



HVAC Reciprocal License Information

Licensing is at the discretion of the local municipality in the state of Indiana.

If the applicant holds a license that required the passage of the appropriate Prometric, Inc. exam (formerly Thomson Prometric, Experior Assessments, and Block and Associates) or Prov, Inc., the applicant may qualify for a reciprocal license.

Types of Licenses

- Air Conditioning “A” - Unrestricted
- Air Conditioning “B” – 25 tons cooling/500,000 BTUs heating, boiler pressures not exceeding 15 psig steam and 30 psig water
- Air Conditioning “D” – 5 tons cooling/ 300,000 BTUs heating
- Refrigeration
- High Pressure Steam

Minimum application requirements to go before the Board of Heating and Cooling Examiners:

The applicant must submit the following to the Board of Heating and Cooling Examiners at least ten (10) business days before the board meeting and the applicant’s name must be placed on the board agenda:

1. Heating and Cooling reciprocal license application.
2. An original letter from the city or state sponsoring the exam, on letterhead, and signed by a local building official. The letter should state that it was a Prometric Inc. (formerly Thompson Prometric, Experior Assessments LLC/Block) or Prov, Inc. test, the test number, the exam type, exam date, exam score, the passing grade required for that jurisdiction, current license status, and that the municipality reciprocates with Indianapolis. NO COPIES. The letter must be mailed directly to the Consolidated City of Indianapolis Board of Heating and Cooling Examiners.
 - The exam score must be a minimum of 70%.
 - The license in the reciprocating jurisdiction must be currently valid.
3. Resume with work experience.
4. Verification of employment documenting at least five (5) years of experience for a person in the HVACR trade by current and former employers. It must be verified on original letterhead stationery, including dates of employment (start and end dates), and a description of job responsibilities.
 - a. The five (5) years of experience can also be met with a combination of industry-related education and practical work experience.
5. At least three signed reference letters from individuals in the HVACR industry on company letterhead; for example, employers, wholesalers, suppliers, etc.
6. Photocopy of EPA Certification(s) card.
7. Photocopy of driver’s license.
8. If applicable, copies of current licenses, certificates, and diplomas (relating to the heating and cooling industry).

It is required by City Ordinance that the above seven (7) items be submitted to the Board of Heating and Cooling Examiners for an applicant to be considered for a reciprocal license.



Application Process

1. The applicant submits the application packet to the Board Coordinator at least ten (10) business days before the board meeting.
2. Applicant appears before the Board of Heating and Cooling Examiners for an interview. The Board determines if the applicant meets the requirements for a reciprocal license.
3. If approved, the applicant is provided orientation.
4. If approved, the applicant may immediately apply for license(s), submitting proof of surety bond, general liability insurance, and workmen's compensation coverage with fees and applications for the license to the licensing section.

The applicant is not licensed until the paperwork and fees are filed.

Board Meeting Dates

The Board of Heating and Cooling Examiners meets the second Monday of each month at 1:30pm.

Deadline for submittal of exam packet:

December 30, 2024
January 27, 2025
February 24, 2025
March 31, 2025
April 28, 2025
May 26, 2025
June 30, 2025
July 28, 2025
August 25, 2025
October 6, 2025
October 27, 2025
November 24, 2025
December 29, 2025

Meeting Date:

January 13, 2025
February 10, 2025
March 10, 2025
April 14, 2025
May 12, 2025
June 9, 2025
July 14, 2025
August 11, 2025
September 8, 2025
October 20, 2025 (Special Date)
November 10, 2024
December 8, 2025
January 12, 2026

Exam Packet Submittal

Exam packets can be:

- Emailed to Jessica.Knight@indy.gov
- Faxed to 317-327-8401 to Jessica Knight's attention
- Mailed to Board of Heating and Cooling Examiners
200 E. Washington Street, Suite 107
Indianapolis, IN 46204

Questions

If you have any questions, please contact Jessica Knight, License and Board Liaison Coordinator, at Jessica.Knight@indy.gov or 317-327-8467.

Licensure as a heating and cooling contractor:

Licensure as a heating and cooling contractor of the appropriate type is required to install, modernize, replace, service or repair all or any part of a heating system, space heating equipment, a cooling system, space cooling equipment, refrigeration equipment, or installation of ductwork for an exhaust hood greater than four (4) square feet in a Class 2 structure and installation of duct work for an exhaust hood in any Class 1 structure.

Construction which this article allows licensed heating and cooling contractors to carry out is hereafter referred to in this article as "heating and cooling work."

A person not licensed under this article who is employed by a licensed heating and cooling contractor may, however, accomplish heating and cooling work while working under the direction and control of a person who is a licensed heating and cooling contractor, but shall not otherwise enter into or offer to enter into a contractual relationship to engage in the heating and cooling work. The scope of activity of such non-licensed person shall not extend beyond that allowed by the license type of the licensed heating and cooling contractor providing direction and control over the non-licensed person.

A person not licensed under this article may, however, accomplish heating and cooling work in carrying out ordinary maintenance and repair if such work is accomplished by the person in the regular course of his sole, full-time employment by the owner of the premises where such ordinary maintenance and repair occurs. Persons, partnerships or corporations engaged in the business of service and repair, however, must be licensed under this chapter.

Heating and Cooling Reciprocal License Application

Name: _____ Age: _____

Home address: _____

City: _____ State: _____ ZIP code: _____

Work address: _____

City: _____ State: _____ ZIP code: _____

Work phone #: _____ Fax #: _____ Personal phone #: _____

Email address: _____

Educational background in trade: _____

Experience

Years of experience: Residential _____ Commercial _____ Industrial _____ Total Years _____

Present employer: _____ No. Yrs. _____

Specific duties: _____

Previous employer: _____ No. Yrs. _____

Specific duties: _____

Previous employer: _____ No. Yrs. _____

Specific duties: _____

Type of license requested (please check box):

☐ Air Conditioning "A" (Unrestricted)

☐ Refrigeration

☐ Air Conditioning "B" (25 tons cooling/500,000 BTUs heating)

☐ High Pressure Steam

☐ Air Conditioning "D" (5 tons cooling/300,000 BTUs heating)

Name three people who are familiar with your work. (Submit with 3 reference letters.)

1. _____ 2. _____ 3. _____

Why do you desire a license for Marion County? _____

Have you ever taken a Prometric, Inc. (formerly Thomson Prometric, Exporior Assessments, and Block and Associates) or Prov, Inc. exam? ☐ YES ☐ NO **If yes, list exam location and date.** _____

Signature of applicant: _____ **Date:** _____

Application approved: ☐ Yes ☐ No **Date:** _____

Board Member

Board Member

Board Member

Board Member

2025 Board of Heating and Cooling Examiners Policies

1. Passing grade for examination is 70%. Applicants who score between 60% and 69% may retest once without reappearing before the Board. Applicants scoring less than 60% must reappear before the board and provide documented evidence indicating improvement in the areas of weakness before they may retest. This situation shall be allowed once. After an applicant's second failure, they may not retest for a period of one year. At that time, the applicant must reappear before the Board and provide documentation indicating improvement in areas of weakness. The ability to show improvement in areas of weakness requires the applicant to have received the strengths and weaknesses report from the testing agency. All documentation must be submitted in writing.

An Examination Applicant who was approved to test but did not take the test, may take the approved examination any time within the one-year period from the date approval was granted by the Board. If more than two years has elapsed, the applicant must provide documentation that the applicant has worked within the Heating and Air Conditioning field during the previous year.

2. Reinstatement:

The Board of Heating and Cooling Examiners delegates to the License Administrator for the Indianapolis Department of Business & Neighborhood Services authority to approve applications for renewal of licensure where the applicant is a person whose eligibility for license renewal is established by Section 875-311(1) of the Revised Code. If the individual license has expired more than two years but less than four years, the candidate must appear before the Board to request reinstatement, providing documentation that they have been employed in the trade during the past two years. If the individual license has been expired more than four years, the person must start board process all over by reapplying for board approval to test by submitting documentation for the appropriate number of years of experience in the trade, retaking the exam, passing the exam, and attending orientation with the board.

3. License upgrade:

Once per year, a licensed contractor may take an additional examination to upgrade their license by applying to the Department. *In the following instances, an appearance before the Board is not required to take the examination.*

Air Conditioning "B" license holder may take:

Air Conditioning "A" exam or Refrigeration exam or High Pressure Steam exam

Air Condition "D" license holder may take:

Air Conditioning "B" exam or Refrigeration exam

Refrigeration license holder may take:

Air Conditioning "D" exam or High Pressure Steam exam

High Pressure Steam license holder may take:

Air Conditioning "D" exam or Refrigeration exam

4. Reciprocity:

The Board of Heating and Cooling Examiners may accept reciprocity on a comparable license issued by a municipality or government agency, provided that:

- a. The issuing agency certifies to the Department of Business & Neighborhood Services, Consolidated City of Indianapolis, hereafter called Department, that the license is current, that the license is not suspended or revoked,

- b. The license meets or exceeds the requirements for the license being applied for and, the license was issued upon passing a standardized exam produced by Prometric, Inc. (formerly Thomson Prometric, Experior Assessment LLC, and Block and Associates) or Prov, Inc. and the exam was proctored by either Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC and Block and Associates), Prov, Inc., or the issuing municipality and,
- c. Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC, and Block and Associates) or Prov, Inc. has verified to the Department that the exam is equivalent to the license examinations given by the Consolidated City of Indianapolis and, the applicant meets all other requirements for holding the license for the Consolidated City of Indianapolis and, all documentation must be submitted in writing from the appropriate agency.

Providing that the applicant meets all the above criteria, the Board of Heating & Cooling Examiners of the Department of Business & Neighborhood Services may issue a reciprocal license to the applicant. The applicant must appear before the Board to receive their license and orientation before it becomes valid. If the applicant does not meet all the above criteria, then the Board shall not issue a reciprocal license.

- 5. Applicants are required to submit proof of their EPA certification as it relates to the license type they are requesting from the board. If an applicant does not have the appropriate EPA certification type for the license they are requesting, the board will require the applicant to obtain the correct certification before the exam voucher is assigned to the applicant, or before the issuance of a reciprocal license.
 - a. The Air Conditioning "A" License will require a Universal EPA certification.
 - b. The Air Conditioning "B" License will require both Type I and Type II EPA certifications.
 - c. The Air Conditioning "D" License will require both Type I and Type II EPA certifications.
 - d. The Refrigeration License will require a Universal EPA certification.
 - e. The High Pressure Steam License will not require an EPA certification.

- 6. Compliance with ADA standards in testing:
It is the professional judgment of the Board of Heating and Cooling Examiners that heating and air conditioning installers must be able to read and understand complex and varied installation instructions in order to safely and effectively do their jobs. Consequently, the board administers a written test to determine the qualifications of all license applicants. The purpose of this test is to evaluate the applicant's substantive knowledge, and ability to read and understand written instructions. Therefore, requested test modifications related to reading disabilities will be reviewed on a case-by-case basis, in conjunction with the City ADA counsel, and authorized if the requested modification does not alleviate the applicant from proving these essential abilities.

- 7. Involvement of License Holder in a joint venture:
Non-licensed heating and cooling contractors may enter into a joint venture with a licensed heating and cooling contractor and perform heating and cooling work. An unlicensed person may only perform heating and cooling work under the supervision of a licensed heating and cooling contractor. The licensed person is expected to provide responsible direction and control in specifying the heating & cooling work processes as well as supervising the person accomplishing the work. Either the license holder or an employee, who is directly under the supervision of and directly reports to the license holder, is expected to be on-site providing supervision, and direction. This is especially true if the non-license holder's company is providing the manpower. It is ultimately the license holder who is responsible for the work.

8. Clarification of ventilation for Board of Heating and Cooling Examiners:
Installation of the ductwork for an exhaust hood greater than four (4) square feet or any exhaust hood in a non-residential structure is considered ventilation and requires installation by a Class A, Class B, or Class D heating and cooling contractor.
9. Selling a license or lack of supervision will not be tolerated. A violation can result in license suspension up to 180 days or revocation.

The above guidelines are recommended but in no way limit the action taken by the Board in all circumstances.

Sources for Reference Material Information, Code Books, and Refresher Courses for Heating and Cooling Air Conditioning “A”, Air Conditioning “B”, Air Conditioning “D”, Refrigeration, and High Pressure Steam

Reference Materials:

ITT Technical Institute

Dick Buker
9511 Angola Ct.
Indianapolis, IN 46268
317-875-8640, ext. 242

D. J. Lynch & Associates

Daniel J. Lynch
1904 E. 66th St.
Indianapolis, IN 46220
317-753-7337
dlynchindy@gmail.com
www.hvaclicense.com

Ivy Tech State College

1 W. 26th St.
Indianapolis, IN 46208
317-921-4800

Classes:

D. J. Lynch & Associates

Daniel J. Lynch
1904 E. 66th St.
Indianapolis, IN 46220
317-753-7337
dlynchindy@gmail.com
www.hvaclicense.com

Ivy Tech State College

David Blais, Program Chair
HVAC-R/Industrial & Energy Technology
50 W. Fall Creek Pkwy. N. Dr.
Indianapolis, IN 46208
317-921-4553
dblais@ivytech.edu

Code Books:

The Architectural Center Bookstore

1028 Shelby Street
Indianapolis, IN 46203
888-472-2578 or 317-634-3871

Builders Book Depot

1033 E. Jefferson St., Ste. 500
Phoenix, AZ 85034
877-624-2562

ICC Bookstore

International Code Council
800-BNI-BOOK

Prov Bookstore

150 W. Civic Center Dr., Ste. 601
Sandy, UT 84070
866-720-7768
<https://provexam.com/bookstore/>