

How do I get a Georgia HVAC License? Follow the steps below:

1. Download and print the application from the state website at: [http://sos.ga.gov/PLB/acrobat/Forms/45 Conditioned Air EXAM Application.pdf](http://sos.ga.gov/PLB/acrobat/Forms/45%20Conditioned%20Air%20EXAM%20Application.pdf) or call (478) 207-2440 and have them mail one to you.
2. Complete the work experience part of your application as prescribed. What are the experience requirements? Go to: http://all.eregulations.us/eRegs_Georgia/Code/CHAPTER121/Chapter121-2//121203.pdf
3. Complete the 3 references as prescribed. At least one of the references must hold a HVAC license in the class you are trying to obtain. The other two can be an inspector, architect, or Professional Engineer.
4. Provide a Federal background check. This can be done online at <http://www.sentrylink.com>
5. Provide a copy of your EPA card or "Freon License". Minimum of Type II required.
6. Enroll in my next available ACCA Design Class Manual J Heat Loss Gain and Manual D Duct Design at: www.GaAcLicense.com . This class is required for Class I Residential and Class II Commercial License. Books required are Manual J 8th Edition and Manual D 2009 Edition, and the ACCA Duct slide rule (ductulator). Books can be purchased at <http://www.sebookstore.com/>
7. Enroll in my next available Commercial Design Class at www.GaAcLicense.com . This class required for Class II Commercial License, not required for Class I applicants. Books required are Carrier 1, 2, & 3, and ACCA Duct Slide rule (ductulator). Books can be purchased at <http://www.sebookstore.com/>
8. Put all completed items above with application and submit to the state for approval before the deadline of the exam you want to take. (The **deadline** is normally **90 days before** the beginning **test date**).
9. Once approved, go to the AMP website <https://online.goamp.com/CandidateHome/candidateInformation.aspx>. Schedule exam date and location on the Applied Measurement Professionals (AMP) website before AMP's deadline. (The **deadline** is usually **45 days before** the beginning **test date**).
10. Enroll in my Exam Preparation Course. Go to www.GaAcLicense.com to register. Books required are the D & M HVAC License Review Class I for residential applicants and D & M HVAC License Review Class II for commercial applicants. The book sets include ALL books needed for any class taken. Available at <http://www.sebookstore.com/> Go take the test at your scheduled time and place.
11. Test results are mailed in 6 to 8 weeks. Sometimes results are posted online prior to mailing of test results. Check at <http://verify.sos.ga.gov/verification/>

How much will it cost to get a license?

1. To apply, you will spend approximately \$1000.00 for Residential and \$1,305.00 for Commercial. This includes the application fee, design classes, and books. This is only an estimate and does not include any motel fees or meals required for overnight stay.
2. Once accepted, you will spend an additional \$1,700.00. This includes the Exam Prep Class, testing fee and books. This is only an estimate and does not include any motel fees or meals required for overnight stay.