



**STATE OF IDAHO DIVISION OF BUILDING SAFETY**

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1090 East Watertower Street, Suite 150  
Meridian, Idaho 83642  
208-334-3950  
FAX 208-855-2165  
[dbs.idaho.gov](http://dbs.idaho.gov)

**APPLICATION FOR HVAC APPRENTICE REGISTRATION**

A person wishing to become an HVAC apprentice shall register with the Division of Building Safety (DBS) prior to going to work and carry a current registration certificate on his person at all times. **You must be eighteen (18) years of age unless registered in a Bureau of Apprenticeship Training (BAT) certified HVAC training program.** Each apprentice shall carry a current registration and shall present it upon request to personnel of the DBS for examination. HVAC apprentice registrations issued or renewed after July 1, 2009, shall be issued for a period of five (5) years.

**Time shall not be credited while the apprentice is inactive or not registered.**

In order to maintain an apprentice registration, an individual must be actively registered with the DBS as an HVAC apprentice, employed by a licensed HVAC contractor, work under the supervision of an HVAC journeyman, maintain enrollment in or successfully complete a training program approved by the board.

In order to qualify to take the HVAC journeyman examination an HVAC apprentice shall be required to work four (4) years under the constant on-the-job supervision of an HVAC journeyman and complete an approved training program approved by the board.

**NOTE:** It is the responsibility of the applicant to verify and substantiate all information supplied and to furnish all verifications of employment and schooling.

**APPLICATIONS WILL NOT BE PROCESSED UNLESS COMPLETELY FILLED OUT, SIGNED, NOTARIZED, AND ACCOMPANIED BY THE \$50 REGISTRATION FEE.** Payment may be made in the form of personal check, money order, or cashier's check. All applications paid for with a check will be held an additional 10 business days to allow the check to clear.



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*FOR DBS USE*  
APPROVAL \_\_\_\_\_  
DATE \_\_\_\_\_  
MONTHS \_\_\_\_\_  
SCHOOL \_\_\_\_\_

**APPLICATION FOR HVAC APPRENTICE REGISTRATION**

**A \$50.00 REGISTRATION FEE MUST ACCOMPANY THIS COMPLETED APPLICATION. THE APPLICATION MUST BE COMPLETED, SIGNED, AND NOTARIZED TO BE PROCESSED. A CLEAR COPY OF YOUR CURRENT PICTURE IDENTIFICATION MUST ACCOMPANY THIS APPLICATION.**

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(Month/Day/Year)

MAILING ADDRESS: \_\_\_\_\_ TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL PH. NUMBER: (\_\_\_\_) \_\_\_\_\_

APPRENTICE TRAINING PROGRAM (If Enrolled): \_\_\_\_\_

ARE YOU PRESENTLY REGISTERED/LICENSED IN ANOTHER STATE: YES: \_\_\_\_\_ NO: \_\_\_\_\_

IF YES, WHICH STATE: \_\_\_\_\_ REGISTRATION/LICENSE NO. \_\_\_\_\_

**PUBLIC RECORDS NOTICE** - Please be advised that the address and phone number provided by the applicant on this form is considered by the Division of Building Safety as the official business address and phone number of the applicant, and as such is regarded as a public record. Accordingly, pursuant to applicable state law, such information may be disclosed to members of the public upon proper request. The provision of any address and phone number by applicants, including personal addresses and phone numbers, along with the submission of this application form is deemed by the Division of Building Safety as consent by the applicant to the possible disclosure of such information.

**As an Idaho HVAC apprentice I understand that I must:**

- Maintain attendance in an apprentice related training program.
- Work under the constant on-the-job supervision of a licensed journeyman.
- Maintain a current apprentice HVAC registration.

**NOTE:** ADDITIONAL EMPLOYERS OR INFORMATION MAY BE WRITTEN ON THE BACK OF THIS APPLICATION OR ON A SEPARATE PIECE OF PAPER. PLEASE INCLUDE ALL OF THE INFORMATION SHOWN ABOVE FOR EACH ADDITIONAL EMPLOYER LISTED.

**THIS APPLICATION MUST BE SIGNED AND NOTARIZED**

I, \_\_\_\_\_ being first duly sworn, do hereby certify that the foregoing statements are true and correct.

\_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

**THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC**

Subscribed And Sworn To Before Me This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

NOTARY PUBLIC FOR: \_\_\_\_\_  
COMMISSION EXPIRES: \_\_\_\_\_



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**EMPLOYER'S VERIFICATION FORM**

THIS PAGE MAY BE COPIED AS NECESSARY FOR MORE THAN ONE EMPLOYER.

Applicant Name: \_\_\_\_\_

Dates of Verification: \_\_\_\_\_  
From: (month/day/year) To: (month/day/year)

Detailed Description of type of work performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS APPLICATION MUST BE SIGNED AND NOTARIZED**

This work was performed under the constant on the job supervision of an HVAC journeyman and in the employ of a licensed HVAC contractor:

Employer/Contractor: \_\_\_\_\_ License Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC**

Subscribed And Sworn To Before Me This Day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

NOTARY PUBLIC FOR: \_\_\_\_\_

COMMISSION EXPIRES: \_\_\_\_\_



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### HVAC APPRENTICE PROGRAM

On January 1, 2005, the state of Idaho's Division of Building Safety (DBS) began the HVAC apprentice program as provided by Idaho Code section 54-1009. This act requires any person who, for the purpose of learning the trade of an HVAC journeyman, engages in learning and assisting in the installation, improvement, extension, and alteration or repair of HVAC systems. HVAC apprentices shall not perform HVAC work except under the supervision of an HVAC journeyman or HVAC contractor.

**Time shall not be credited while the apprentice is inactive or not registered. An HVAC apprentice must also maintain enrollment in or complete an approved training program to maintain his/her registration.**

For advancement in the state HVAC apprentice program, the new apprentice must meet certain requirements to progress toward his journeyman electrician's license. This procedure includes four (4) years of verified work experience under the constant supervision of a qualified licensed HVAC journeyman. Also required are certificates of achievement from postsecondary vocational technical schools or union sponsored training programs. The training required is a minimum of one hundred forty four (144) hours per year for four (4) years of an organized supplemental sequence of instruction in technical subjects related to the trade. The Idaho State system of vocational education postsecondary vocational technical schools are located in six regions of the state of Idaho. These schools are:

### OPEN SHOP

|  |                          |
|--|--------------------------|
| North Idaho College, Coeur d' Alene      | (208) 769-3444           |
| Lewis Clark State College                | (208) 792-2442           |
| College of Western Idaho (BSU)           | (208)562-3000            |
| Idaho State University                   | (208) 282-3380           |
| Eastern Idaho Technical College          | (800) 662-0261 ext. 3345 |
| Northwest HVAC/R                         | (509) 747-8810           |
| HVACR Education                          | (406) 847-4822           |
| College of Southern Idaho                | (800) 680-0274           |
| Southwest Idaho Plumbers and Pipefitters | (208) 288-1296           |
| Southwest Central Idaho Sheet Metal JATC | (208) 362-5303           |
| Pocatello & SE Idaho Sheet Metal JATC    | (208) 233-5214           |
| NE Washington/N Idaho Sheet Metal JATC   | (509) 928-5009           |