

MECHANICAL CONTRACTOR LICENSING APPLICATION & EXAMINATION INFORMATION  
BUREAU OF CONSTRUCTION CODES /BOARD OF MECHANICAL RULES  
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, 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 must take and pass the limited service exams before he/she will be allowed to take the unlimited service exams. The type of work covered by each classification is defined on the application form.

An applicant who is a graduate of, or is attending, a recognized trade school 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 social security number in the spaces provided. Check the work classifications in which you are seeking licensure.
2. Page #2 - Experience Record. A licensed mechanical contractor who may also be an owner/employer must verify experience. This signature must be notarized. Credit for schooling. Attach a copy of your official transcripts and your original diploma or certificate of completion. Upon request, the originals will be returned to you.
3. Page #4 - Sign the application.
4. Send the completed application along with the proper fee to: Michigan Department of Labor & Economic Growth, Bureau of Construction Codes, Board of Mechanical Rules, P.O. Box 30255, Lansing, MI 48909.

All applications must be on file and accepted in the Mechanical Division of the Bureau of Construction Codes, Department of Labor & Economic Growth, at least 20 working days before the examination date.

## **EXAMINATION FEE**

The examination fee is \$25. An applicant who seeks licensure in more than one work classification on a single application is required to pay only 1 examination fee. Checks or money orders 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 locations 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 LATE ADMISSIONS TO THE EXAM**
2. Be sure to bring a supply of **#2 PENCILS WITH GOOD ERASERS**.
3. Use of the Michigan Mechanical Code 2003 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.

You will also be assessed a \$50.00 Construction Lien Recovery Fund Fee. You will receive a Construction Lien Fund card to be completed, which must accompany the fee. This \$50.00 fee must be paid to **THE DEPARTMENT OF LABOR & ECONOMIC GROWTH, CONSTRUCTION LIEN RECOVERY FUND. DO NOT SEND THIS FEE TO THE MECHANICAL DIVISION.** (If you have already paid into the fund through another license, please advise the Construction Lien Fund, as it **MAY** be possible to use that fee for your new license.)

The Construction Lien Fund will notify the Mechanical Division when you have paid the fund.

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 part of the **initial** examination may take a second examination, 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. An applicant applying for a second examination need only complete the portions of the examination that he or she failed on the first 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 brochure.

## **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.