



Public Protection Cabinet
Department of Housing, Buildings and Construction
DIVISION OF HVAC
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5412
(502) 573-0395 Fax (502) 573-1401



JOURNEYMAN HVAC MECHANIC LICENSE APPLICATION

*Please type or print application. Answer all questions on both pages of this application.
An application fee payable to Kentucky State Treasurer shall be submitted with this application.*

See attached fee schedule

Attach here a recent
passport-sized, color
photograph of applicant
taken within the last six
months.

1. **Name:** _____
 Last *First* *MI*
- Address:** _____
 (Street, Route or Box Number)
- City:** _____ **State:** _____ **Zip:** _____
- County:** _____ **Telephone:** (_____) _____ - _____
- Birth Month:** _____ **E-Mail Address:** _____
- Check if applicable:** I am eighteen (18) years of age or older.

2. **Company Name:** _____ **Master’s Name:** _____
- Master’s Number:** _____ **Address:** _____
 (Street, Route or Box Number)
- City:** _____ **State:** _____ **Zip:** _____
- County:** _____ **Telephone:** (_____) _____ - _____

3. **Mark which is applicable:**
- a. _____ **Official Examination Result Report enclosed.**
 - b. _____ **Reciprocity: Include letter of standing from state licensing board.**

4. **Are you currently a Registered HVAC Apprentice:** _____ **Registration #** _____

<u>For Office Use Only</u>	
Date Received	_____
Approved	_____
Apprentice Registration Num.	_____
Pending	_____
Master for Company	_____
Master Issue and Status	_____

5. Kentucky Master(s) HVAC under whom your two (2) years experience was obtained (if applicable):

Name: _____ KY Master Lic. # _____

Name: _____ KY Master Lic. # _____

Name: _____ KY Master Lic. # _____

Name: _____ KY Master Lic. # _____

(A) List the name and address of HVAC employers and dates of employment.

Employer Name	Address	From	To	Phone number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(B) Number of HVAC work hours for which records are available: _____

(C) List HVAC certificates, diplomas, or degrees obtained. Attach any certificate or transcript to the application.

<u>Title</u>	<u>Presented by</u>	<u>Dates</u>	<u>Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____

Proof of experience is required

(W-2's, an affidavit from a Master HVAC license holder, copy of out-of-state journeyman HVAC mechanic license or equivalent, Department of Defense Form DD 214, etc.)

I have been convicted of a felony or a misdemeanor in the Commonwealth of Kentucky, any other state, or the United States. **YES ____ or NO ____.**

If you have been convicted of a felony or misdemeanor, you might not be able to receive a Kentucky Journeyman HVAC Mechanic license at this time. Please contact the HVAC Division for further information.

Pursuant to KRS 164.772, if you are in default of student loans backed by the Kentucky Higher Education Assistance Authority, you cannot receive or renew a Journeyman HVAC Mechanic license unless specified conditions are met. Please contact the HVAC Division for further information.

Applicant's Signature: _____ **Date:** _____

License is pro-rated upon initial application. The Division shall issue a license for no less than seven (7) months and no more than eighteen (18) months based upon your birth month.

A fee shall be submitted with this application. Without this fee, this application will not be processed.

Make check or money order payable to Kentucky State Treasurer.

Use the fee chart below to locate the correct fee for this application. The fee is based on your birth month and the month which you are applying.

Example: If you were born in October and you are applying in July, then the Journeyman application fee is \$62.50. This license would be valid for fifteen months. Each time you renew your license after your initial application, your license will be valid for one year and will be subject to renewal in October.

Journeyman HVAC License												
	Month You Are Applying											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Jan	\$50.00	\$45.83	\$41.67	\$37.50	\$33.33	\$29.17	\$75.00	\$70.83	\$66.67	\$62.50	\$58.33	\$54.17
Feb	\$54.17	\$50.00	\$45.83	\$41.67	\$37.50	\$33.33	\$29.17	\$75.00	\$70.83	\$66.67	\$62.50	\$58.33
Mar	\$58.33	\$54.17	\$50.00	\$45.83	\$41.67	\$37.50	\$33.33	\$29.17	\$75.00	\$70.83	\$66.67	\$62.50
Apr	\$62.50	\$58.33	\$54.17	\$50.00	\$45.83	\$41.67	\$37.50	\$33.33	\$29.17	\$75.00	\$70.83	\$66.67
May	\$66.67	\$62.50	\$58.33	\$54.17	\$50.00	\$45.83	\$41.67	\$37.50	\$33.33	\$29.17	\$75.00	\$70.83
Jun	\$70.83	\$66.67	\$62.50	\$58.33	\$54.17	\$50.00	\$45.83	\$41.67	\$37.50	\$33.33	\$29.17	\$75.00
Jul	\$75.00	\$70.83	\$66.67	\$62.50	\$58.33	\$54.17	\$50.00	\$45.83	\$41.67	\$37.50	\$33.33	\$29.17
Aug	\$29.17	\$75.00	\$70.83	\$66.67	\$62.50	\$58.33	\$54.17	\$50.00	\$45.83	\$41.67	\$37.50	\$33.33
Sep	\$33.33	\$29.17	\$75.00	\$70.83	\$66.67	\$62.50	\$58.33	\$54.17	\$50.00	\$45.83	\$41.67	\$37.50
Oct	\$37.50	\$33.33	\$29.17	\$75.00	\$70.83	\$66.67	\$62.50	\$58.33	\$54.17	\$50.00	\$45.83	\$41.67
Nov	\$41.67	\$37.50	\$33.33	\$29.17	\$75.00	\$70.83	\$66.67	\$62.50	\$58.33	\$54.17	\$50.00	\$45.83
Dec	\$45.83	\$41.67	\$37.50	\$33.33	\$29.17	\$75.00	\$70.83	\$66.67	\$62.50	\$58.33	\$54.17	\$50.00