



CONSTRUCTION TRADES QUALIFYING BOARD  
Yates Building  
231 Forsyth Street, Suite 410  
Jacksonville, FL 32202

## JOURNEYMAN HAR EXAMINATION

**Application Fee:** \$65.00 (Not Refundable)  
**Where to File:** C.T.Q.B., 231 E. Forsyth St., Suite 410

**SEE ATTACHED FOR EXAMINATION SCHEDULE**  
(Late applications not accepted)

Candidates will receive a Board **Application for Examination** form. Once the Board approves the candidate's eligibility to sit for the examination, they will receive a **Prometric Examination Registration Form** or you will be set up with GITS or Prov. Filling out this registration form or getting set up with GITS or Prov and sending the fee to your testing agent will complete the candidate's scheduling process. **All scheduling for examination and examination review dates are done through Prometric. GITS will contact you to schedule your exam or you will contact Prov to schedule your exam.**

Fill out the Board application completely and sign it. You need to include in your first application, evidence of a least four years of practical experience working in the trade. Proof **must** be on an approved Affidavit of Experience form supplied by the Board or letterhead from your employer. One passport size photograph is required. Payment by mail to the Board office must be a check or money order only. Make checks or money orders payable to the **Tax Collector**. Applications must be **approved** at the Board office before payment.

The passing grade for every examination is at least 75%. **No scores will be given over the telephone by the Board office.**

**NOTE: CERTIFICATES ARE NOT ISSUED UPON PASSING THIS EXAM. A SEPARATE APPLICATION FOR CERTIFICATE OF COMPETENCY IS REQUIRED TO BE FILED WITH THIS BOARD UPON PASSING. THOSE DESIRING TO QUALIFY AS CONTRACTORS MUST PASS A SEPARATE CONTRACTOR ADMINISTRATION EXAM AND COMPLETE AN APPLICATION FOR A CONTRACTOR CERTIFICATE OF COMPETENCY, WITH ALL SUPPORTING DOCUMENTS, AND BE APPROVED BY THE BOARD.**

**NO GRADE IS OFFICIAL UNTIL RECEIVED AND PROCESSED BY THE BOARD OFFICE. AT THAT TIME, THE APPROPRIATE PAPERWORK WILL BE SENT TO YOUR HOME. NOT UNTIL THEN WILL YOU BE ABLE TO FILL OUT THE FORMS AND RETURN THEM TO THE BOARD OFFICE EITHER IN PERSON OR BY MAIL.**

**NOTE: The examination references are found on the following pages.**

Mayor's Boards and Commissions  
231 East Forsyth Street, Suite 410, Jacksonville, FL 32202  
Phone: 904-630-2657, Fax: 904-630-1692  
[gails@coj.net](mailto:gails@coj.net)  
[www.coj.net](http://www.coj.net)



**CONSTRUCTION TRADES QUALIFYING BOARD**

**Yates Building  
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**WE HAVE 3 TESTING AGENCIES AVAILABLE FOR YOU TO USE:  
PROMETRIC, GITS, OR PROV**

**PROMETRIC:** Prometric uses a schedule of dates for you to choose from, with a cutoff date and a corresponding test date. You will get a registration form to submit to Prometric if you use this testing agency. They charge \$90.00 per exam.

**PROV:** Prov tests at the Kent Campus in Jacksonville 5 days a week. You will set up in their system for you to schedule your exam if you choose this testing agent. They charge \$80.00 per exam. **TESTING IN SPANISH IS AVAILABLE THROUGH THIS TESTING AGENCY.**

**GITS:** Testing through GITS is available 6 days a week at the Ocala office. They test in Jacksonville for an additional \$50.00 remote location fee in addition to their \$80.00-\$120.00 testing fee, depending on the test. You will be contacted by GITS to schedule your exam if you use this testing agency.

**APPLICATION FEES GO TO THE CITY AND THE TESTING FEE IS PAID DIRECTLY TO THE TESTING AGENCY!**

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[www.coj.net](http://www.coj.net)

## License Information

**Scope** – Tests a candidate's knowledge of the installation, maintenance, repair, fabrication, alteration, and extension of air conditioning, refrigeration, piping vessels, warm air heating, low pressure boilers, ventilation systems, duct systems, insulation, and related appurtenances within a complete system unlimited in horsepower or tonnage.

## Examination Outline

### Open Book

100 Questions – Four-hour time limit

70% Correct required to pass

Exam Topic	%
HARV General	25
Air Conditioning	20
Heat-Warm Air-Low Pressure Boilers	18
Ventilation	15
Controls	10
Piping	8
Insulation	4

## References

The following references are allowed in the testing center.

1. *Uniform Mechanical Code*, 2006, International Association of Plumbing and Mechanical Officials (IAPMO), 5001 E. Philadelphia St., Ontario, CA 91761, [www.iapmo.org](http://www.iapmo.org).
2. *ACCA Duct Slide Rule*, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, [www.acca.org](http://www.acca.org).
3. *Fibrous Glass Duct Construction Standards*, Fifth Edition, 2002, North American Insulation Manufacturers Association (NAIMA), 44 Canal Center Plaza, Suite 310, Alexandria, VA 22314, [www.naima.org](http://www.naima.org).
4. *Pipefitters Handbook*, Third Edition, 1967, Industrial Press, Inc., 989 Avenue of the Americas, New York, NY 10018, [www.industrialpress.com](http://www.industrialpress.com).

The following references were used to create exam questions but are not allowed in the testing center.

1. *Low Pressure Boilers*, Third Edition, 2008, American Technical Publishers (ATP), 1155 West 175<sup>th</sup> Street, Homewood, IL 60430-4600, [www.go2atp.com](http://www.go2atp.com).
2. *Modern Hydronic Heating for Residential and Light Commercial Buildings*, Second Edition, 2004, Delmar Learning, P.O. Box 6904, Florence, KY 41022.
3. *Modern Refrigeration and Air Conditioning*, 18th Edition, 2004, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, [www.g-w.com](http://www.g-w.com).

## Copyrighted Exam Questions

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**Prov**  
 13614 Progress Blvd  
 Alachua FL 32615-9496  
 Telephone: (866) 720-7768

Website: [www.provexam.com](http://www.provexam.com)

You have received this email in response to your request for Exam Information for Duval County/City of Jacksonville. The information below describes the examination you expressed interest in taking. Examination Information Bulletins can be downloaded from [www.provexam.com](http://www.provexam.com)

**Journeyman Air Conditioning**

Number of Questions	100
Time allowed (hours)	3
<b>Subject Area</b>	<b># Quest.</b>
General Knowledge	22
Piping	10
Systems & Sizing	24
Equipment	11
Maintenance	28
Plan Reading	5

**References**

**Florida Building Code 2017 - Building** , 2017. ISBN: 978-1-60983-687-0. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. [www.iccsafe.org](http://www.iccsafe.org)

**Florida Building Code 2017 - Mechanical** , 2017. ISBN: 978-1-60983-690-0. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. [www.iccsafe.org](http://www.iccsafe.org)

**Intermediate Mechanical Study Guide** , 2015. ISBN: 9781323725221. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).

**Advanced Mechanical Study Guide , 2nd edition** , 2nd. ISBN: 9781323725184. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).

**HVAC Basics for Contractors,3rd Edition** , 3rd Edition. ISBN: 13.9781323725146. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).



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**Journeyman Air Conditioning (Spanish)**

Number of Questions	100
Time allowed (hours)	3
<b>Subject Area</b>	<b># Quest.</b>
General Knowledge	22
Piping	10
Systems & Sizing	24
Equipment	11
Maintenance	28
Plan Reading	5

**References**

Advanced Mechanical Study Guide , 2nd edition , 2nd. ISBN: 9781323725184. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).

Florida Building Code 2017 - Building , 2017. ISBN: 978-1-60983-687-0. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. [www.iccsafe.org](http://www.iccsafe.org)

Florida Building Code 2017 - Energy Conservation , 2017. ISBN: 978-1-60983-695-5. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. [www.iccsafe.org](http://www.iccsafe.org)

Florida Building Code 2017 - Mechanical , 2017. ISBN: 978-1-60983-690-0. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. [www.iccsafe.org](http://www.iccsafe.org)

HVAC Basics for Contractors,3rd Edition , 3rd Edition. ISBN: 13.9781323725146. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).

Intermediate Mechanical Study Guide , 2015. ISBN: 9781323725221. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).

**Journeyman Unlimited Air Conditioning - NCE1Du**  
Jacksonville (Duval County) Version

**Scope**

An Air Conditioning Unlimited Journeyman shall be able to install, maintain, repair, fabricate, alter, or extend any system of air conditioning, refrigeration, piping vessels, warm air heating, low pressure boilers, ventilation systems, duct systems, insulation, and related appurtenances within a complete system unlimited in horsepower or tonnage.

**Examination Content Outline**

The examination is based on trade-specific information pertaining to materials, tools, equipment, practices, terminology, and relevant laws. It is a three (3) hour, open book examination that consists of 75 questions.

<b>Subjects:</b>	<b>No. of Items</b>
Code Compliance	14
Ductwork	12
General	15
Fuel Gas	6
Maintenance and Service	9
Controls	4
Piping	4
Insulation	4
Psychrometrics	2
Safety	5
Total:	75

**Approved References**

1. Florida Building Code (Mechanical), 2007
2. Florida Building Code (Chapter 13, Florida Energy Efficiency for Building Construction), 2007
3. Florida Building Code (Fuel Gas), 2007
4. Modern Refrigeration and Air Conditioning, 18th ed., 2004
5. ACCA Ductulator or Trane Ductulator
6. HVAC Duct Construction Standards, Metal and Flexible, 2nd edition, 1995 with 1997 addendum.
7. Code of Federal Regulations – Title 29, Part 1926 (OSHA), 2003
8. NFPA 54 – National Fuel Gas Code
9. Plumbing Technology; Design and Installation, 1994 2<sup>nd</sup> Ed., Lee Smith
10. Refrigeration and Air Conditioning, 3<sup>rd</sup> ed.
11. Architectural Sheet Metal Manual, 5<sup>th</sup> ed., 1993
12. Florida Building Code (Building), 2007