CITY OF COLUMBIA - BOARD OF MECHANICAL EXAMINERS

APPLICATION FOR MECHANICAL LICENSE & TEST

Applicant Name:		Application Date:	
Street Address:		Daytime Phone:	
City, State, Zip Code:		Date Of Birth:	

	Applying For:	License Type:	Current City of Columbia License #
A		Master Mechanical License - Type A	
B		Journeyman Mechanical License - Type B	
C		Apprentice License - Type C	
D		Chimney Sweep License - Type D	

HVAC Work Experience Listed in Chronological Order (provide documentation and additional sheets as required):

	Employer Name, Address, and Phone #	Date From	Date To	Total Employer Hours	HVAC Trade Hours Worked
1					
2					
3					
4					
5					
	Total HVAC Work Experience				

Special training in the HVAC field. (Schools (trade, vocational, military, college, etc.))(attach additional sheets as required)

	School or College,	Date From	Date To	Total Credit Hours	
1					
2					
3					

Provide any additional information that you would like to have the board consider (attach additional sheets as required)

Describe any Experior or Block & Associates mechanical test(s) previously taken and passed (provide exam #, score, and date passed):

1	
2	

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE, ACCURATE AND COMPLETE. I AGREE TO ABIDE BY THE REGULATIONS AND ORDINANCES OF THE CITY OF COLUMBIA.

SIGNATURE OF APPLICANT	

FOR BOARD USE ONLY

Notes:

Interview Date _____	Approved_____	Conditional _____	Disapproved_____
[illegible]	[illegible]	General Contractor	Professional Engineer	Licensed

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A. Application for:
   1. **Master Mechanical (Type A)** shall authorize the grantee to engage in the business of contracting for the installation, repair, alteration and making additions to mechanical equipment and appurtenances; and to supervise construction or installation of same.
   2. **Journeyman Mechanical (Type B)** shall authorize the grantee to perform mechanical work under persons or firms holding a mechanical Master's Certificate (Type A) or to perform mechanical work as a regular employee for, and on the premises of, a specified firm or corporation.
   3. **Apprentice Mechanical Certficate (Type C)** shall authorize the grantee to perform mechanical work only when under the immediate supervision of a mechanic holding a Type A or B Certificate. The ratio shall not exceed three apprentices to one mechanic. Immediate supervision is defined as being on the job site with the apprentice while work is being accomplished.

B. Experience Requirements:
   1. Master (Type A) Certificate:
      a. Provide positive proof of 12,000 hours active employment or equivalent as an apprentice and/or journeyman. At least 4,000 hours of the required time must be as a journeyman or equivalent.
      b. Successfully complete a written examination.

   2. Journeyman (Type B) Certificate:
      a. Provide positive proof of 8,000 hours active employment as an apprentice or equivalent.
      b. Successfully complete a written examination.

   3. Apprentice (Type C) Certificate:
      a. Submit application

C. Application:
   1. Applications MUST be filled out completely, stating number of hours worked. Documentation of diplomas, trade or vocational school records, and letters of verification from past or present employers showing hours worked and current licenses held are required.
   2. The Experience record must be completed, detailed, specific, and verifiable.
   3. A refundable deposit of $50.00 (fifty dollars) MUST be submitted with the attached application, to be returned in full when applicant appears for their interview with the Board of Mechanical Examiners. <u>ANY APPLICANT NOT APPEARING WILL IMMEDIATELY AND IRREVOCABLY FORFEIT THIS DEPOSIT!</u>

D. Interview:
   1. Applicant shall interview with the Board of Mechanical Examiners. Schedules will be posted in Protective Inspection Office, 2nd Floor, 701 E. Broadway. Telephone (573) 874-7474.
   2. Applications must be received and reviewed for completeness by Protective Inspection Division before an interview date will be set.
   3. Applications must be received 10 days prior to the interview date.

E. Examination:
   1. Examination will be open book with all questions as prescribed by Thompson Prometric. Applicant Information Sheets are available at Protective Inspection Division.
   2. Examination dates are available at Protective Inspection Division.
   3. A score of 75% is required to pass the examination.

2016 MECHANICAL BOARD MEETINGS

MECHANICAL BOARD MEETS ON THE SECOND TUESDAY EACH MONTH
All meetings will begin at 5:00pm in ROOM 1C of the City Hall Addition
A DEPOSIT OF $50.00 WILL BE REQUIRED

Meeting Date	Application Deadline
January 12	December 31
February 09	January 29
March 08	February 26
April 12	April 01
May 10	April 29
June 14	June 03
July 12	July 01
August 09	July 29
September 13	August 02
October 11	September 30
November 08	October 28
December 13	December 02