**License Process**

**Contact the Building Commission to complete the licensing process by paying the proper fee and providing proof of required insurance and surety bond (812) 436-7880 or email cevenson@evansville.in.gov**

**License Process**

**Step 1** Complete an application form in ink or type.

* Make sure you clearly state the license for which you wish to test.
* Obtain three (3) signed notarized letters of**“recommendation”,** no matter what type of license you are applying for. They must be personal recommendation letters (not the company). **At the board members request, they *must* say recommend.**
* If you are applying for **Hvac** or **Electrical** license you will need to prove you have at least four **(4) years** of experience or **6200** hours in the field for which you are applying.  **Electrical** and **HVAC** letters must be on letterhead and notarized.
* The application and letters must be submitted at one time to the Building Commission.

**Step 2** The application will be submitted to the proper boards for approval to take the test. Once this is done, you will be contacted (via e-mail or phone) with approval to contact Ivy Tech to schedule and pay the required fee for each test you are taking.

* Study for the exam and find out more information about resources that are allowed in the testing center by clicking on the [study guide] at the end of each license definition.
* You are allowed to underline, highlight, and/or tab references prior to the exam.
* You are not allowed to write information in the books or to add anything to the books with the exception of permanent tabs.
* The exam fee is non-refundable if you do not call within 24 hours of exam date to cancel or reschedule. The exam cost is $175.00 for the Nunn test, that is paid to Ivy Tech.
* Ivy Tech Bookstore does not carry the older books any longer. The books may be searched for online. Anything loose leaf must be in a binder and have a copyright.
* You must bring your valid unexpired photo ID to the testing center. If you do not have the proper ID, you will have to reschedule.
* Electrical Masters, Master Mechanical, Sheet Metal, Ventilation and Refrigeration exams must receive a score of 75% or higher on each part to pass the exam. Passing scores for all other exams are 70% or higher.
* **\*The application is good for only one year from the date approved for testing\*.**

**Step 3**Once the test is passed, please contact the Building Commission (812) 436-7880 or email cevenson@evansville.in.gov. Your license will be issued with the proper fee and providing proof of required insurance and surety bond.  **Please bring a copy of your passing score along with your documentation so we may issue your license.**

* ***If you are mailing in a company check, “Please” add the name of the contractor.***