

Overview of Ohio Licensing Process for Foreign Educated Heating, Ventilation, and Air Conditioning (HVAC) Contractor

State of Ohio Department of Commerce

The Ohio Construction Industry Licensing Board (OCILB) issues State Licenses to Commercial Contractors for the following trades: Electrical, HVAC, Hydronics, Plumbing, and Refrigeration.

1. Requirements to apply for a license:
 - a. Be at least 18 years of age.
 - b. Be a United States citizen or a legal alien (must provide proof of being a legal alien)
 - c. Either have been a tradesperson in the type of licensed trade for which the application is filed for not less than five (5) years immediately prior to the date the application is filed, currently be a registered engineer in this state with three (3) years of business experience in the construction industry in the trade for which the engineer is applying to take the examination, or have other experience acceptable to the appropriate section of the board.
 - d. Never have been convicted of a disqualifying offense as defined in S.B. 337.
 - e. Pass the examination in the trade.
 - f. Carry minimum \$500,000 contractor liability coverage.
 - g. Once you have been approved by the Board, you are required to complete a State and Federal Background Check prior to sitting for the examination.

<https://www.com.ohio.gov/dico/OCILB/LicenseQualificationProcess.aspx>



Instructions for Completing the Test Application Packet

1. Go to the State of Ohio Department of Commerce website:
<https://www.com.ohio.gov/dico/OCILB/LicenseQualificationProcess.aspx>
2. Under the subsection "Instructions for Completing the Test Application Packet", download and fill out the application. NOTE: the application MUST be notarized
3. Mail the completed application along with the \$25 application fee to the address listed on the application.



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Registering for the Test

- 1 Once approved, you will receive notification in the mail about the next step of registering for the test.
· <https://candidate.psiexams.com/>
- 2 Prior to taking the test you MUST first complete a State and Federal Background Check.
· <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>
- 3 The test is two parts and costs a total of \$138.
· https://candidate.psiexams.com/catalog/fti_agency_license_details.jsp?fromwhere=findtest&testid=1744



After Passing the Test

1. Receive the State HVAC Contractor License by following the instructions for submission on the Test Application. A \$25 fee also needs to be included.
 2. Obtain Liability Insurance with a minimum of \$500,000 in coverage.
- NOTE: Liability Insurance AND license must be assigned to a “contracting company” as defined in Ohio Revised Code 4740.01 Section C.