

HEATING AND VENTILATING SUPERVISOR CERTIFICATE OF QUALIFICATION REQUIREMENTS

CITY OF KANSAS CITY, MISSOURI
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A. LICENSE & CERTIFICATE OF QUALIFICATION DEFINED

A license is authority granted to the person, firm, partnership, company, corporation, association, agency, or other entity to whom it is issued to engage in the business of contracting to perform certain work (Section 18-326, Code of Ordinances).

A certificate of qualification is authority granted to an individual to perform certain skilled tradeswork and is not transferable (Section 18-336, Code of Ordinances).

A contractor license is required for an individual or business to perform regulated work and is distinct from the supervisor's certificate of qualification. As such, a contractor license must be applied for and procured separately from the supervisor's certificate.

B. LICENSE & CERTIFICATE CLASSIFICATION

A licensed heating and ventilating contractor shall be authorized to do the following:

Installation, alteration, servicing, replacement, repair, or maintenance of heating, duct, and ventilation systems; connection of a humidifier which is part of a heating system to an existing potable water supply system within a building; gas piping from the nearest cutoff valve to the burner of a warm air heating system; connection of control wiring to an existing control box; and installation, alteration, servicing, replacement, removal, or repair of air conditioning units of not more than 7 ½ tons' capacity which are part of an air circulation unit.

All work shall be performed by or under the supervision of the holder of a heating and ventilating supervisor certificate of qualification.

C. REQUIREMENTS FOR THE CERTIFICATE

A certificate application must include a completed application form, the required reference letters described below, a \$47.00 nonrefundable application fee, and either proof of passage of an acceptable substitute exam or a request for an exam registration form for an examination to be given for the City of Kansas City, Missouri, by Experior Assessments, LLC or the International Code Council (ICC). Checks are to be made payable to City Treasurer/CPD-DS and are to be submitted, along with the application and required supporting documentation, to the address shown above.

The applicant must meet these requirements:

- (1) The applicant shall provide at least two notarized reference questionnaires completed and signed by official representatives of at least two companies engaged in the heating and ventilating trade and verifying that the applicant has at least three years of experience in the heating and ventilating field. The questionnaires (provided by CPD-DS as part of the standard information packet) must be filled out in their entirety, and all critical areas of experience must be verified therein.

NOTE: References shall come only from the applicant's past or present supervisors or employers in the heating and ventilating trade (i.e., bona fide managerial staff, company owners, corporate officers, partners, or principals). References shall **not** be accepted from these sources: material suppliers, the applicant's own past or present employees, individuals who have served under the applicant's direction, the applicant's past or present subcontractors, inspections staff from any jurisdiction, insurance representatives, bank representatives, or other sources not having direct personal knowledge and oversight of the applicant's tradeswork. One of the applicant's required reference letters may come from

a relative, but only where that party is the individual's employer or direct supervisor and is actually a bona fide practitioner of the trade in which the applicant is seeking certification.

- (2) The applicant shall be at least 21 years of age.
- (3) The applicant shall be a senior high school graduate or shall have passed the General Educational Development Test. One year of additional experience may be substituted for each year of high school accreditation lacking.
- (4) The applicant shall earn a score of 70% or higher on one of the two recognized exams administered for Kansas City, Missouri: the heating, air conditioning, refrigeration and ventilation (31322) examination administered by Experior Assessments, LLC or the standard master mechanical examination administered by ICC.

EXCEPTION: The Kansas City, Missouri, examination may be waived if the applicant has earned a passing score of 70% or higher on a standard Experior Assessments, LLC or ICC examination or other department-approved national testing agency examination **comparable in content** to the examination currently given for the City of Kansas City, Missouri. **The applicant must provide verifiable documentation of the examination which is acceptable to the Building Official.** Please note that, if 70% is not considered a passing score on the particular version of the exam the applicant has taken, it shall not be considered a passing score for the purposes of certification by the City of Kansas City, Missouri.

D. APPLICATION REVIEW

The application will be reviewed for compliance with the work experience, education, and age requirements outlined on the preceding page; and applicants will be notified of any deficiencies. **All references may be contacted by CPD-DS for verification of work experience; and all certification requirements must be deemed satisfied before a certificate can be issued.**

E. EXAMINATION SCHEDULING

When the application has been accepted by CPD-DS, the applicant will be mailed an examination registration form for the testing agency whose exam he/she has selected. The information booklets included in the original mailing contain information concerning examination fees, content, format, references, dates, locations, deadlines, etc. Additional copies can be obtained online from Experior Assessments at www.experioronline.com and from ICC at www.iccsafe.org. It is up to the applicant to decide which testing agency's qualifying exam to take; however, only one test can be taken per one-month period, regardless of which agency and test site are used. The testing agency shall send the applicant a confirmation letter concerning the date, time, location, and type of examination for which he/she has been scheduled.

Please note that both agencies operate on a first-come, first-served basis and are limited as to the number of examinees they can accommodate at their sites on any given day. Furthermore, the registration form and payment must reach the testing agency no later than the published application deadline to be considered for a given test date. Therefore, it is to the applicant's advantage to turn in his/her examination registration form and proper payment to the selected testing agency as early as possible. Examination fees are neither refundable nor transferable.

F. EXAM SCORE REPORTING

The testing agency shall mail the applicant written confirmation of his/her score and pass/fail status. The score is not valid until such time as the City of Kansas City, Missouri, receives official confirmation from the testing agency. Applicants electing to take the ICC examination shall be responsible for advising the City of their status after they have passed it so the City can seek confirmation from ICC, update their files, and make a determination.

Please note that the examination must be taken and passed and the passing score reported to the City of Kansas City, Missouri, by the testing agency within one year of the application processing date; otherwise, the application becomes null and void, and the individual must reapply for further consideration.

Please also note that an individual may attain a passing exam score and still be denied certification for failure to meet the other minimum qualifications.

HEATING AND VENTILATING SUPERVISOR REFERENCE LETTER
(MUST BE COMPLETED AND SIGNED BY REFERENCE AND NOTARIZED DIRECTLY ON THE FORM BY A NOTARY PUBLIC)

I, _____, _____,
(REFERENCE'S NAME) (REFERENCE'S JOB TITLE)

represent _____,
(REFERENCE'S COMPANY)

a company engaged in the heating and ventilating trade. I hereby attest that _____,
(APPLICANT'S NAME)

who is applying for a heating and ventilating supervisor certificate of qualification through the City of Kansas City, Missouri, has more than three years of full-time, practical, hands-on experience in all aspects of the heating and ventilating trade, including all of these areas, as described in section 18-327 of the Kansas City, Missouri, Building and Rehabilitation Code:

Installation, alteration, servicing, replacement, repair, and maintenance of heating, duct, and ventilation systems; connection of a humidifier which is part of a heating system to an existing potable water supply system within a building; connection of gas piping from the nearest cutoff valve to the burner of a warm air heating system; connection of control wiring to an existing control box; and installation, alteration, servicing, replacement, removal, or repair of air conditioning units of not more than 7 1/2 ton capacity which are part of an air circulation unit.

I affirm that all of the applicant's heating and ventilating trades experience has been legally gained in the direct employ of one or more licensed contractors.

I also affirm that I have personally overseen this individual performing heating and ventilating tradeswork during that period of time and that he/she is competent at the trade and has demonstrated sufficient mastery of the trade to act in a supervisory capacity. My relationship to the applicant is:

- ___ Employer/employee
- ___ Supervisor/employee
- ___ Contractor/subcontractor
- ___ Competitor
- ___ Apprenticeship training coordinator or other official representing _____ union or trades association
- ___ Other: _____

I am not a past or present employee of the applicant, nor have I ever worked under the applicant's direction.

I certify that all the statements contained herein are true; and I hereby authorize verification of the information given in this reference letter. My daytime telephone number is: _____. I understand that misstatement of any pertinent facts may be grounds for disqualifying the applicant and/or for charges of making a false statement on an official document.

(REFERENCE'S SIGNATURE) (DATE)

I HEREBY CERTIFY THAT THE SIGNATORY ABOVE APPEARED BEFORE ME, A NOTARY PUBLIC, ON THIS DATE.

NOTARY PUBLIC'S SIGNATURE: _____ DATE: _____

NOTARY PUBLIC'S STAMP AND SEAL: