

**JEFFERSON PARISH REFRIGERATION AND AIR**

**CONDITIONING EXAMINATION**

**THE EXAM FEE IS \$75.00 AND MUST BE PAID WHEN THE PACKET IS RETURNED TO OUR OFFICE.**

In order to qualify for the test you must fill out the application and pages 2, 3, 4 and 5 MUST be notarized.

Pages 3, 4 and 5 must be signed by three (3) different licensed Refrigeration and Air Conditioning contractors stating they have known you five (5) years or more and need to be licensed locally. Please include their license numbers. If he is not licensed locally, a letter is required from the jurisdiction where currently licensed. A current copy of your driver's license is needed when you return the application.

A valid phone number is needed so that we may notify you before the test is given.

( ) \_\_\_\_\_ E-mail \_\_\_\_\_

**THE EXAM WILL BE GIVEN AT 8:30 AM SHARP IN ROOM 321 AT 1221 ELMWOOD PARK BLVE, HARAHAN, THE JOE YENNI BUILDING. BE HERE BY 8:00 A.M.**

**OPEN BOOK TEST – 2021 INTERNATIONAL MECHANICAL CODE BOOKS**

If you need any further information please call Mr. Kyle Paulson, chief Mechanical Inspector at (504) 736-6918.

**INSTRUCTIONS TO APPLICANT:**

The examination shall consist of four (4) parts,

1. Practical questions
2. Equipment and installation practices
3. Wiring diagrams and knowledge of refrigeration cycle
4. International Mechanical and Gas Code

**NO ONE WILL BE ALLOWED IN THE EXAMINATION ROOM**

**EXCEPT THE APPLICANT TAKING THE EXAMINATION.**

*If you successfully pass the A/C and Refrigeration examination, you must obtain the license within six (6) months of the examination date.*

**JEFFERSON PARISH DEPARTMENT OF BUILDING PERMITS MECHANICAL  
SECTION  
1221 ELMWOOD PARK BLVD.  
JEFFERSON, LA 70123  
(504) 736-6921**

**JEFFERSON PARISH DEPARTMENT OF BUILDING PERMITS**

**APPLICATION FOR A/C & REFRIGERATION EXAMINATION**

This application must be notarized and all questions answered in ink by the applicant. All applicants must be at least 18 years of age. The fee for this examination is \$75.00, made payable to Jefferson Parish Pooled Cash, paid on the day application is submitted to this office.

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY & STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_ DOB \_\_\_\_\_

IN ORDER TO QUALIFY FOR THIS EXAMINATION, YOU MUST BE ABLE TO CIRCLE 1, 2, OR 3

- 1. I have at least 5 years of experience in the A/C and refrigeration trade.
- 2. I have at least 3 years of experience in the A/C and refrigeration trade and a graduate of an accredited gas fitting trade school.
- 3. I have at least 1 year experience in A/C and refrigeration and a graduate of an accredited college or university.

AFTER SUCCESSFULLY COMPLETING THE EXAMINATION AND BEFORE A LICENSE IS ISSUED, APPLICANT MUST HAVE AND MAINTAIN AN ESTABLISHED PLACE OF BUSINESS AND MUST FURNISH AN OCCUPATIONAL LICENSE, MUST HAVE SOMEONE AVAILABLE FOR PHONE MESSAGES DURING BUSINESS HOURS, AND MUST CONFORM TO ALL ZONING LAWS OF THE PARISH.

ARE YOU PRESENTLY EMPLOYED IN THE A/C AND REFRIGERATION TRADE? \_\_\_\_\_ BY WHOM: \_\_\_\_\_

LIST FORMER EMPLOYERS AND EXPERIENCE IN THE A/C AND REFRIGERATION TRADE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LIST SCHOOLS ATTENDED:

\_\_\_\_\_

\_\_\_\_\_

Three (3) notarized letters of references provided to you by Building Permits shall be submitted from licensed refrigeration and air conditioning contractors attesting to the applicants experience and character, per the Jefferson Parish Mechanical Code.

\_\_\_\_\_  
Applicants Signature

OFFICIAL SEAL

A legal resident of \_\_\_\_\_ Parish of \_\_\_\_\_ and State of \_\_\_\_\_

Personally appeared before me for the purpose of attesting that the above statements are true and correct.

Sworn to and subscribed before me. Notary, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

THIS APPLICATION SHOULD BE SUBMITTED AT LEAST FIFTEEN (15) DAYS PRIOR TO DATE OF EXAMINATION.

\*THIS APPLICATION EXPIRES AFTER SIX MONTHS.

AFFIDAVIT TO BE SWORN TO BY A CERTIFIED REFRIGERATION AND AIR CONDITIONING CONTRACTOR  
(THREE ARE NEEDED)

I, the undersigned, a Citizen of the United States, more than twenty-one years of age, hereby declare that I am by occupation a licensed Refrigeration and Air Conditioning Contractor for a period of at least 5 years, I now reside in \_\_\_\_\_ Parish of \_\_\_\_\_, and State of \_\_\_\_\_, having resided there since \_\_\_\_\_, that I am personally well acquainted with \_\_\_\_\_, the applicant herein, and that the answers made by me to the following questions are true to the best of my knowledge and belief.

How long have you been acquainted with the applicant? \_\_\_\_\_

Has he a thorough knowledge of the particular class of refrigeration and air conditioning work for which he is applying for a license? \_\_\_\_\_

IN WITNESS WHEREOF, I HAVE hereunto subscribed my name this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, Parish of \_\_\_\_\_ and State of \_\_\_\_\_.

Refrigeration & A/C License # \_\_\_\_\_

Signature \_\_\_\_\_

Please print name \_\_\_\_\_

Address \_\_\_\_\_

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ AD \_\_\_\_\_

\_\_\_\_\_  
Notary Public

OFFICIAL SEAL  
(Official Seal must not be omitted)

AFFIDAVIT TO BE SWORN TO BY A CERTIFIED REFRIGERATION AND AIR CONDITIONING CONTRACTOR  
(THREE ARE NEEDED)

I, the undersigned, a Citizen of the United States, more than twenty-one years of age, hereby declare that I am by occupation a licensed Refrigeration and Air Conditioning Contractor for a period of at least 5 years, I now reside in \_\_\_\_\_ Parish of \_\_\_\_\_, and State of \_\_\_\_\_, having resided there since \_\_\_\_\_, that I am personally well acquainted with \_\_\_\_\_, the applicant herein, and that the answers made by me to the following questions are true to the best of my knowledge and belief.

How long have you been acquainted with the applicant? \_\_\_\_\_

Has he a thorough knowledge of the particular class of refrigeration and air conditioning work for which he is applying for a license? \_\_\_\_\_

IN WITNESS WHEREOF, I HAVE hereunto subscribed my name this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, Parish of \_\_\_\_\_ and State of \_\_\_\_\_.

Refrigeration & A/C License # \_\_\_\_\_

Signature \_\_\_\_\_

Please print name \_\_\_\_\_

Address \_\_\_\_\_

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ AD \_\_\_\_\_

\_\_\_\_\_  
Notary Public

OFFICIAL SEAL  
(Official Seal must not be omitted)

AFFIDAVIT TO BE SWORN TO BY A CERTIFIED REFRIGERATION AND AIR CONDITIONING CONTRACTOR  
(THREE ARE NEEDED)

I, the undersigned, a Citizen of the United States, more than twenty-one years of age, hereby declare that I am by occupation a licensed Refrigeration and Air Conditioning Contractor for a period of at least 5 years, I now reside in \_\_\_\_\_ Parish of \_\_\_\_\_, and State of \_\_\_\_\_, having resided there since \_\_\_\_\_, that I am personally well acquainted with \_\_\_\_\_, the applicant herein, and that the answers made by me to the following questions are true to the best of my knowledge and belief.

How long have you been acquainted with the applicant? \_\_\_\_\_

Has he a thorough knowledge of the particular class of refrigeration and air conditioning work for which he is applying for a license? \_\_\_\_\_

IN WITNESS WHEREOF, I HAVE hereunto subscribed my name this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, Parish of \_\_\_\_\_ and State of \_\_\_\_\_.

Refrigeration & A/C License # \_\_\_\_\_

Signature \_\_\_\_\_

Please print name \_\_\_\_\_

Address \_\_\_\_\_

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ AD \_\_\_\_\_

\_\_\_\_\_  
Notary Public

OFFICIAL SEAL  
(Official Seal must not be omitted)