

815 KAR 8:030. Apprentice HVAC mechanic registration and certification requirements.

RELATES TO: KRS 198B.650, 198B.656, 198B.658, 198B.664

STATUTORY AUTHORITY: KRS 198B.654(1), 198B.658(4)

CERTIFICATION STATEMENT:

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654(1) requires the department to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.650 through 198B.689. KRS 198B.658(4) requires the department to establish an apprentice heating, ventilation, and air conditioning mechanic's certificate and the process to register as an apprentice. This administrative regulation establishes the requirements for registration and certification of HVAC apprentices.

Section 1. Registration of Apprentices.

- (1) An apprentice heating, ventilation, and air conditioning mechanic, as defined by KRS 198B.650(2), may register with the department by complying with this administrative regulation.
- (2) Each individual who registers with the department shall be issued an HVAC certificate of apprenticeship.
- (3) The HVAC certificate of apprenticeship shall authorize an individual to work in the HVAC trade under:
 - (a) The direct supervision of at least one (1) journeyman HVAC mechanic; and
 - (b) The general supervision of a master HVAC contractor.

Section 2. Application for Registration.

- (1) Initial application for certificate of apprenticeship. Registration shall be accomplished by submitting to the department:
 - (a) A completed Apprentice HVAC Registration Form, Form HVAC 3;
 - (b) A recent passport-sized, color photograph of the applicant that is taken within the past six (6) months; and
 - (c) The signature and license number of the supervising master HVAC contractor on the registration application.
- (2) Change of information. The Apprentice HVAC Registration Form, Form HVAC 3, shall be updated by the apprentice and submitted to the department to update change of address or change of employer.
- (3) The apprentice shall retain personal records of employment hours to verify the experience required for a journeyman HVAC mechanic license.

Section 3. Incorporation by Reference.

- (1) "Apprentice HVAC Registration Form", Form HVAC 3, May 2020, is incorporated by reference.
 - (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Housing, Buildings and Construction, Division of Heating, Ventilation, and Air Conditioning, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. and is available online at <http://dhbc.ky.gov>.
- (815 KAR 008:030. 21 Ky.R. 1610; eff. 2-10-1995; 22 Ky.R. 792; 1085; eff. 12-7-1995; 2335; 23 Ky.R. 436; eff. 9-11-1996; 24 Ky.R. 950; eff. 12-15-1997; 26 Ky.R. 1705; eff. 5-22-2000; 27 Ky.R. 3368; eff. 8-15-2001; 31 Ky.R. 1902; 32 Ky.R. 79; eff. 7-27-2005; 36 Ky.R. 1347; 1927; eff. 3-5-2010; 41 Ky.R. 1184; eff. 3-6-2015; 45 Ky.R. 804, 1542; eff. 1-4-2019; TAm eff. 5-29-2020; Crt eff. 12-4-2025.)