



STATE OF IDAHO DIVISION OF BUILDING SAFETY

1090 East Watertower Street, Suite 150

Meridian, Idaho 83642

Ph: 800-955-3044

Fax: 877-810-2840

customer.service@dbs.idaho.gov

APPLICATION FOR HVAC APPRENTICE WORK REGISTRATION

Idaho Statutes and Rules are subject to change and it is the registrant's responsibility to ensure they have read and understand the requirements to do HVAC work in Idaho. Idaho Statutes and Rules can be found online at: <https://dbs.idaho.gov/rules/current.html>.

To qualify for registration as an HVAC Apprentice, an applicant must:

- Be at least 18 years of age or provide proof of registration with the U.S. Department of Labor's Office of Apprenticeship Training certified HVAC program.
- Submit a completed notarized application (included).
- Pay the \$10 (non-refundable) license registration fee.

IDAPA 07.07.01.025. HVAC APPRENTICE REQUIREMENTS FOR REGISTRATION.

Requirements for HVAC Apprentice.

01. Registration. To become an apprentice, a person shall comply with Section 54-5012, Idaho Code, and be a minimum of eighteen (18) years of age or sixteen (16) years of age if registered by the Bureau of Apprenticeship and Training of the United States Department of Labor. To renew a registration, an apprentice shall show proof of enrollment in a Board-approved training course **or** completion of eight (8) hours of Board-approved continuing education for each year of the prior registration period.

02. Supervision. Each apprentice must work under the supervision of a certified HVAC journeyman.

To register for the HVAC apprenticeship school program:

- See page four (4) of this application for a list of approved schools.



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

Are you currently serving in the US military, a veteran or spouse of any such person? Yes _____ No _____

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.)

Have you ever held an HVAC license in another jurisdiction? No _____ Yes _____ If Yes, attach a copy of the license.

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 may be subject to public disclosure in accordance with the Idaho Public Records Act (I.C. §101 et seq). Because the address will be used for the purposes of all correspondence from the DBS with the license/registration holder, please be sure to provide an address that will be accurate for the duration of license or registration period. By providing this application the successful applicant acknowledges that upon request DBS may disclose the address as a public record, and the applicant provides his/her consent to do so.

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 and acknowledge I have read and understand the Idaho HVAC apprentice requirements in IDAPA 07.07.01.025.

*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 WORK VERIFICATION FORM
(Please use a separate form for each employer)

SELF-VERIFICATION WILL NOT BE ACCEPTED

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

Employer/Verifier: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____ Telephone Number: _____

Dates of Employment: _____

From: (month/day/year)

To: (month/day/year)

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

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.)

I swear (or affirm) under penalty of perjury that the foregoing information is true, complete, and correct.

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

Commission Expires: _____



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HVAC APPRENTICESHIP SCHOOLS

College of Southern Idaho <i>*(1 or 2-year program available)</i>	(800) 680-0274
College of Western Idaho	(208) 562-3000
Eastern Idaho Technical College	(800) 662-0261
HVACR Education	(888) 655-4822 Option 2
Idaho State University	(208) 282-3372
Lewis Clark State College <i>*(1 or 2-year program available)</i>	(208) 792-2442
NE Washington/N Idaho Sheet Metal JATC*	(509) 928-5009
North Idaho College <i>*(1 or 2-year program available)</i> 4-year program	(208) 769-3214
9-month program	(208) 769-3441
Northwest HVAC/R <i>*(1 or 2-year program available)</i>	(509) 747-8810
Pocatello & SE Idaho Sheet Metal JATC*	(208) 233-5214
Southwest Central Idaho Sheet Metal JATC*	(208) 562-0237
Southwest Idaho JATC*	(208) 288-1296
Ultimate Heating and Air	(208) 321-8663

*Joint Apprentice and Training Committee

*Please contact school for program details



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IDAPA 07.07.01. 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 HVAC apprentice demonstrate four (4) years of on-the-job work experience under the supervision of a qualified HVAC journeyman, any HVAC apprentice who successfully completes a Board-approved, full-time, one (1)-academic-year HVAC training course may receive credit for up to one (1) year of on-the-job work experience.

02. Education. Successfully complete any required apprenticeship training courses.

03.Examination. Applicants for certification as HVAC journeymen must successfully complete the examination designated by the board.

a. Each HVAC apprentice who desires to take the HVAC journeyman examination shall complete a Board-approved training course as described in Subsection 025.02 of these rules prior to the date of the examination and provide a certificate of completion with the apprentice's application for examination. There is no minimum work experience requirement to be eligible to take the HVAC journeyman examination.

b. The Division shall not issue a certificate of competency to an HVAC apprentice until the apprentice furnishes to the Division proof of satisfaction of the requirements contained in Subsection 023.01 of these rules and successful completion of the journeyman examination.

04. Out of State Journeyman Applications.

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.

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.