5001 thru 54-5024	Failure to meet one or more of the requirements for original licensure or renewal.

Refusal to Renew License [Total Number: # X]

	License/ Identification Number	Statutory Basis	Factual Summary (optional)
1			The DBS system which tracks licensure applications does not differentiate between original or renewal licensure denial.

C. Disciplinary Actions (suggested past 5 years)

Division of Building Safety & HVAC Board – HVAC Journeyman & Specialty Journeyman Licenses

Case No	Date of Final Action	Action Taken	Statutory Basis	Factual Basis (optional)
	NONE			

D. Law, Rule, or Policy Changes or Attempted Changes in Last 5 Years to Eliminate Barriers to Entry

Session	Legislation or Rule	Summary
2018	HO482 (I.C. §54-5002) https://legislature.idaho.gov/sessioninfo/2018/legislation/H0482/	Clarifies that homeowners may perform HVAC installations on the entire premises of their residential property. (proposal was rejected by House Business Committee)
2017	IDAPA 07.07.01 §023 https://adminrules.idaho.gov/rules/current/07/0701.pdf	Allows an applicant for a journeyman license from out of state who did not go through schooling to submit 16000 hours of on-the-job work experience in lieu of school.

E. Assessment of Public Interest

[Provide an assessment or statement as to whether the licensure, or requirements relating thereto, are in the public interest, together with the reasons for such assessment or opinion. Executive Order 2.a.]

The Agency and Board believe that the HVAC journeyman, and specialty journeyman license requirements serve the public interest in that it helps ensure that qualified persons perform HVAC installations in the State of Idaho. It is believed that the health and safety of the public could be at risk if the state does not ensure that qualified individuals with demonstrated knowledge of the HVAC codes are performing such installations in the state. Unsafe HVAC installations can lead to loss of life or serious injury to the public, as well as damage to property and expenses. More specifically, such risks may include poor air quality, carbon dioxide poisoning, the improper exhausting or venting of hazardous materials into occupied spaces within structures, or other incorrect installations could be a legitimate consequence without a licensure and qualification program. While inspections of such installations are an important aspect of the safety program, they are not a substitute for a professionally qualified HVAC installer, particularly if installations are made without having secured an inspection permit - nor cost-effective if significant corrections are required due to unqualified practitioners.

Division of Building Safety & HVAC Board – HVAC Journeyman & Specialty Journeyman Licenses

F. Recommendations for Improvement, Modification, or Elimination of Requirements

The Division and Board make the following recommendations to eliminate barriers to entry into, or improvements to the HVAC profession:

- Extend from (1) year to (2) years the time in which an expired journeyman license may be revived without the applicant having to successfully complete another journeyman examination (§54-5013); or alternatively eliminate the requirement altogether regardless of the amount of time that has passed.
- Work with Idaho education providers to allow journeyman applicants who have practiced the HVAC trade for a specified period of time to “test out” of the schooling requirement, by successfully completing an equivalency examination that adequately tests the applicant’s knowledge of all four years of schooling.

G. Public Comments

The DBS and HVAC Board did not receive any public comment through the DBS email/website regarding HVAC journeyman or specialty journeyman licenses.

Division of Building Safety and HVAC Board

HVAC Apprentice and Specialty Apprentice Registration

Board/Commission Members: (7) members: Chairman – Ted Sermon, Vice Chairman – John Smith, Members – Bill Carter, Bill VanDeGrift, Randy Hart, Bill Hatch, and Geoffrey Oldenkamp. <https://dbs.idaho.gov/boards/hvacboard/hvacmembers.html>

Board/Commission Composition: (7) members as follows: Two (2) members shall be active HVAC contractors with not less than five (5) years' experience in the HVAC contracting business; one (1) member shall be a city official; one (1) member shall be a county official; one (1) member shall be a private sector mechanical engineer with experience in mechanical system design; one (1) member shall be an HVAC specialty contractor; and one (1) member shall be a member of the general public with an interest in the rights of consumers of HVAC services.

Idaho Code §54-5004 - <https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5004/>

Summary

The information contained herein this report reflects the licensing details of HVAC apprentice and HVAC specialty apprentice over the period of time between January 1, 2017 to December 31, 2017 (calendar year 2017). As of January 2018, the Division of Building Safety (DBS) and HVAC board register approximately (2960) HVAC apprentices and (31) HVAC specialty apprentices. Upon issuance, all such registrations are valid for a period of five (5) years and (2) years respectively.

HVAC apprentices may only be issued directly to individuals, and not companies, corporations, or other legal entities. Additionally, various exceptions exist which allow individuals to perform HVAC in certain contexts without the need for a license or registration (I.C. §54-5002). Only the DBS is authorized to grant and issue registrations and licenses, and no local jurisdiction shall have the authority to require additional certification or registration or to require payment of any fees in order to engage in the heating, ventilation and air conditioning trade within the local jurisdiction (I.C. §54-5015).

Division of Building Safety & HVAC Board – HVAC Apprentice & Specialty Apprentice Registration

A. Index of Statute, Rule, and Policy Requirements for Licensure and Renewal

HVAC Apprentice & HVAC Specialty Apprentice	
Issuance Requirements	<p>For apprentice: proof of age (18 years old) or proof of registration in a Dept. of Labor Bureau of Apprentice Training (BAT) program (if age is an issue); submission of the application and payment of the application fee; proof of enrollment in a board approved training (school) program; and proof of employment with an HVAC contractor,</p> <p>I.C. §§54-5003; 5009</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5003/</p> <p>IDAPA 07.07.01 §025</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty apprentice: proof of age (18 years old) or proof of registration in a Dept. of Labor Bureau of Apprentice Training (BAT) program (if age is an issue); submission of the application and payment of the application fee; proof of enrollment in a board approved training (school) program; and proof of employment with an HVAC contractor,</p> <p>I.C. §§54-5003; 5009</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5003/</p> <p>IDAPA 07.07.01 §§026</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>
Statute I.C. §	<p>I.C. §§ 54-5001 thru 54-5024 - Installation of Heating, Ventilation, and Air Conditioning Systems</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/</p>

Division of Building Safety & HVAC Board – HVAC Apprentice & Specialty Apprentice Registration

<p>IDAPA Rule</p>	<p>For Apprentice and Specialty Apprentice: IDAPA 07.07.01 - Rules Governing Installation of Heating, Ventilation, and Air Conditioning Systems, Division of Building Safety https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>
<p>Policy</p>	<p>DBS follows the governing statutes and rules. There are no applicable policies.</p>
<p>Application</p>	<p>https://dbs.idaho.gov/forms/hvac/</p>
<p>Time from Complete Application to Final Action</p>	<p>Range The timeframe range may be anywhere between a few days to 10 business days.</p> <p>Average On average, a valid & complete original application will take approximately 3-5 days to process. If items are missing (fees, school registration, etc.) then it may take as long as it takes the applicant to submit such. Applications are left open by DBS for 1 year during which applicants have the time to submit required documentation.</p> <p>There is no exam required to register as an HVAC apprentice or specialty apprentice</p> <p>I.C. §54-5010 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5010/</p>
<p>Basis to Deny or Not Accept Application</p>	<p>For apprentice – failure to provide proof of age (18 y/o) (if age is an issue); failure to submit an application and pay application fees; failure to provide proof of enrollment in a board-approved training (school); or failure to provide proof of employment with a licensed HVAC contractor</p> <p>I.C. §54-5003; 5009 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5003/</p>

Division of Building Safety & HVAC Board – HVAC Apprentice & Specialty Apprentice Registration

<p>Basis to Deny or Not Accept Application</p>	<p>IDAPA 07.07.01 §025 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty apprentice – failure to provide proof of age (18 y/o) (if age is an issue); failure to submit an application and pay application fees; failure to provide proof of enrollment in a board-approved training (school); or failure to provide proof of employment with a licensed HVAC contractor</p> <p>I.C. §§54-5003</p> <p>https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5003/</p> <p>IDAPA 07.07.01 §§024-028</p> <p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For out of state applicants - previous licensure as an HVAC journeyman in another recognized jurisdiction.</p> <p>IDAPA 07.07.01 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>
<p>Basis to Refuse Renewal</p>	<p>For apprentice - failure to submit a renewal application and payment of the fee; failure to be employed by a licensed HVAC contractor; failure to provide proof of enrollment in a board-approved training.</p> <p>I.C. §§54-5003 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5003/</p> <p>IDAPA 07.07.01 §§025 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty apprentice - failure to submit a renewal application and payment of the fee; failure to be employed by a licensed HVAC contractor; failure to provide proof of enrollment in a board-approved training.</p> <p>§54-5003 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5003/</p> <p>IDAPA 07.07.01 §§026</p>

Division of Building Safety & HVAC Board – HVAC Apprentice & Specialty Apprentice Registration

	<p>https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>
<p>Fees</p>	<p>For an apprentice: \$50 for a (5) year registration</p> <p>For a specialty apprentice: \$20 for a 2yr registration</p> <p>I.C. §54-5012 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5012/</p>
<p>Cost per applicant or licensee</p>	<p>Costs per license is the amount of the registration fee, and the application administration fee</p>
<p>Renewal Requirements</p>	<p>For apprentice – submission of the renewal application and payment of the fee (\$50); employment with a licensed HVAC contractor; proof of enrollment in a board-approved training, if still required.</p> <p>§54-5003 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5003/</p>
<p>Renewal Requirements</p>	<p>IDAPA 07.07.01 § 025 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p> <p>For specialty apprentice – submission of the renewal application and payment of the fee (\$50); employment with a licensed HVAC contractor; proof of enrollment in a board-approved training, if still required.</p> <p>§54-5003 https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH50/SECT54-5003/</p> <p>IDAPA 07.07.01 §§026 https://adminrules.idaho.gov/rules/current/07/0701.pdf</p>

Division of Building Safety & HVAC Board – HVAC Apprentice & Specialty Apprentice Registration

B. Applications and Renewals Denied (1 January 2017 through 31 December 2017)

Refusal to Issue Initial License [Total Number: # 16]

	Application/ Identification Number	Number of Applicants	Statutory Authority	Factual Summary (optional)
1	Apprentice Applications	14	I.C. 54-5001 thru 54-5024	Failure to meet one or more of the requirements for original licensure or renewal.
2	Specialty Apprentice Applications	2	I.C. 54-5001 thru 54-5024	Failure to meet one or more of the requirements for original licensure or renewal.

Refusal to Renew License [Total Number: # X]

	License/ Identification Number	Action Taken	Statutory Basis	Factual Summary (optional)
1	NONE			The DBS system which tracks licensure applications does not differentiate between original or renewal licensure denial.

C. Disciplinary Actions (suggested past 5 years)

Case No	Date of Final Action	Action Taken	Statutory Basis	Factual Basis (optional)
	NONE			

D. Law, Rule, or Policy Changes or Attempted Changes in Last 5 Years to Eliminate Barriers to Entry

Session	Legislation or Rule	Summary
2018	HO482 (I.C. §54-5002) https://legislature.idaho.gov/sessioninfo/2018/legislation/H0482/	Clarifies that homeowners may perform HVAC installations on the entire premises of their residential property. (proposal was rejected by House Business Committee)
2018	HO629 (I.C. §54-5002) https://legislature.idaho.gov/sessioninfo/2018/legislation/H0629/	Allows high school students to perform HVAC work as part of a formal supervised educational course without having to register as an apprentice
2018	HO483 (I.C. §54-5010) https://legislature.idaho.gov/sessioninfo/2018/legislation/H0483/	Provides authority for the HVAC Board, in conjunction with the Division of Career-Technical Education (CTE) to approve a curriculum, and have some administrative oversight of apprentice courses offered by schools to ensure schools are properly educating HVAC apprentices.

E. Assessment of Public Interest

[Provide an assessment or statement as to whether the licensure, or requirements relating thereto, are in the public interest, together with the reasons for such assessment or opinion. Executive Order 2.a.]

The Agency and Board believe that HVAC apprentice and specialty apprentice registration requirements serve the public interest in that it helps ensure the proper training and supervision of individuals who will progress to a qualified journeyman and perform HVAC installations without supervision. Such registrations and periods of initial training, which include schooling and supervision by a qualified journeyman is intended to protect the health and safety of the public by ensuring those new to the trade are being properly instructed about the HVAC and mechanical codes and how to safely make HVAC installations. Unsafe HVAC installations can lead to loss of life or serious injury to the public, as well as loss of property and money as a result of carbon dioxide poisoning, the improper exhausting or venting of hazardous materials into occupied spaces within structures, or other incorrect installations

F. Recommendations for Improvement, Modification, or Elimination of Requirements

The Division and Board make the following recommendations to eliminate barriers to entry into, or improvements to the practice of HVAC apprentice:

- Eliminate the on-going requirement for initial apprentice applicants and renewal applicants to provide proof of employment with a licensed contractor; and proof of enrollment in a board-approved training. (IDAPA 07.07.01 §025)
- Clarify in statute that the revival of a lapsed apprentice registration would not result in any adverse effect to the apprentice applicant in terms of the DBS/Board recognizing hours worked while registered, or schooling completed (i.e. the apprentice need not start over from the beginning; but rather, those work/school hours already achieved would be credited no matter how long the registration has lapsed.
- Recognize as acceptable apprentice schooling in rule those programs that provide complete courses of instruction in less than four years of schooling. (IDAPA 07.07.01 §025)

G. Public Comments

The DBS and HVAC Board did not receive any public comment through the DBS email/website regarding HVAC apprentice or specialty apprentice registration.

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 06

Continuing Education

PRESENTER: John Nielsen, HVAC Program Manager

OBJECTIVE: Discuss the requirements for continuing education.

ACTION: Informational

BACKGROUND: Currently, electrical journeymen and master electricians must complete 24 hours of CE every three-year cycle. The 24 hours of instruction consists of eight hours of code update, eight hours of code-related, and eight hours of industry-related training.

Plumbing journeymen must complete eight hours of CE every three-year license cycle. Of the required eight hours, four hours of plumbing code update-related and four hours industry-related training. Plumbing contractors must complete 16 hours of CE for every three-year license cycle. Hours accrued obtaining journeyman education may be applied toward this requirement whenever applicable.

The Chairman prefers plumbing's requirements; therefore, HVAC Program Manager Nielsen will create and bring a proposed rule change to the May meeting. Mr. Nielsen will also send an email to plumbing contractors and journeymen informing them of the draft proposal for consideration at the 2020 legislative session.

ATTACHMENTS: Proposed Rule Change



Continuing Education. The Idaho HVAC Board will establish criteria for approval of instruction and instructors and courses and instructors will be approved by the Division of Building Safety. Proof of completion of the following continuing education requirements must be submitted to the Division prior to, or with the application for, licensure renewal by any licensee in order to renew a journeyman or contractors HVAC license. (XX-XX-XX)

Journeymen must complete eight (8) hours of continuing education for every three-year license cycle, or complete an exam administered by the Division. Of the required eight (8) hours, four (4) hours must be HVAC code update related and the other four (4) hours may be industry related training. (XX-XX-XX)

Contractors must complete sixteen (16) hours of continuing education for every three-year license cycle. Hours accrued obtaining journeyman education may be applied toward this requirement whenever applicable. (XX-XX-XX)

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 07

Update Codes

PRESENTER: John Nielsen, HVAC Program Manager

OBJECTIVE: Discuss adopting newer versions of the IRC, IFGC and IMC.

ACTION: Informational

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No Documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 08

Program Manager Report

PRESENTER: John Nielsen, HVAC Program Manager

OBJECTIVE: Report on the recent activities of the HVAC program.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No Documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 09

Compliance Program Report

PRESENTER: Amy Kohler, Compliance Program Specialist

OBJECTIVE: Provide an update on the statewide compliance program.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: HVAC Journeyman First Exam Attempts and NOV Activity Reports

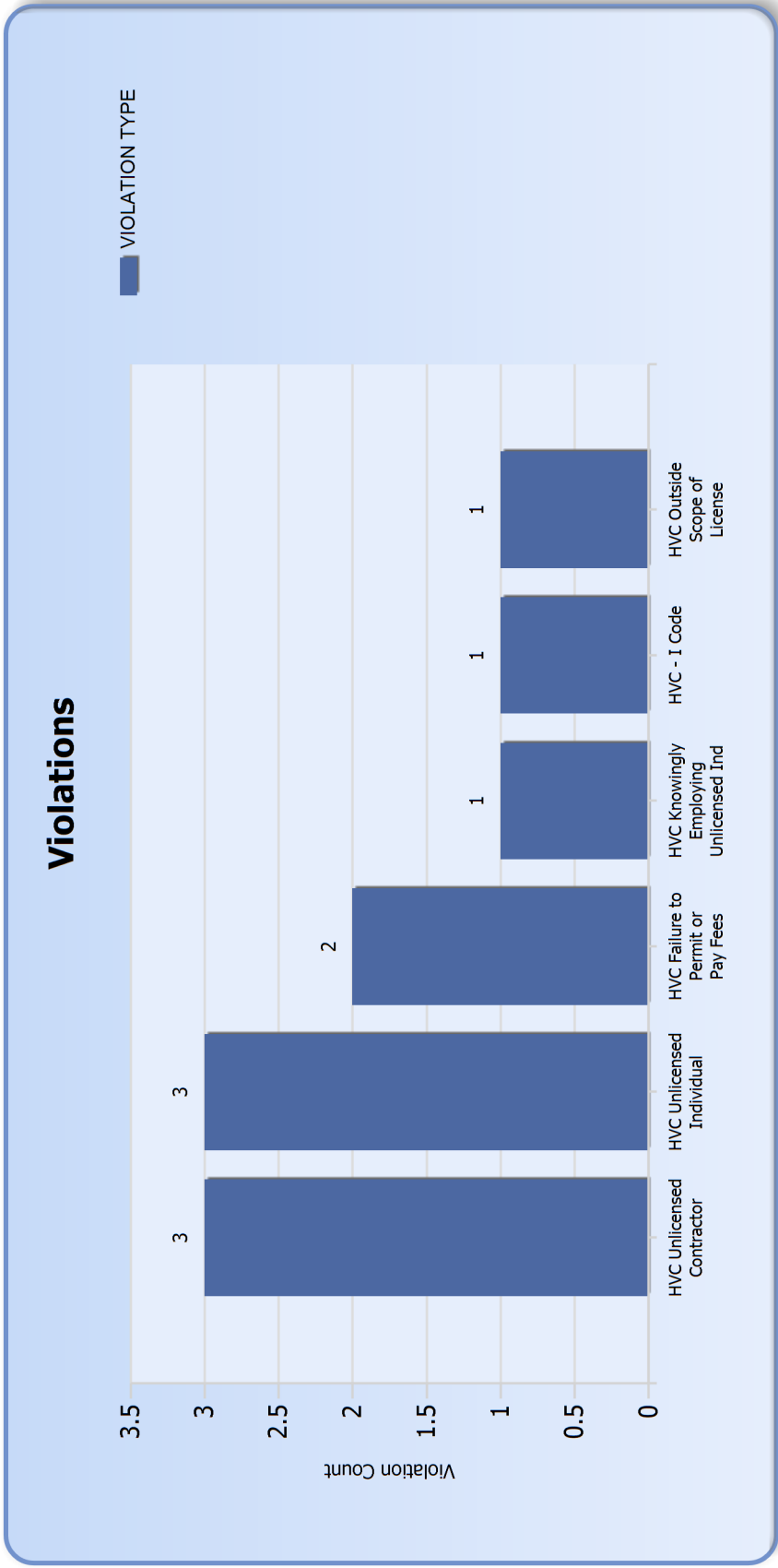




HVC% NOV Activity by Date

ICS\akohler 5/1/2018 4:27:41 PM
From 3/1/2018 to 5/1/2018

8 Cases 11 Violations



CASE NO	STARTED	CLOSED	Case Type	FEES CHARGED	FEES PAID	BALANCE DUE	STATUS	OFFENDER COMPLAINT
HVC1803-0002 Challis	3/7/2018	4/3/2018	NOV	\$100.00	\$100.00	\$0.00	PAID	EXCELLENCE HEATING & COOLING
VIOLATION: HVC Failure to Permit or Pay Fees								
HVC1803-0003 SANDPOINT	3/12/2018		NOV	\$300.00	\$0.00	\$300.00	ACTIVE	Centerline Construction
VIOLATION: HVC Unlicensed Contractor								
VIOLATION: HVC Unlicensed Individual								
HVC1803-0004 SANDPOINT	3/12/2018		NOV	\$100.00	\$0.00	\$100.00	ACTIVE	ADVANCED SALES
VIOLATION: HVC Knowingly Employing Unlicensed Ind								
HVC1803-0005 SAGLE	3/12/2018		NOV	\$300.00	\$0.00	\$300.00	ACTIVE	Richard Minson
VIOLATION: HVC Unlicensed Individual								
VIOLATION: HVC Unlicensed Contractor								
HVC1803-0006 RIGGINS	3/13/2018		NOV	\$100.00	\$0.00	\$100.00	ACTIVE	KENNETH DOUGHTY
VIOLATION: HVC Failure to Permit or Pay Fees								
HVC1804-0001 ATHOL	4/10/2018		NOV	\$0.00	\$0.00	\$0.00	ACTIVE	BILLS HEATING & APPLIANCE REPAIR
VIOLATION: HVC - I Code								

HVC1804-0002	4/11/2018		NOV	\$0.00	\$0.00	\$0.00	CANCELLED	THE TRADE SOURCE
Boise								
VIOLATION: HVC Outside Scope of License								
HVC1804-0004	4/30/2018		NOV	\$600.00	\$0.00	\$600.00	PENDING	OLSENS HVAC & REPAIR LLC
VIOLATION: HVC Unlicensed Contractor								
VIOLATION: HVC Unlicensed Individual								
Total Cases: 8								
				\$1500.00	\$100.00	\$1400.00		

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 10

Administrator Report

PRESENTER: Chris L. Jensen, Administrator

OBJECTIVE: Provide an overview of the Division's current activities.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No Documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 10a

Financial Report

PRESENTER: Chris L. Jensen, Administrator

OBJECTIVE: Review the HVAC Board's financial report.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Financial Report





Division of Building Safety
 IDAHO HVAC BOARD FUND 0229-08
 Fiscal Year 2017 Financial Statements
 As of 03/31/2018

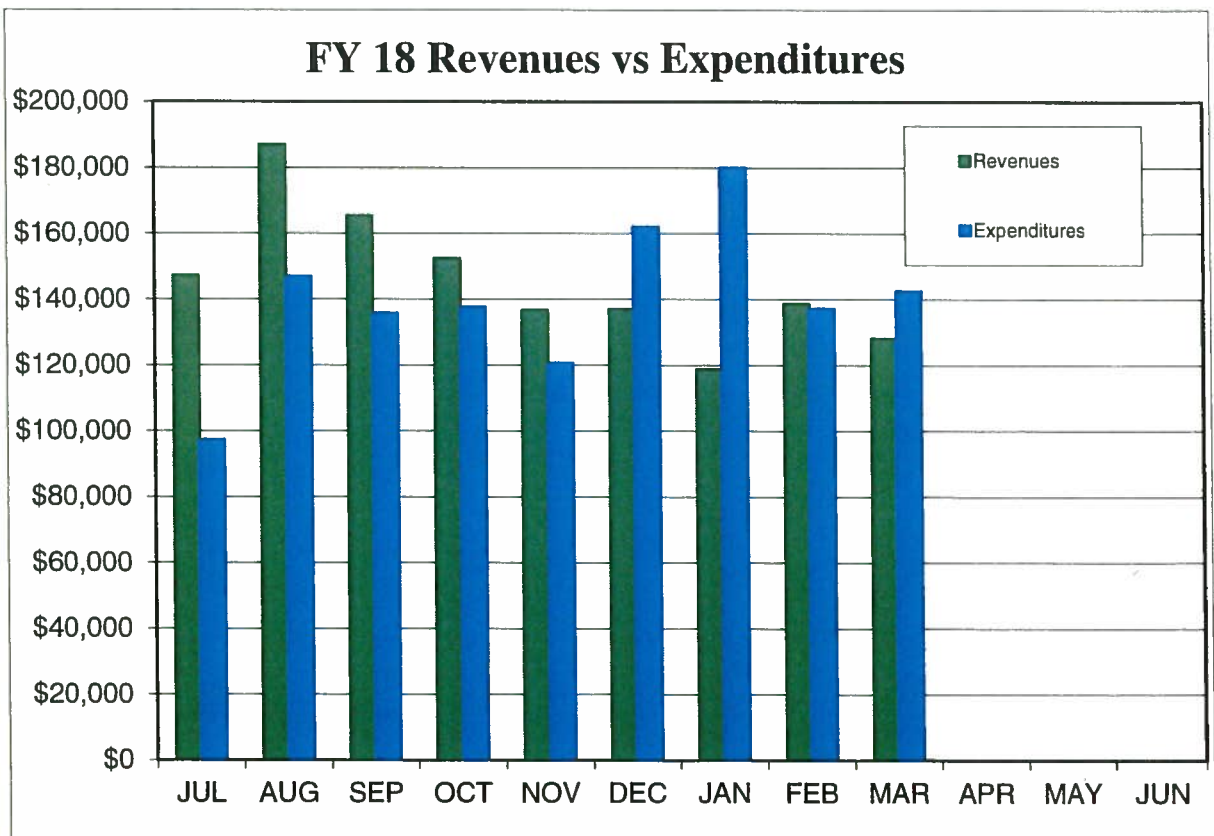
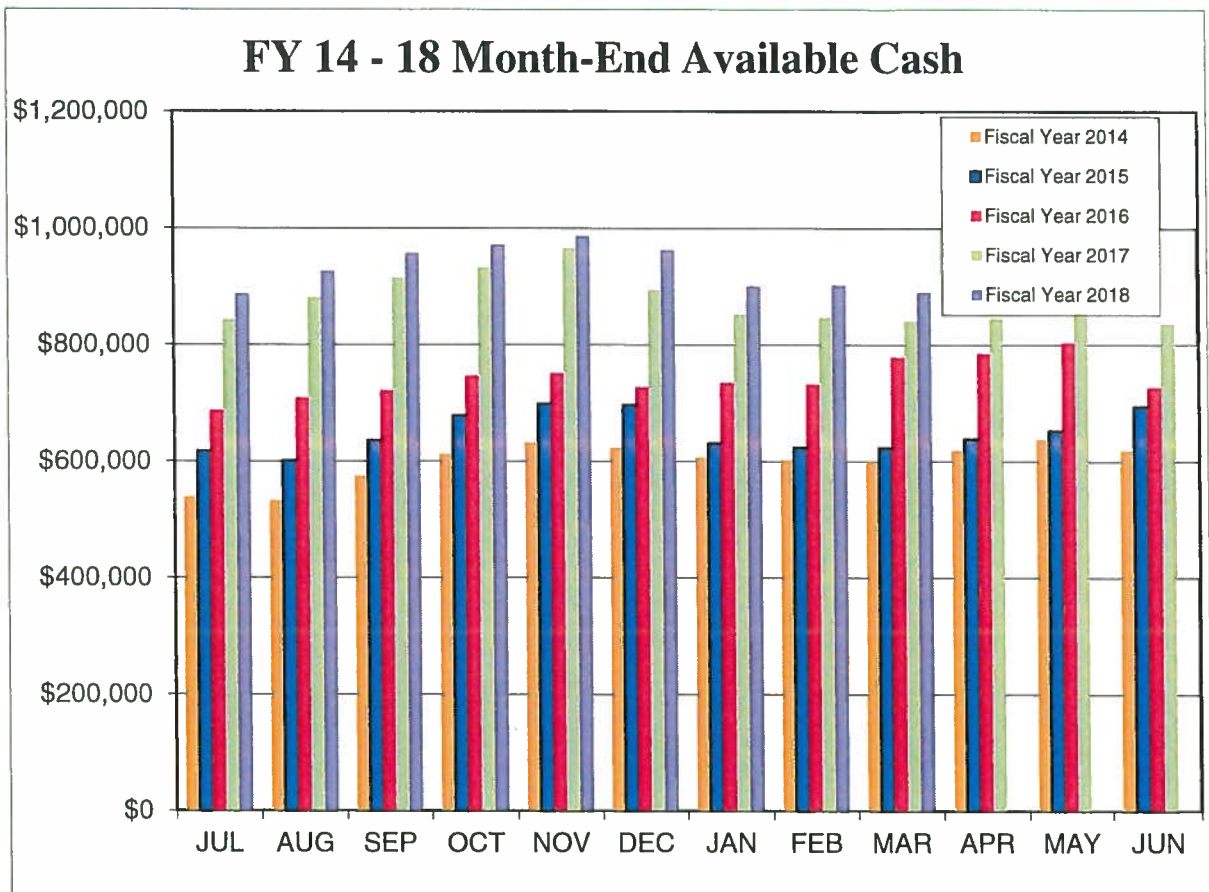
Statement of Revenues and Expenditures

Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	1,703,300	1,310,365	76.9%	392,935	377,274	1,687,640	99.1%
Expenditures							
Personnel:	1,367,400	981,271	71.8%	386,129	361,521	1,342,791	98.2%
Operating:	242,900	189,563	78.0%	53,337	54,940	244,503	100.7%
Capital:	93,000	88,469	95.1%	4,531	4,531	93,000	100.0%
Total Expenditures	1,703,300	1,259,303	73.9%	443,997	420,992	1,680,294	98.6%
Net for FY 2018	-	51,063			(43,717)	7,345	

Statement of Cash Balance

	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of March 31, 2018	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
July 1, 2017 Beginning Cash Available	1,310,365	(1,259,303)	2,678	889,614	(43,717)	845,897

IDAHO HVAC BOARD FUND 0229-08



IDAHO HVAC BOARD FUND 0229-08

