



Professional Licensing Boards Division
**Georgia Construction Industry
Licensing Board**

Division of Conditioned Air Contractors

Licensure Examinations

***Candidate Information
Handbook***

November 2024

Examination Development and Testing Unit



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The Professional Licensing Boards Division does not discriminate among candidates based on age, gender, race, religion, or national origin. The Professional Licensing Boards Division also does not discriminate among mentally or physically challenged candidates.

The Examination Development and Testing Unit gratefully acknowledge the assistance of other state licensing programs in the development of this Candidate Information Handbook. Portions of this Handbook were based on Candidate Information Handbooks of other states.



Introduction

The Division of Conditioned Air Contractors of the Georgia Construction Industry Licensing Board was created by the Georgia legislature to protect the public by taking steps to ensure that Conditioned Air Contractors are competent in their profession. To achieve this goal, minimum standards and requirements were established by the Board for entry into the profession. Passing an examination is one of the requirements for obtaining a Conditioned Air Contractors License.

Please review this Handbook thoroughly. It provides a good overview of the exam process and content.

Examination Administration

Examinations are Computer Based Tests that are given at PSI Test Centers located throughout the Southeast. The examinations are administered by appointment only Monday through Saturday. Available dates are provided when you schedule your examination. Appointment times may vary by location, and candidates are scheduled on a first-come, first-served basis.

Online Resources

Visit PSI's website for more detailed information.

Video: PSI Test Center Experience -

<https://psi.wistia.com/medias/3321yp1ic8>

Exam Tutorial:

<http://candidate.psiexams.com/tutorial.jp>

Registration deadlines:

<http://schedule.psiexams.com>

FAQs:

<https://candidate.psiexams.com/faqs/faqs.jsp>

Questions about examination appointment

scheduling should be directed to PSI Candidate Services at 855-898-0711.

Questions regarding professional licensing should be directed to the Board Office, 237 Coliseum Drive, Macon, GA 31217, 404-424-9966.

Veteran's Preference Points

Georgia law [General Provisions, O.C.G.A. § 43-1-9. (1)(2)(3)] provides that Veterans meeting certain conditions are eligible for five or ten points to be added to their examination scores.

You may be eligible for Veteran's Preference Points to be added to your examination scores if you have served on active duty in the Armed Forces, Reserves, or the National Guard during wartime or during any conflict when military personnel were committed by the President.

The law provides that you may also qualify for Veteran's Preference Points if you were discharged for injury or illness incurred in the line of duty and your disability is officially rated. Click this link for additional information: [Veterans Preference Points](#).

To apply for Veteran's Preference Points, submit a copy of your DD 214 form to Exam Development and Testing Unit, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, GA 31217.

Accommodations for Candidates with Disabilities

PSI complies with the Americans with Disabilities Act and strives to ensure that disabled individuals have the opportunity to take the examination.

Disabled persons who require accommodations must complete the 'Request for Disability Guidelines form. This form can be downloaded from the Board's website - [REQUEST FORM](#) - or call 404-424-9966 to request the form.

If accommodations are requested, contact PSI at 855-898-0711, as they will assist you with scheduling your examination appointment.

Wheelchair access is available at all PSI Test Centers.



Scheduling an Examination Appointment

You must be approved by the Board to sit for an examination. If you have not received notice that you have been approved, you will be unable to schedule an examination appointment.

The Board will notify PSI of your approval to sit for the exam. In turn, PSI will send you a confirmation notice with information on how to register and schedule your examination.

PSI's instructions will direct you to visit <https://test-takers.psiexams.com/gaco> or to call PSI at 855-898-0711 (toll free) to schedule your examination appointment. PSI's phones are answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday, and 8:30 a.m. to 5:00 p.m. on Saturday.

If you contact PSI by 3:00 p.m. Central Time on	Depending on availability, your examination may be scheduled as early as...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

Inclement Weather, Power Failure, Emergencies

In the event of inclement weather or emergencies on the day of your exam, PSI will determine if circumstances warrant the cancellation, and subsequent rescheduling, of an examination. If the Test Center personnel open the Test Center, the exam is usually not rescheduled.

Visit www.psionline.com/openings prior to the examination to see if any Test Centers have reported closing. Should a Test Center close, you will be notified regarding procedures to reschedule or re-register.

If a Test Center loses power during an examination, your examination will be restarted. Examination question responses entered up to the point of the power interruption will be saved, but for security reasons, the questions will be randomly resorted upon the restart.

Rescheduling or Canceling an Examination

Exam fees are non-refundable. However, you may reschedule an examination once at no charge online at <https://test-takers.psiexams.com/gaco> **at least 2 business days prior to** a scheduled examination appointment. The following schedule applies:

If the examination is scheduled on...	PSI must be contacted by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

The following situations will result in forfeiture of your appointment time and paid fees. You would need to re-register and pay the exam fee again to sit for the exam.:

- Arriving more than 15 minutes after your exam has begun.
- Not showing up for the exam appointment.
- Canceling your appointment after your registration has been submitted.

Failing to Report for an Examination

If you fail to report for an examination, you will forfeit the registration and all fees paid to take the examination. A new registration and fee are required to sit for the examination again.

Examination Content

Two Conditioned Air Contractor license exams are offered to correspond with the two classes of Conditioned Air Contractors licenses – Class I (Restricted) and Class II (Unrestricted).

Both examinations consist of multiple-choice questions. Please refer to the information on the following pages for the number of questions on each examination and the content categories.



Exam Day

Dressing for the Exam

Dress comfortably. Because individuals have different temperature preferences, we recommend that you dress in layers so that you can be comfortable in various conditions.

Arrival, Check In

Report to the Test Center at least 20 minutes before your scheduled appointment time. Upon arrival, look for the signs directing you to PSI Test Center Check-in.

IF YOU ARRIVE MORE THAN 15 MINUTES AFTER YOUR SCHEDULED EXAM TIME, YOU WILL NOT BE ADMITTED.

Identification

You must present two forms of identification at Check-in. Temporary IDs are not accepted. You will also be required to sign a roster for verification of your identity.

- One form of ID must be a current government-issued ID which includes your name, signature, and photograph (i.e., driver's license; state identification card; passport; military identification card).
- The second form of ID must include your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree, or court order).

Personal Belongings

Personal items, valuables, or weapons should not be brought to the Test Center. Large coats and jackets must be left outside the testing room. You will be provided a soft locker in which to store the following items:

- wallet
- keys
- watches
- hats

You will not have access to these items until after the examination is completed.

Once you have placed your personal belongings into the soft locker, you will be asked to turn your pockets out to verify that they are empty.

If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings.

If any personal items are observed or heard (cell phone, alarm) in the testing room, other than what is noted above, after the examination has started, the individual possessing these items will be dismissed and the examination and the fee will be forfeited.

General Information

- Pencils will be provided during check-in.
- One piece of scratch paper at a time is provided to use during the examination unless otherwise noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor after testing to receive your score report.
- Documents and notes are not to be removed from the Test Center.
- You are not permitted to ask questions about the content of the examination during the examination.
- Eating, drinking, or smoking is not permitted in the Test Center.
- You may take a break whenever you wish, but you will not be awarded additional time to make up for the time lost during breaks.



Security

PSI and the Georgia Construction Industry Licensing Board maintain examination administration and security standards that are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance for security purposes.

The following security procedures apply during the examination:

- Examination content is proprietary. Notes, cameras, tape recorders, pagers, cell phones, tablets, or laptops are not allowed in the testing room. These and similar electronic devices are prohibited and will result in dismissal from the examination if found in your possession during the examination.
 - Silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
 - Guests, visitors, and family members are not allowed in the testing room or reception areas
 - You will be asked to store personal items (see Personal Belongings section), and you will be asked to turn your pockets out before entering the exam area to verify that they are empty.
-

Copyrighted Material

All examination questions are the copyrighted property of PSI Services and the Examination Development and Testing Unit (EDTU) of the Georgia Professional Licensing Boards Division. It is prohibited under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part. Doing so may subject you to civil and criminal penalties.

Misconduct

If you engage in any of the following conduct during the examination, you may be dismissed, your scores will not be reported, and examination fees will not be refunded. These are examples of misconduct:

- creating a disturbance, being abusive or otherwise uncooperative;
 - displaying and/or using electronic communications equipment as noted in the Security section on the previous page;
 - conversing with other examination candidates;
 - giving or receiving help or are suspected of doing so;
 - leaving the Test Center during the administration of the examination;
 - attempting to record the examination questions or taking notes;
 - attempting to take the examination for someone else;
 - are observed with prohibited personal belongings;
 - are observed with notes, books, or other aids without it being noted on the sign-in roster.
-

Beta (Pretest) Questions

Beta (pretest) questions are included in the total number of examination questions. These beta questions do not count towards your score but do provide useful information on the quality and relative difficulty of the questions. The beta questions also vet questions that may be used on future exams.

Time Limits

The exam is administered in two parts. Seven hours are allotted to complete both parts of the exam (Class I and Class II). You will have three and a half (3.5) hours to complete Part I, followed by a break. You will also have three and a half (3.5) hours to complete Part 2. This limit includes time for the 20 Beta (pretest) questions.



**Content Categories for Class I (Restricted) and
Class II (Unrestricted) Conditioned Air Contractors**

1. Regulations, Laws, and Administrative Functions (8 questions)

A. Comply with Laws (1 question)

1. Workers Compensation
 2. Unemployment insurance
 3. Employer's tax guide (circular E)
 4. Georgia Construction Industry Licensing Board (complaint procedures, function of, renewal, etc.)
 5. State sales and use tax
 6. Business license
 7. Lien rights
 8. Americans with Disabilities Act (ADA)
-

B. Comply with Regulations (2 questions)

1. Obtain necessary conditioned air permits and inspections
 2. Code of Federal Regulations, Title 29, Part 1926 (OSHA)
 3. Standard Mechanical Code
 4. Underwriter's Laboratory (UL) or other appropriate certification
 5. National Electrical Code (NEC)
 6. Standard Gas Code
-

C. Comply with Administrative Requirements (5 questions)

1. Bonding and liquidated damages*
 2. Insurance: liability, property damage, auto, etc.
 3. Financing and cash flow
 4. Bookkeeping and accounting
 5. Accident or incident reports
 6. Contracts and purchase orders
 7. Inventory equipment, materials, and supplies
 8. Scheduling and project management
-

2. System Design (55 questions)

1. Determine job specifications in accordance with comfort and Code requirements
2. Determine space-load requirements (BTU gain-loss)
 - a. residential
 - b. commercial
3. Determine space airflow requirements
4. Select equipment according to design requirements
5. Determine type, size, and location of registers
6. Determine location for interior and exterior equipment
7. Determine type, size, and routing of duct system (including ventilation air intake and exhaust ducts)
8. Determine location and installation requirements for fire/smoke dampers, firestats, and smoke detectors
9. Determine flue size, type, and clearances
10. Determine boiler and steam requirements*
11. Select duct construction
12. Determine location and size of combustion air intake
13. Determine thermostat and/or humidistat location
14. Determine if available electrical service is adequate
15. Determine if structure will support type of mounting required for equipment
16. Determine layout and size of refrigerant piping
17. Determine location of condensate drain
18. Determine size and routing of fuel piping (oil, natural gas, LP gas)
19. Estimate job costs and prepare job proposal/contract
20. Size steam system and chilled water piping*

* Class II Only

(Continued on next page)



Georgia Construction Industry Licensing Board

Division of Conditioned Air Contractors

Candidate Information Bulletin

3. Installation (25 questions)

A. Equipment (2 questions)

1. Prepare equipment foundation/base
2. Install equipment vibration isolator
3. Install roof curb
4. Install self-contained unit: wall mount, roof mount, pad mount, thru wall
5. Install humidifier
6. Install filter/air cleaner
7. Install evaporator in existing system
8. Install electric heating coil in existing system
9. Install condensate pump
10. Install gas furnace
11. Install oil furnace
12. Install heat pumps (all types)
13. Install gas combination heating and domestic hot water system
14. Install air and water cooled system
15. Install cooling tower*
16. Install circulating water pump*

B. Duct System (4 questions)

1. Install and/or modify existing plenum for evaporator installation
2. Install and/or modify existing duct for duct-mounted accessories installation (air cleaner or damper)
3. Install branch duct takeoff from main using round metal duct and fittings
4. Install duct (rectangular/flexible) and fittings
5. Install manual balancing (volume) damper
6. Install register or grill
7. Install outside air intake with screen
8. Install smoke- and heat-actuated (fire) damper
9. Install powered damper with actuator
10. Install flexible connector between metal duct and equipment
11. Install duct insulation (rigid board, wrap, liner, etc.)
12. Install dryer vents
13. Install bathroom fan vents
14. Install residential and commercial range hoods and vents

C. Flue Venting (6 questions)

1. Install gas, oil, or all-fuel furnace vent and damper system:
 - a. PVC
 - b. Type B (double wall)
 - c. Type L (oil flue vent)
 - d. Type BW
 - e. single wall
2. Install barometric (draft regulator) damper
3. Install draft-induced fan
4. Install combustion air vents

D. Gas Piping and Tubing (3 questions)

1. Install gas piping according to code
 - a. copper
 - b. wrought steel
 - c. corrugated stainless steel
 - d. plastic
2. Test for gas leaks
3. Install gas piping supports and identification

E. Refrigerant Piping, Tubing, and Accessories (3 questions)

1. Install refrigerant piping according to manufacturer's recommendations and per code:
 - a. solenoid valve
 - b. hand valve
 - c. suction-line accumulator
 - d. filter dryer
 - e. sight glass
 - f. oil separator
 - g. check valve
 - h. expansion valve
 - i. liquid receiver
 - j. flexible vibration absorber
 - k. service valve
2. Install refrigerant pipe insulation according to manufacturer's recommendations and per code
3. Leak test system according to manufacturer's recommendation and per code
4. Evacuate refrigeration circuit (new or contaminated system)

F. Condensate Piping, Tubing, and Accessories (1 question)

1. Install condensate piping according to the manufacturer recommendations and per code
 - a. primary drain
 - b. secondary drain
 - c. secondary drain pan
 - d. float switches
 - e. drain and piping supports
2. Install condensate pipe insulation according to manufacturer's recommendations and per code

(Continued on next page)



3. Installation (continued)

G. Electrical Control Systems (3 questions)

1. Reverse rotation of 3-phase motor
2. Determine circuit breaker and wiring sizes
3. Install equipment control service panel
4. Install circuit breaker in service panel
5. Install electrical conduit
6. Install wiring in conduit
7. Install low-voltage cable
8. Connect electrical power to equipment
9. Connect electric duct heater
10. Connect humidifier
11. Install room thermostat or humidistat
12. Install outdoor, duct-mounted, or equipment-mounted thermostat
13. Install firestat and smoke detector
14. Connect electronic filter
15. Install electrical disconnects

H. Place System in Operation (3 questions)

1. Place system in operation according to code and manufacturer's recommendations
2. Charge and adjust refrigerant system according to manufacturer's recommendations (A/C and heat pump)
3. Check and test system operating conditions as per design criteria and manufacturer's recommendations
4. Calibrate thermostat
5. Balance duct system for correct CFM
6. Adjust fresh-air intake as per code
7. Adjust bypass and relief damper
8. Set V-belt tension and align belt sheaves*
9. Check motor current (amps)
10. Check motor speed and rotation
11. Adjust compressor start-delay timer
12. Adjust water-flow controls*
13. Check bearings for lubrication
14. Purge air from gas line and adjust gas pressure
15. Adjust burner primary air on oil and gas furnace
16. Adjust pilot flame and pilot igniter
17. Adjust direct spark igniter
18. Determine furnace efficiency through combustion analysis
19. Test for gas leaks
20. Adjust burner oil system
21. Check furnace draft
22. Test flame-proving and safety control
23. Fill water-cooled condenser and cooling tower*

*** Class II Only**

(Continued on next page)



Georgia Construction Industry Licensing Board

Division of Conditioned Air Contractors

Candidate Information Bulletin

4. Maintain and Repair System (12 questions)

A. General (7 questions)

1. Determine needed system maintenance and repairs
2. Check refrigerant charge
3. Locate leak in refrigerant circuit:
 - a. using electronic leak detector
 - b. using nitrogen pressurization
 - c. using halide leak detector
 - d. using soap solution
4. Repair leak in refrigerant circuit
5. Charge air-conditioning system per manufacturer's directions
6. Add oil to compressor
7. Check thermostat cycles
8. Check heat pump reversing valve operation
9. Install pressure switch (high, low, and oil)
10. Clean coils, filters, humidifier, and fan
11. Straighten coil fins
12. Replace fan bearing
13. Replace V-belt and sheave
14. Test hermetic compressor
15. Test compressor oil for acid and moisture
16. Replace compressor with or without service valves
17. Replace fan blade or wheel
18. Replace evaporator or condenser coil
19. Replace gas regulator
20. Replace gas orifice
21. Replace gas burner
22. Replace gas heat exchanger
23. Replace gas safety valve
24. Replace gas valve
25. Replace diaphragm-type valve
26. Replace millivolt-powered safety valve
27. Replace millivolt-powered gas valve
28. Replace pilot burner
29. Replace oil burner (chassis and air tube)
30. Replace burner nozzle
31. Replace oil-burner motor
32. Replace fuel oil pump
33. Replace fuel-cutoff valve
34. Replace fuel-filter cartridge
- *35. Acid clean condenser water circuit
- *36. Treat cooling-tower water
- *37. Replace water-pump seal
- *38. Replace cooling-tower water-level control valve
39. Clean system after burnout
40. Clean furnace and components
41. Replace ignition electrodes
42. Operate recover, recycle, reclaim equipment
43. Adjust temperature switch
44. Adjust defrost cycle on heat pump
45. Adjust refrigerant superheat
46. Adjust hot-gas bypass

B. Electrical (5 questions)

1. Determine problem in air conditioning electrical system
2. Measure voltage, amperage, and resistance in electrical circuit
3. Measure capacitance of capacitor
4. Make electrical connection: crimp, screw terminal, solderless splice, solder
5. Analyze electronic circuit containing power source, control card, sensor, and control device
6. Connect motor and/or start capacitor
7. Replace transformer
8. Install/replace hard-start kit on hermetic compressor
9. Replace magnetic coil in motor starter
10. Install/replace motor contactor and/or relay
11. Replace heat-pump defrost timer and/or defrost thermostat
12. Connect pressure switch
13. Install/replace anti-short cycle timer
14. Replace control switch (fan, temperature-limit, or fan and limit combination)
15. Connect gas valve
16. Replace pilot safety switch
17. Replace glow-coil assembly
18. Replace door switch (panel switch)
19. Replace thermocouple or thermopile
20. Replace flame-sensing electronic sensing device
21. Install/replace spark-ignition pilot lighter, direct-spark igniter system, or hot surface ignition
22. Troubleshoot electronic ignition control system
23. Replace and/or install starting or run capacitor
24. Replace motor overload protector and/or electric-heater element
25. Replace electronic air cleaner ionizing wire
26. Replace solid-state control board
27. Replace solenoid coil
28. Install/replace crankcase heater
29. Install/replace oil-line heat tape
30. Replace electric-heater sequencer
31. Attempt to start stuck hermetic compressor
32. Replace fan motor
33. Replace defrost heater

Total Number of Test Questions **100**

Additional Pre-Test Questions Per Examination **20**

Total Number of Test and Pre-Test Questions **120**



Taking the Examination

Your examination is a Computer Based Exam given at a PSI Test Center. Computer experience or typing skills are not necessary to take your examination.

After confirming your identity, you will be directed to an exam cubicle. Follow the on-screen instructions to enter your Social Security number and take a photo of yourself. Your photo will remain on-screen throughout your examination session and will be printed on your score report.

You will have an opportunity to take a computer based practice exam before starting the official examination. The time used for the practice examination is NOT counted as part of your official examination time or score. When you are comfortable with the testing process, exit the practice session and begin the timed examination.

The screenshot shows a computer screen with a question: "Polybutylene pipe should NOT come in contact with which of the following?". Below the question are four radio button options: A tile grout, B petroleum based materials, C teflon based pipe dope, and D fire stop caulk. In the top right corner, there is a box labeled "Candidate Picture Here". At the bottom of the screen, there is a navigation bar with buttons for "Exit", "Help", "B", "Comment", "Time", "Bookmark", and a set of navigation arrows. A small digital clock shows "5" in the center.

The testing program tracks the time you spend on the examination. To view your remaining time, click on the "Time" box in the lower right-hand corner of the screen. A digital clock displays the time remaining for you to complete the examination. The Time feature may be turned off during the examination. The examination will terminate if you exceed the time allowed.

One question is presented at a time, and the question number appears in the lower right-hand corner of the screen. Answer choices are identified as A, B, C, or D. You must indicate your choice by either typing the letter in the response box in the lower left-hand of the computer screen or clicking the option using the mouse. To change your answer, enter a different letter by typing in the response box or clicking the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To advance to the next question, click the forward arrow (>) in the lower right portion of the screen. This action moves you through the examination question by question. To review a question that you've already answered, click the back arrow (<) or use the left arrow key to move back through the examination.

You may skip (not answer) a question and return to it later during the examination session. Questions may also be bookmarked for later review by clicking the blank square to the right of the Time button. Click the double arrows (>>) to advance to the next unanswered or bookmarked question. To identify all unanswered and bookmarked questions, repeatedly click the double arrows (>>).

If some questions have not been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination as there is no penalty for guessing.

The number of exam questions answered is reported when you complete the exam.

Candidate Comments

During the examination, you may type comments on any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.



After the Examination

Statistical Review of Exam Performance

A statistical analysis of the examination and each question is conducted. Based on the statistics and the candidates' comments, questions that might be flawed will be reviewed by the Division.

Final Scaled Scores

The minimum passing final scaled score for each examination is 70.

The exam scores are scaled. This means that your raw score (the total number of questions answered correctly), taking into consideration question difficulty, is transformed into a scaled score. Because each candidate answers a unique set of questions on an adaptive exam, scaled scores are reported to provide a direct comparison of performance across candidates and exams. This allows candidates to be held to the same passing standard regardless of which questions they receive.

Score Reports

After completing the examination, you will be asked to complete a short survey about your examination experience.

Then, you are to report to the Test Center supervisor to receive your score report. The score report will include your photograph, your examination results indicating "pass" or "did not pass", and your final scaled score.

If you do not pass the exam, you will also receive the subscores for the major exam content areas.

Scores are provided in person via print format or by U.S. mail. Scores are not reported over the telephone, by email, or by fax.

Licenses

PSI will provide the Board with an Official Score report. This could take up to 6 weeks to be received by the Board. Once received, Board staff will communicate with you regarding your results.

Re-examination Process

Candidates failing the examination must retake and pass the examination to be considered for licensure. If you fail the examination twice, you are required to complete a Board-approved Review Course before being allowed to test a third time (Board Rule 121-2-.06).

If after submitting proof of completion of the Review Course, you test and fail the examination again, you are not required to take any other courses. You are allowed to test again.

Duplicate Score Report

Requests for duplicate score reports must be made in writing within one year of the examination date.

Complete the request form included with this Handbook, submit a check or money order for \$25 per copy made payable to PSI Services Inc., and mail your request to PSI.

Duplicate score reports will be processed and mailed within seven (7) business days from receipt of the request. Please note that your receipt of a duplicate score report may be affected by US Postal Service mailing times.



Sample Questions

The following questions are intended to help you become familiar with the types of questions you may encounter on the examination. These sample questions do not represent the full range of content or difficulty levels contained in the actual examinations.

1. According to the Standard Mechanical Code, which of the following is the reference for residential summer and winter load calculation?
 - *A. ACCA Manual J
 - B. ACCA Manual N
 - C. Trane Air Conditioning Manual
 - D. Carrier System Design Manual Part III

2. Any product kept in inventory that is tagged or labeled with any keywords such as "danger," "caution," "flammable," or "warning," requires which of the following?
 - A. locked storage area
 - B. secured storage area
 - C. separate storage area
 - *D. Material Safety Data Sheet

3. Which of the following considerations are necessary when installing an electric heater in a duct system?
 1. airflow
 2. duct size
 3. size of heat pump
 4. excessive turbulence
 - A. 1, 2, and 3 only
 - *B. 1, 2, and 4 only
 - C. 1, 3, and 4 only
 - D. 2, 3, and 4 only

***Correct Answer**

Conditioned Air Contractors Suggested Reference List

Only the reference materials listed on this document may be used during the examination. No other reference materials will be allowed. Some of the test questions will be based on field experience and knowledge of trade practices; therefore, questions will not be limited to the reference materials listed below. Candidates may bring as many or as few of the references listed as desired.

Conditioned Air Contractor Class I (Restricted) and Class II (Unrestricted):

Most of the test questions will be referenced to the following materials.

1. *2018 Georgia Gas Code (2018 International Fuel Gas Code), with 2018 (Revisions through 2022) Georgia amendments.* International Code Council (800) 786-4452

2. *2018 Georgia Mechanical Code (2018 International Mechanical Code), with 2018 ((Revisions through 2024) Georgia amendments.* International Code Council (800) 786-4452

3. *Georgia State Electrical Code, (2020 National Electrical Code or National Electrical Code Handbook).* National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9146, Quincy, MA 02269-9146, (800) 344-3555.

Beginning June 20, 2025, the exam will be based on:

Georgia State Electrical Code, (2023 National Electrical Code or National Electrical Code Handbook).

4. *Manual D - Duct Design for Residential Winter and Summer Air Conditioning*, 2016, 3rd edition, version 2.5, Air Conditioning Contractors of America, 1712 New Hampshire Ave. N.W., Washington, D.C. 20009, (202) 483-9370.

5. *Manual J - Load Calculation for Residential Winter and Summer Air Conditioning*, 2016, 8th edition, version 2.5, Air Conditioning Contractors of America, 1712 New Hampshire Ave. N.W., Washington, D.C. 20009, (202) 483-9370.

6. *Refrigeration & Air Conditioning Technology, 2025, 10th edition*, W. C. Whitman and W. M. Johnson, Cengage Learning - www.cengage.com -**OR-** *Modern Refrigeration and Air Conditioning, 2025, 22nd edition*, Althouse/ Turnquist/ Bracciano, Goodheart-Willcox, www.g-w.com

7. *Contractors Guide to Business, Law, and Project Management - Georgia Construction Industry Licensing Board*, 5th edition, National Association of State Contractors Licensing Agencies, 23309 North 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027, (623) 587-9354. Order at www.NASCLA.Org.

8. *Code of Federal Regulations Title 29, Part 1926 (OSHA) Latest Available edition*, Southern Engineers Bookstore Online www.sebookstore.com or (770) 499-8434
9. *Carrier System Design Manuals (1-3)*, Carrier Air Conditioning Company, Carrier World Headquarters, One Carrier Place, Farmington, CT 06034-4015.
10. *Flexible Duct Performance & Installation Standards, 2010, 5th edition*, Air Diffusion Council, 104 S. Michigan Avenue, Chicago, IL 60603 or www.flexibleduct.org.
11. *Trane Ductulator* - current, Trane Co., 2677 Buford Highway N.E., Atlanta, GA 30324, (404) 321-7500.
12. *Flexible Duct Slide Rule or Calculator*, such as ACCA Duct Calculation Slide Rule, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206 or www.acca.org or Atco Flexible Duct Calculator.
13. *International Energy Conservation Code, (2015) with 2015 (Revised Jan. 1 2020)* GA Amendments International Code Council (800) 786-4452; GA Department of Community Affairs (404) 679-3118

Conditioned Air Contractor Class II (Unrestricted) only:

14. *Low Pressure Boilers*, 2019, 5th edition, F. Steingress, American Technical Publishers, 1155 West 175th Street, Homewood, IL 60430, (800) 323-3471.

Some questions will be taken from references not listed on this document, such as Manual N and Manual Q (Air Conditioning Contractors of America). For such questions, the necessary table or information will be provided in the examination booklet.

NOTICE TO CANDIDATES: Please be aware that you are allowed to bring to the exam **ONLY** the references listed above. You are NOT to bring in other photocopied materials or handwritten notes, even if they are pasted in the reference book. References may be highlighted, underlined or tabbed with permanent tabs. Any additional materials will be removed from your reference and confiscated, and the candidate may be removed from the examination.

This reference list will be applicable to examinations administered through **December 31, 2025**.

If you plan to take the examination after **December 31, 2025** you may obtain an updated reference list from the Board's website at www.sos.ga.gov/plb or www.psionline.com.

Because references are not always available when requested, and obtaining them may take some time,

IT IS TO YOUR ADVANTAGE TO ORDER THEM WELL AHEAD OF THE EXAMINATION.

Effective Date: 1-1-25 through 12-31-25