

**OCCUPATIONAL AND PROFESSIONAL LICENSING  
BOARD OF INDUSTRIAL TRADES**

**Refrigeration/Air-Conditioning License (Limited and Regular) – Apprentice, Journeyman, and Master** Licenses are offered for refrigeration and air-conditioning. Limited licenses are offered for work done at 25 horsepower and below. Regardless of when they are obtained, licenses expire **September 30** on *even-numbered* years.

License	Experience	Documents
Apprentice	No experience required	Employment Verification or School Enrollment
<b>Journeyman</b>		
Exam	3 years' experience	Tax Records, Employment Verification Letter, CFC Universal Certification
Waiver	Apprenticeship	Certification of Completion, Formal Designation Certificate or Official Transcripts
<b>Master</b>		
Exam	5 years' experience	Tax Records, CFC Universal Certification <b>and</b> Employment Verification Letter

**Examination** - To sit for the exam, you must show the appropriate amount of experience. Please review the chart above. Submit an employment verification letter(s) signed off by previous employer(s) as proof of experience. Letters should be signed off by a master and detail your experience and the length of time employed.

**Waiver** – With proof of completion of a *nationally-certified* apprenticeship program, you may waive the journeyman exam.

**Some Frequently Asked Questions**

**What is limited mechanical work?**

Any work performed on equipment at or below 25 compressor horsepower is considered limited.

**Do I qualify for a waiver?**

If you have graduated from an *approved* apprenticeship program, you may waive the journeyman exam only. Apprenticeship programs must include classroom work as well as 8,000+ hours/4 years of on-the-job training under the supervision of a master. You will need proof of completion of the program, *e.g. – official transcripts, certification of completion.*

**I'm ready to take my exam. Is there a study guide?**

International Mechanical Code (2012) and Modern Refrigeration and Air Conditioning (2004). The exam is **open book**.

## **Refrigeration/Air-Conditioning License – Application Instructions, cont'd**

### **Where can I find more information on training and resources?**

Associated Builders and Contractors (ABC), [www.abc.org](http://www.abc.org), (202) 595-1505

Department of Employment Services (DOES) Apprenticeships, <https://does.dc.gov/service/how-be-apprentice>, (202) 724-7000

Steamfitters Local Union 602, <http://steamfitters-602.org>, (301) 333-2356

Plumbers & Steamfitters Local Union 486, <https://ualocal486.com>, (410) 866-4380

US Department of Labor – Employment and Training Administration  
<https://www.dol.gov/agencies/eta/apprenticeship>, 1(866) 487-2365

### **What will I need before I apply?**

- ✓ One 2"x2" passport-style photo (*.jpeg format*)
- ✓ Government-issued identification card (*e.g., driver's license*)
- ✓ Debit or credit card to pay application, exam or license fees
- ✓ Certificate of Completion
- ✓ Employment Verification Letter

**Ready to apply?** Visit the **Board of Industrial Trades** website at: <https://dlcp.dc.gov/industrialtrades>

**NEW APPLICANTS** – Begin your online application at: <https://govservices.dcrd.dc.gov/newoplalicens>