

Frequently asked questions to become licensed as a Residential HVAC Contractor

Q. How can I obtain an application to become licensed as a Residential HVAC Contractor in the State of South Carolina?

A. Go to the Residential Builders website at www.llr.state.sc.us/pol/residentialbuilders . Click on **Applications/Forms** and then click on the **HVAC application** link and print the application form or contact the Residential Builders Commission at 803-896-4696 and request that an application form be mailed to you.

Q. Once I have my Residential Specialty Contractor HVAC application what is my next step?

A. Submit the completed application form to the Residential Builders Commission and a \$100.00 application processing fee (certified check or money order) made payable to LLR-Residential Builders Commission. Along with copies of W-2's, 1099's, transcripts, certifications, to support your proof of building experience. Once the application has been received, we will then send the affidavit of one year of work experience to the individual you have listed as your previous supervisor on the application. That licensed individual is then required to fill in the affidavit and mail the completed form to us. The affidavit of experience must be signed by a licensed residential builder or HVAC contractor. The experience must have been within the preceding five (5) years. If you do not have one year of experience supervised by a licensed builder/HVAC contractor within the preceding five (5) year period, you will be required to submit other documentation (W-2's, 1099's, transcripts, certifications), and a commission appearance will be required for experience review. If you hold a license in good standing in another state, you will be required to provide us with a license verification from the state in which you hold the license.

Q. What if I don't have a copy of my Social Security Card or State issued ID?

A. Your application will not be processed until you submit a photocopy of your Social Security Card and a photocopy of your State issued ID.

Q. What if I answer yes to a question on the Residential Specialty Contractor HVAC application?

A. You will be required to provide further documentation along with a written explanation, and may be required to appear before the commission for application review.

(1) If you answer yes to prior arrests/convictions, you will be required to submit a sealed criminal background report from the state(s) in which the arrest(s) and/or convictions(s) occurred. Your request to the state/federal agency must include your full legal name, date of birth, and social security number or the report will not be accepted. If you have had a felony arrest/conviction in the preceding 10 year period, are currently on probation, have pending charges, or a lengthy history, you will be required to appear before the commission for application review.

(2) If you answer yes to the question about judgments/liens, you will be required to submit documentation of a repayment plan for a possible Consent Agreement. If you are not currently in a repayment plan, you will be required to appear before the commission for application review.

We run a TransUnion credit check and check the SC Public Index. We are not looking at your credit score, we are looking for outstanding liens/judgments.

Q. How long will it take to process my Residential HVAC application?

A. All applications will be reviewed by the Residential Builders Commission staff for accuracy and completeness within seven (7) to ten (10) business days. Please allow this time before checking the status of your application online at our website <http://verify.llronline.com/> . Click on the **Check Your Application Status** link and enter the requested information. Any application that is incomplete, that does not provide the social security number, or that provides an incorrect social security number **will** be returned to the applicant. If additional information is requested, please allow seven (7) to ten (10) business days to process the new information once it has been received by us. Applications are valid for one year from the date of receipt, if your license is not issued within one year of receipt of the application, you will be required to reapply and repay the fees.

Q. Once my Residential HVAC application is approved what do I do next?

A. Once a Residential HVAC application is approved by the Residential Builders Commission staff, an Examination Eligibility Letter will be mailed to the applicant. Your Examination Eligibility is valid for one year and you are allowed only three (3) attempts to pass the Residential HVAC exam within a twelve (12) month period. You must pass both the Residential HVAC Exam and the Residential Business Management and Law Exam. If you do not pass the exam within the twelve (12) month period, you will be required to reapply. If you fail the exam three (3) times you will be required to wait twelve (12) months from the last date that the exam was failed before you will be authorized to be scheduled to take the exam again.

Q. Do I schedule my Residential HVAC Exam and Business Management and Law Exam with LLR?

A. No. The Residential HVAC exam and the Business Management and Law Exam are administered by PSI Examination Services (PSI) and every approved applicant will schedule his/her own exam and make payment (by certified check or money order) to PSI Examination Services. You may visit the PSI website at www.psiexams.com for more information on their fees and exam services.

Q. Can I obtain a SC Residential HVAC license if I am licensed in another state without having to take the SC exam?

A. No. South Carolina is does not have an Exam Waiver Agreement with any states for Residential HVAC licensing.

Q. I have a SC Mechanical Contractors license, can I obtain a SC Residential HVAC License without taking the Residential HVAC Exam?

A. Yes. A Residential HVAC license can be obtained without examination if the applicant is licensed as a SC Mechanical Contractor with a HVAC classification or has a Master Heating and Air license by exam from the South Carolina Municipal Association (MASC), however, you will be required to take and pass the SC Residential Business Management and Law Exam. All applicants must submit a completed Residential HVAC license application with documentation of the SC Mechanical Contractors license or the Master Heating and Air license from the Municipal Association, with all fees and a \$10,000 surety bond (if project cost exceeds \$5000 labor and materials added together) for review by the Residential Builders Commission.

Q. Does the SC Residential Builders Commission recommend or have a list of schools, examination prep courses or seminars to help me prepare for the Residential HVAC Exam?

A. No. Examination prep courses and seminars are offered by individuals, businesses and technical schools or community colleges. The licensing board for the Residential Builders Commission is not affiliated with any of these individuals and the board does not sponsor approve or recommend any school or exam prep course or seminar to prepare for the Residential HVAC exam.

Q. After I pass have passed my Residential HVAC Exams with PSI, what is the next step?

A. After you have passed the Residential HVAC Exam and the Business Management and Law Exam you must submit the following information to the Residential Builders Commission staff:

- (1) A copy of your test results from PSI testing services.
- (2) A certified check or money order made payable LLR-Residential Builders Commission in the amount of \$160.00 if the license is issued for more than twelve (12) months before the next renewal date. If the license is issued for twelve (12) months or less before the next renewal date a certified check or money order made payable to LLR-Residential Builders Commission in the amount of \$80.00.

A surety bond in the amount of \$10,000 (Original bond signed by the applicant with the power of attorney attached) is required if you are doing projects that exceed \$5,000 for total cost of construction (labor and materials added together, regardless of who purchases the materials) you must have a \$10,000.00 surety bond on file in our office. The bond must be issued in the individual applicants name listed as principal not in a company or business name and must be submitted to our office each time it is renewed.

Q. Once receive a Residential HVAC license how often do I have to renew my License?

A. The Residential HVAC License is renewable every two (2) years before June 30, of each odd year (2019, 2021, 2023, etc.). Per 40-59-230(C) you are required to have a current mailing address on file with the commission. The Residential Builders Commission mails a courtesy renewal notice in mid to late April. We will also send out courtesy renewal reminder eblast during renewal season. It is the licensee's responsibility to renew his license on time.

Q. If I have a current Residential HVAC license can I renew my license online?

A. Yes. To renew a current Residential HVAC License online all you need is a checking account, Master Card, Visa, or American Express, your userid and password and your current email address on file with the Commission. If you have misplaced your userid and password we now have a website that will provide this information to you. Go to <http://renewals.llronline.com> , once you select the **START LOGIN PROCESS**, there is an option to click and retrieve your userid and password. Enter your social security number and email address and your userid and password will be emailed to you.

Please click on <http://www.llr.state.sc.us/POL/ResidentialBuilders/index.asp?file=laws.htm> and read/review for a further understanding of the South Carolina Residential Builders Commission Statute and Regulations.