

Sarah Sanders  
Governor



**HVAC/R SECTION**  
**ARKANSAS DEPARTMENT OF LABOR AND LICENSING**  
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Ralph T Hudson  
Director

**Attention All Interested Parties**

Subject: HVAC/R Rule Changes and Code Adoption

Effective June 3, 2022, the HVAC/R Board rules have been updated. The new rules include changes to license holders regarding CEU requirements, General Liability Insurance, and the adoption of the ICC 2021 Mechanical Code. A full copy of the rules can be located and downloaded on the Arkansas Department of Labor and Licensing's website at [www.labor.arkansas.gov](http://www.labor.arkansas.gov) under the HVAC/R page at <https://www.labor.arkansas.gov/labor/code-enforcement/hvac-r/>.

**General Liability Insurance required with renewals:**

Class A, B, C, D, or E license holders except as noted below must now submit a copy of their current general liability insurance policy showing they have minimum coverage of **\$250,000.00**. Any renewal submission without proof of insurance will be returned to the license holder for resubmission.

License holders who perform work for a business, corporation or entity and their job duties are to repair or install company equipment are only required to submit a letter on their company letterhead stating they are employed and perform work and signed by a responsible manager or human resource officer. Any class license holder who works for a HVACR contractor but not the responsible A, B, C, D, or E license holder for the company, can submit a letter from the company either stating they are the responsible party or submit a copy of their liability insurance on their behalf.

Registrants and lifetime license holders are not subject to the general liability insurance requirements.

**The board will not forgive any late fees that are incurred due to failure to submit the liability insurance requirement. Renewals submitted without proof of insurance will be returned.**

**SECTION XX. LICENSURE, CERTIFICATION, OR PERMITTING OF UNIFORMED SERVICE MEMBERS, VETERANS, AND SPOUSES – ARK CODE 17-1-106**

**SECTION XXI CONTINUING EDUCATION**

No HVAC/R license shall be renewed unless the licensee completes at least four (4) hours of continuing education per calendar year. Continuing education shall consist of classroom or other Board approved instruction relating specifically to the construction, installation, maintenance, and repair of HVAC/R systems. Two (2) of the four (4) hours shall be on the mechanical code as adopted by the Board. The remaining two (2) hours may be on any other Board approved instruction. The **first cycle** shall begin on the effective date of Section XXI and end on **December 31, 2022. REGISTRANTS ARE NOT REQUIRED TO HAVE CEU'S. This requirement is for Class, A, B, C, D, E License Holders.**

**SECTION XXIII. THE INTERNATIONAL MECHANICAL CODE**

(1) The Board hereby adopts and incorporates herein the International Mechanical Code, 2021 edition of the International Code Council, Inc., commonly referred to as the ICC.

(2) The International Mechanical Code, 2021 shall be the standard for installation of HVACR work.

For additional information, you can contact the HVACR Board by email at [asklabor@arkansas.gov](mailto:asklabor@arkansas.gov)

§17 – 3 – 102

**Any applicant subject to this law and checks yes on the registrant application, must have board approval for a registrant license be issued. See updated Registrant application for additional details.**