

**PUBLIC PROTECTION CABINET
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
LICENSING BRANCH
500 MERO STREET
FRANKFORT, KENTUCKY 40601-5412
(502) 573-2002 FAX (502) 573-1598**

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 Date: _____ **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 # _____

For Office Use Only

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 Licensing Branch for further information.

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

License is pro-rated upon initial application. The Department 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

HVAC 2 (April 2023)

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													
Birth Month	Month Your 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