

Steps to Obtain Your HVAC Journeyman License

All Contractors and Sub-Contractors **MUST** be licensed in Allen County. Not being licensed/registered may result in fines and penalties. To obtain a HVAC license in Allen County you **MUST** be sponsored by the Allen County Building Department to take the exam at one of their approved testing facilities. The license you obtain **MUST** have been acquired through a national exam through ICC or Prometric (*not NASCLA, PSI, Prov, etc.*)

Below are the steps and requirements to obtain your HVAC license in Allen County.

1. In order for an individual to obtain a journeyman heating card from the Allen County, Indiana Building Department of Fort Wayne, Indiana, **you MUST have worked for a period of AT LEAST 4 years as an apprentice under the direct supervision of a master heating licensee or a journeyman heating licensee who is present on the job.** After at least four years as a heating apprentice, sponsored by this department, an apprentice may take the journeyman heating test prepared and proctored by Prometric or the International Code Council (ICC) test. The passing score for both tests is 70%.
2. Attached you will find the application to take the HVAC exam. The application will need to be completed and returned to the address below with a \$25 check or money order for sponsorship, made out to the Allen County Building Department. Once the application and the sponsorship fee have been received, the Senior Inspector will approve or deny the application. If and once approved, **they will mail out all of the information needed to schedule the exam, along with what material will be needed for the exam.** Please note that testing is through a 3rd party testing facility, and they will be unable to assist you with the registration process. (*The Licensing Specialist at Allen County will give you the information as to what code books you will need for the exam.*)

Return application to:

Allen County Building Department Licensing
200 E Berry St., STE 180
Fort Wayne, IN 46802

3. Once the application and sponsorship fee have been received you will be contacted by the Licensing Specialist **via email** regarding scheduling the exam. If there are any questions or concerns regarding your application, you will be contacted via email. All exams are open book with a 4-hour time limit. **All testing fees are determined by the third-party testing facility.** Below are the reference books currently permitted into the testing facility for the HVAC examination:



Fort Wayne Area Plumbing Heating Cooling Contractors Association
Enhance Professionalism • Educate • Train • Provide Industry Leaders

- a. 2015 International Mechanical Code
 - b. 2015 International Fuel Gas Code
 - c. 2014 National Electric Code
4. Once you have taken and passed the exam, you will need to finish getting registered with the Allen County Building Department. Contact the Licensing Specialist (*information below*) to see what other documents you may need to finish the process.

Allen County Licensing Specialist: Tina Gebert
PH: 260-449-7683
Email: tina.gebert@co.allen.in.us

For **ANY** questions regarding HVAC licensing please email Tina.Gebert@co.allen.in.us.

CONGRATULATIONS AND BEST OF LUCK TO YOU!!!