

TEXAS DEPARTMENT OF LICENSING AND REGULATION

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AIR CONDITIONING AND REFRIGERATION CONTRACTORS LICENSE APPLICATION CHECKLIST

To become licensed as an Air Conditioning and Refrigeration Contractor in the state of Texas, you must submit the following items. **AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED UNTIL ALL ITEMS HAVE BEEN SUBMITTED AS REQUIRED.**

- **TEXAS AIR CONDITIONING AND REFRIGERATION CONTRACTORS LICENSE APPLICATION**

This form must be completed and signed by the applicant.

- **TEXAS AIR CONDITIONING AND REFRIGERATION CONTRACTORS LICENSE APPLICATION ATTACHMENT: EXPERIENCE VERIFICATION FORM**

This form is used to verify the required tools of the trade experience. The minimum experience requirement is 36 months within the last 5 years. If the experience was acquired with multiple employers, a separate form must be submitted for each. **THIS FORM MAY BE DUPLICATED AS NECESSARY.**

- **CERTIFICATE OF INSURANCE**

This form is not required to be submitted with an original application; however, it is required to be submitted after an exam is passed and before a license is issued.

- **FEES**

The schedule of fees is as follows:

Application fee - \$50

Exam fee - \$90

License fee - \$80 * (Fee is required to be submitted after an exam is passed and before a license is issued.)

If more than one exam is being taken, a fee for each exam must be submitted along with one application fee.

For example:

If you are taking one exam, a \$50 Application fee and a \$90 Exam fee are required, for a total of \$140.

If you are taking two exams, a \$50 Application fee and two \$90 Exam fees are required, for a total of \$230.

PLEASE SEND ONE CHECK OR MONEY ORDER FOR THE TOTAL AMOUNT DUE, PAYABLE TO THE TEXAS DEPARTMENT OF LICENSING AND REGULATION. FEES AND DOCUMENTS SHOULD BE MAILED TO:

TDLR
PO BOX 12157
AUSTIN, TEXAS 78711