

MECHANICAL CONTRACTOR LICENSE EXAMINATION INFORMATION
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES / MECHANICAL DIVISION
P.O. BOX 30254, LANSING, MICHIGAN 48909
517-241-9325

INTRODUCTION

Examinations for mechanical contractor licensing are conducted by the Bureau of Construction Codes and are designed to: a) test an applicant's knowledge of the fundamentals of the classification in which licensure is being sought and b) measure the applicant's ability to interpret and apply the appropriate mechanical code to the installation of mechanical equipment. The examination is based on the provisions of the state mechanical code, related laws, instructions and rules, and general theories and practices.

QUALIFICATIONS

In order to qualify for examination, an applicant must show a minimum of 3 years of experience in EACH work classification, or an equivalent of experience, which is acceptable to the board, in one or more of the following work classifications:

- a) Hydronic heating and cooling and process piping, b) HVAC equipment, c) Ductwork, d) Refrigeration, e) Limited or unlimited heating service, f) Limited or unlimited refrigeration and air conditioning service, g) Fire suppression, h) Specialty. Specialty classifications limit the licensee to a specific installation. The specialty classifications are: solid fuel, solar, gas piping, LP tank installation and underground tank installation.

An applicant who is a graduate of a recognized community college or university may apply for credit to reduce the required 3 years of experience. Credit may be given for school experience, but shall not exceed 1 year of the required 3 years of experience.

APPLICATION AND LICENSING INFORMATION

Upon receipt of a completed application, fee and necessary additional documents, such as a college transcript, the application will be reviewed. If it is approved, an admission card will be mailed to you approximately 10 days prior to the scheduled exam date. However, if additional information is required before your application can be approved, correspondence will be sent to you specifying the information that is required.

APPLICATION INSTRUCTIONS

To complete the application form:

1. Page #1 - Fill in your name, address and last 4 digits of your social security number in the spaces provided. Check the work classifications in which you desire to test for.
2. Page #2 - Experience Record. Applicant must provide notarized statements verifying work experience in accordance with Section 338.976 of the Forbes Mechanical Contractors Act, and R 338.903 of the Board of Mechanical Rules license examination procedures. Notarized statements shall document 3 years of experience in each of the work classifications requested, as set forth in the Act, and shall show the type of work performed and the length of time work was performed. Attach a copy of your official transcripts and your original diploma. Upon request, the originals will be returned to you.
3. Page #3 – Answer the background information, conviction history and sign the application.
4. Send the completed application along with all required documentation and the proper fee to: Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, Board of Mechanical Rules, P.O. Box 30255, Lansing, MI 48909.

All completed and signed applications and the application fee must be on file and accepted in the Mechanical Division of the Bureau of Construction Codes, Department of Licensing and Regulatory Affairs, *at least 20 working days before* the examination date.

EXAMINATION APPLICATION FEE

The examination application fee is \$100 (nonrefundable). An applicant who seeks licensure in more than one work classification on a single application is required to pay only 1 application fee. Checks shall be made payable to the State of Michigan and attached to your application.

EXAMINATION LOCATION AND DATE

Examinations are typically scheduled once every three months. A schedule with the dates and location of the exams is included in your packet. An admission card notifying each applicant of the time, location, and date of the examination will be mailed approximately 10 calendar days before the date of the examination. Candidates will be required to provide the EXAMINATION ADMISSION CARD as well as an OFFICIAL, SIGNED PHOTO identification at the test site in order to be admitted.

If you cannot take the examination on your scheduled examination date, your admission card shall not be renewed unless you send a letter to this office explaining your absence from the exam. This written explanation and admission card must be received by the Department within 10 calendar days after your scheduled examination.

EXAMINATION ADMISSION REQUIREMENTS AND TEST REGULATIONS

1. To be admitted to the test site, you **MUST**:
 - a. Present your admission card
 - b. Show an official, signed photo I.D., such as a driver's license, State of Michigan Identification Card, passport, or a recent photo which includes your signature and has been notarized on the back
 - c. Arrive at your scheduled time. **NO ONE WILL BE ADMITTED AFTER THE SCHEDULED START TIME**
2. Be sure to bring a supply of **#2 PENCILS WITH GOOD ERASERS**.
3. Use of the Michigan Mechanical Code 2009 as well as other reference material and approved standards is permitted. **NO DICTIONARIES, COMMENTARIES OR PAPERS OF ANY KIND WILL BE PERMITTED.**
4. Silent, battery-operated, nonprinting, nonprogrammable calculators will be allowed.
5. **NO COPYING OF EXAMINATION ITEMS IS PERMITTED. ANYONE FOUND REMOVING OR ATTEMPTING TO REMOVE TEST MATERIALS OR NOTES FROM THE TEST ROOM, COMMUNICATING WITH OTHERS, OR PARTICIPATING IN ANY FORM OF MISCONDUCT WILL BE DENIED LICENSURE.**
6. If you have any questions, ask only the test administrator(s) or test monitors.

SCOPE OF THE EXAMINATION

The examination will consist of a written test for each work classification and a law test. The examination will cover the general theories and practices of specific work classifications, knowledge of the mechanical code and applicable laws. All questions are multiple-choice.

You must pass a 15 question test on the **MECHANICAL CONTRACTOR'S LAW AND RULES, THE CONSTRUCTION CODE LAW AND RULES, AND BASIC SAFETY RULES**. The study materials for the law exam have been included in your packet.

You must pass a test for **EACH** work classification in which you choose to be licensed. You must receive a score of at least **70%** on **EACH** test taken in order to receive a passing grade. You must pass the law exam and one or more of the work classification exams in order to become licensed.

RELEASE OF EXAMINATION RESULTS

You will be notified of your examination results within 30 days after the exam date. Test results cannot be given over the telephone, or to a third party. **DO NOT CONTACT THE DEPARTMENT BY TELEPHONE FOR YOUR TEST RESULTS.**

If you qualify for licensure, you will receive a license application, and be assessed the appropriate license fee, along with your test results.

A license will be issued to you for the work classifications that you passed, even if there are some classifications you failed.

IF YOU FAIL

An applicant who fails to receive a passing grade on any exam on the **initial** application may re-take failed examination(s), without additional charge by submitting an Examination Reschedule Form (sent with your test results). You must send a written request to be scheduled for reexamination. The request must be on file in the Lansing office at least 20 working days prior to the scheduled examination.

If you fail a second time, you will be required to reapply for examination on an Examination Reschedule Form and pay the fee. Reexamination forms are available from the Bureau of Construction Codes, Mechanical Division at the address shown on the front of this document.

PREPARATION FOR THE EXAMINATION

A listing of applicable laws, rules, standards and codes that may be helpful in your preparation for examination is included in your exam packet.