

**City of Middletown**  
**Division of Building Inspection**  
APPLICATION FOR JOURNEYMAN HVAC CONTRACTOR LICENSE EXAMINATION

**The test consists of 25 multiple-choice questions. A time limit of two hours will be allowed.**

1. Application must be completely filled out. Any application submitted to the Chief Building Official with blanks will be rejected and returned to the applicant for completion. If you feel a particular line does not apply, write "N/A" on that line.
2. Examination fee of \$50.00 must accompany this application and will entitle applicant to take the examination a second time in the event he/she fails the first examination. Make check payable to City of Middletown. Exams will be given between 8:00 am - 3:00 pm on any workday. No exam will begin after 3:00 pm. **You will be required to show a picture I.D.**
  - a. Each applicant who fails an examination two (2) times will not be eligible to take the exam for 1 month from the time the exam was last graded. Applicants who re-apply must pay the examination fee and all rules will still apply.
- 3. Examination fee is non-refundable.**
4. License will be issued subject to the following:
  - a. Approval of the application by the Chief Building Official.
  - b. Applicant receiving a minimum grade of 70% on the examination.
5. Any applicant who passes the exam and whose license is issued on or after November 1st will be credited with payment of the annual renewal fee for the following calendar year.

Please make check payable to City of Middletown. If mailing, return to:

City of Middletown  
Division of Building Inspection  
One Donham Plaza  
Middletown, OH 45042

**Exam is given at this location**

Upon obtaining a journeyman license, you will be permitted to install HVAC systems under the direction of a master HVAC contractor, properly licensed with the City of Middletown.

Permits cannot be issued to journeyman.

**APPLICATION FOR JOURNEYMAN HVAC CONTRACTOR LICENSE EXAMINATION  
City Of Middletown, Ohio**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Age: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: (for renewal reminder) \_\_\_\_\_

Mailing Address Preferred: Home  Employer  (check one)

**Applicants for the Journeyman HVAC Contractor Exam are required to have not less than 3 years experience, which must have occurred within the last 5 years.**

**Experience of work or education:**

List names of last three employers or trade schools attended.

Company/School Name	Type of Work	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explain in detail the type of work experience you feel qualifies you to take this exam. List number of years of this work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I attest to the fact that information on this application is true to the best of my knowledge and that any misrepresentation is sufficient cause for the annulment of the license. I further affirm that I have read previous page of the application for Journeyman HVAC Contractor, including the rules for refund of fees.

**Application will not be accepted if it is submitted without the proper payment.**

Signature: \_\_\_\_\_