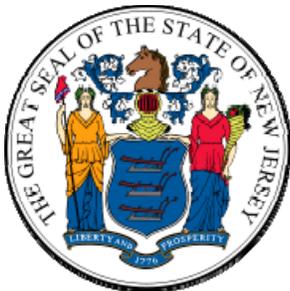


State of New Jersey

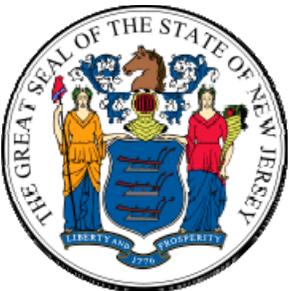
State Board of Examiners of Heating, Ventilating,
Air Conditioning and Refrigeration (*HVACR*) Contractors

Application Process Overview



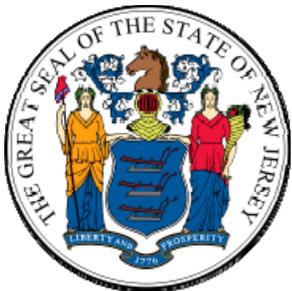
State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (*HVACR*) Contractors

- License qualified individuals;
- Regulates the practice of Heating, Ventilating, Air Conditioning and Refrigeration;
- Investigates complaints and takes disciplinary action.



License to Practice

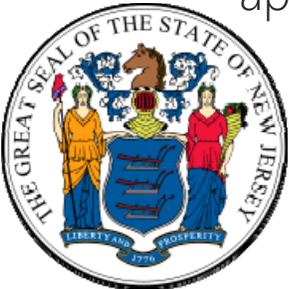
- No one may practice as a Master HVACR Contractor without a current, active license;
- No one is permitted to represent himself/herself as a Master HVACR Contractor without the proper license;
- You worked hard to complete your educational program, but you cannot practice unless you have a license;
- Once you get your license, you need to keep it active and in good standing.



License to Practice

How do you get a Master HVACR license?

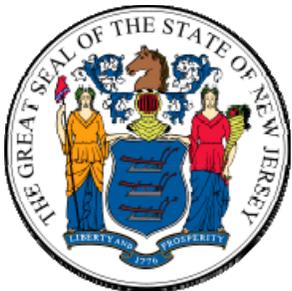
- Review the regulations posted at the Board's website www.njconsumeraffairs.gov/hvacr
- First, determine if you are qualified for the license;
- You must be 21 years of age and meet the education requirements for examination;
- Apply on-line only (*no paper application is available*), and upload your documents with your application;
- Submit your supplemental documents, not uploaded with your original on-line application, and mail them to the Board at P.O. Box 47031, Newark, NJ 07101;
- Identify yourself by providing your Applicant ID # with your documents;
- Await an email response from the Board as to our receipt of your application.



License to Practice

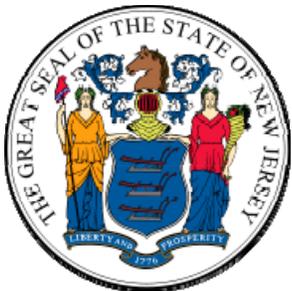
How do you keep a license in good standing?

- Avoid disciplinary action by renewing on time;
- Secure the \$3,000 surety bond for your license *(and only if you operate an HVACR business, submit the required certificate of general liability in the amount of \$500,000)*
- Obtain proper permits and inspections based on Uniform Construction Code requirements;
- Communicate well with your customers to prevent consumer complaints;
- Respond in a timely fashion to all Board correspondence.



When Should I Begin the Application Process?

- Start Early!
- Right now would be a good time.



How Do I Get an Application Form?

Applications can be downloaded from the Board's website
www.NJConsumerAffairs.gov/hvacr.



The screenshot shows the website for the New Jersey Division of Consumer Affairs, specifically the page for the State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors. The page includes a navigation menu with options like Home, Division Units, Boards & Committees, and a prominent 'File a Complaint' button. The main content area features a sidebar with links to 'Board Home', 'Members', 'Meetings', 'Disciplinary Actions', 'Applications and Forms', 'Top Tips for License Applicants', 'Laws and Regulations', 'Checklists', 'Continuing Education', 'License Verification', 'Frequently Asked Questions', and 'Useful Links'. The main text describes the board's purpose and lists its goals, such as protecting the health, safety, and welfare of the people of New Jersey and ensuring that HVACR contractors meet all educational requirements for licensure.

NEW JERSEY DIVISION OF CONSUMER AFFAIRS

NEW JERSEY DIVISION OF CONSUMER AFFAIRS

Steve C. Lee
Director
[Read Bio](#)

What are you looking for?

Home Division Units Boards & Committees **HVACR** News Contact

Board Home

Members

Meetings

Disciplinary Actions

Applications and Forms

Top Tips for License Applicants

Laws and Regulations

Checklists

Continuing Education

License Verification

Frequently Asked Questions

Useful Links

State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors

This board licenses and regulates heating, ventilating, air conditioning and refrigeration contractors in New Jersey.

The purpose of the Board is:

- to protect the health, safety and welfare of the people of New Jersey;
- to regulate the practice of heating, ventilating, air conditioning and refrigeration; and
- to ensure that heating, ventilating, air conditioning and refrigeration is performed in compliance with State law.

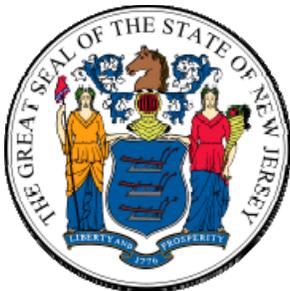
The Board protects the public by:

- making sure that heating, ventilating, air conditioning and refrigeration contractors meet all educational requirements for licensure;
- investigating and prosecuting heating, ventilating, air conditioning and refrigeration contractors who have broken the state's consumer protection laws; and
- requiring all heating, ventilating, air conditioning and refrigeration contractors to be licensed by the state and to renew their licenses every two years.

Email
[Ask Consumer Affairs](#)

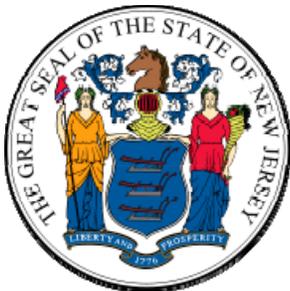
Call
(973) 504-6250

Inquiries about the Board may be forwarded to
Rosemarie S. Barcile
Acting Executive Director
P.O. Box 47031
Newark, New Jersey 07101
[Directions](#)



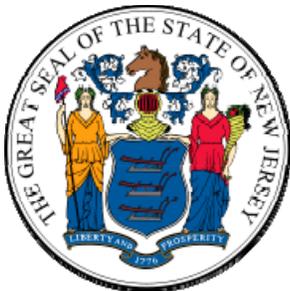
Application Process

1. Complete the on-line application and submit the \$100 payment; your application is not officially submitted unless you submit the payment; upload your documents with your application;
2. You may upload or mail your supplemental documents including:
 - o Work certifications signed and sealed by supervising HVACR Contractors;
 - o W-2s as evidence of your workmanship in the trade while enrolled in apprenticeship and your W-2 for the one (1) journeyman year in the HVACR trade with practical hands-on experience;
 - o College transcript representing your completion of your bachelor's degree in HVACR or a field related to HVACR; mechanical, plumbing or sanitary engineering;
 - o If you are applying under the category of "formal apprenticeship training", you must obtain the official document from the U.S. Department of Labor as evidence of your completion of both school hours and work hours;
 - o Please note that your journeyman year begins once you have either completed your formal apprenticeship training, or once you have obtained your bachelor's degree



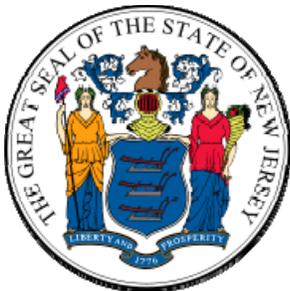
Application Fees

- Application Fee \$100 (*on-line payment only*);
- Licensing fees will be paid once the application is approved and the examination is passed and completed.
- An invoice will be mailed for the payment of the \$160 licensing fee.
 - Payable by check or money order
 - *NO CASH*



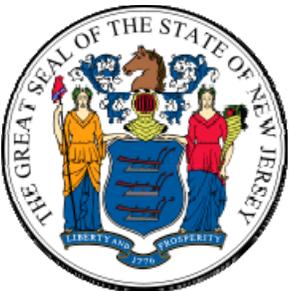
Application Questions

- Moral Character – Arrests/Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical/Cognitive;
- Use of illegal chemical substances
- Be sure to respond thoroughly to the above questions, providing all detail, dates and documents where requested. Complete the entire application to avoid a letter of Deficiency Notice and a delay of the review process.



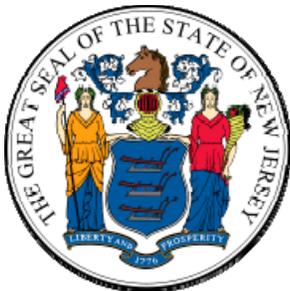
Criminal History

- You must complete the entire application for licensure;
- You must provide all facts and circumstances concerning the Crime Section of the application;
- If you are responding “Yes” to the Crime Questions, you must prepare a notarized statement in your own words detailing the facts and circumstances surrounding each one of your arrests;
- Respond to the “who, what, when, where and why” of each arrest or incident, in your notarized statement;
- Provide copies of all police reports, court documents and final disposition documents for each arrest.



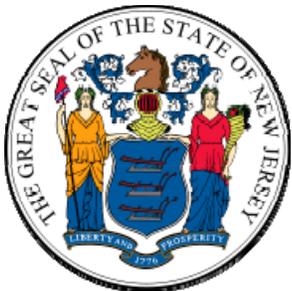
Initial Application Fee and Process

- You must complete the entire application for licensure;
- Once your application is approved by the Board for examination, you will receive a letter to advise you of your approval;
- However, in the event the Board requires additional documents or information from you, a Deficiency letter will be mailed to you with instructions;
- Should the Board determine that you are not qualified for the Master HVACR examination, a Deficiency letter will provide details for your continued education and instructions toward gaining your license.



Keeping Your License Current

- Licenses are valid for 2 years;
- Every Master HVACR license expires on June 30th of even-numbered years;
- You must keep your address current with the Board to receive renewal notices and correspondence;
- Renewals are done on-line and require a \$160 renewal fee;
- You must purchase a \$3,000 surety bond and Certificate of Liability insurance in the sum of \$500,000, to run concurrent with your Master HVACR license for the term of the biennial.



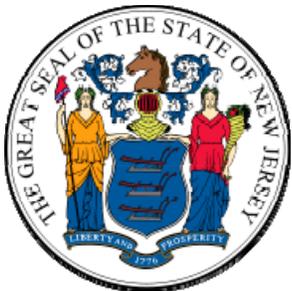
Continuing Education

- You must complete your five (5) hours of continuing education (CE) prior to renewing your license;
- Your five (5) hours of CE must be completed on or before June 30th;
- An illness or hardship circumstance that prevents a licensee from participating in his/her CE should be reported to the Board for consideration of a waiver; send supporting documents for such a circumstance;
- Maintain your CE Certificate in the event you are audited by the Board.



Communication

- If you get a letter from the Board – *read it*
- If the Board asks for you to respond to it – *do it in a timely fashion (Your failure to respond is a violation of the Duty to Cooperate regulations).*
- If you move, change your name, start working in a new location – *contact the Board and update your information*



Where Do I Send Mail for the

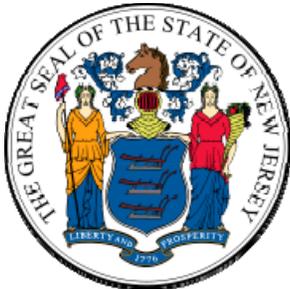
State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration Contractors?

Mailing Address:

State Board of Examiners of Heating, Ventilating,
Air Conditioning and Refrigeration (*HVACR*) Contractors
P.O. Box 47031
Newark, NJ 07101

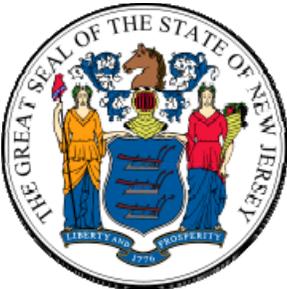
Physical Address:

State Board of Examiners of Heating, Ventilating,
Air Conditioning and Refrigeration (*HVACR*) Contractors
124 Halsey Street
6th Floor
Newark, NJ 07102



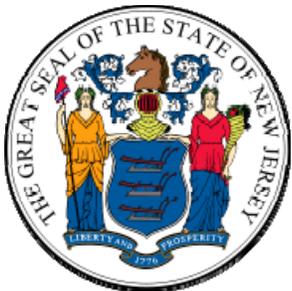
Tips for the Application Process

- Complete your application and upload as much supporting information as possible;
- Be clear about what name(s) appear on your application and supporting documents;
- Use the P.O. Box to mail supplemental items to the Board;
- Identify yourself by providing your Applicant ID# with your documents;
- Submit as much information as possible, particularly if you answer “yes” to any of the questions.



Keeping Your License Current

- Licenses are valid for 2 years;
- Every Master HVACR license expires on June 30th of even-numbered years;
- You must keep your address current with the Board to receive renewal notices and correspondence;
- Renewals are done on-line and require a \$160 renewal fee;
- You must purchase a \$3,000 surety bond to run concurrent with your Master HVACR license for the term of the biennial;
- A \$500,000 Certificate of Liability Insurance is required if you operating a business of your own.



Useful Websites

State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (*HVACR*) Contractors

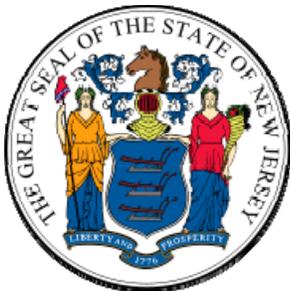
www.NJConsumerAffairs.gov/hvacr

Application Status

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx



Helpful Information Regarding the **United States Department of Labor** Formal Apprenticeship Training Programs

You may contact the United States Department of Labor for questions regarding formal apprenticeship training programs by emailing:

Bernard E. Treml, III
State Director
Office of Apprenticeship
treml.bernard.e@dol.gov

