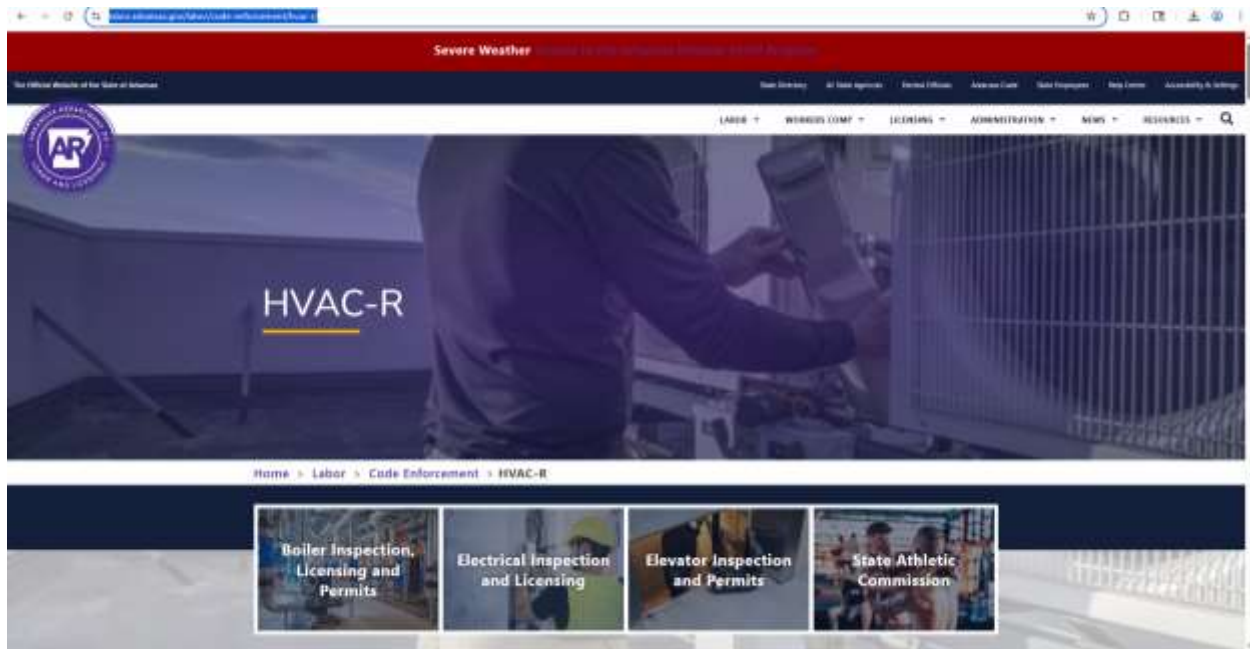
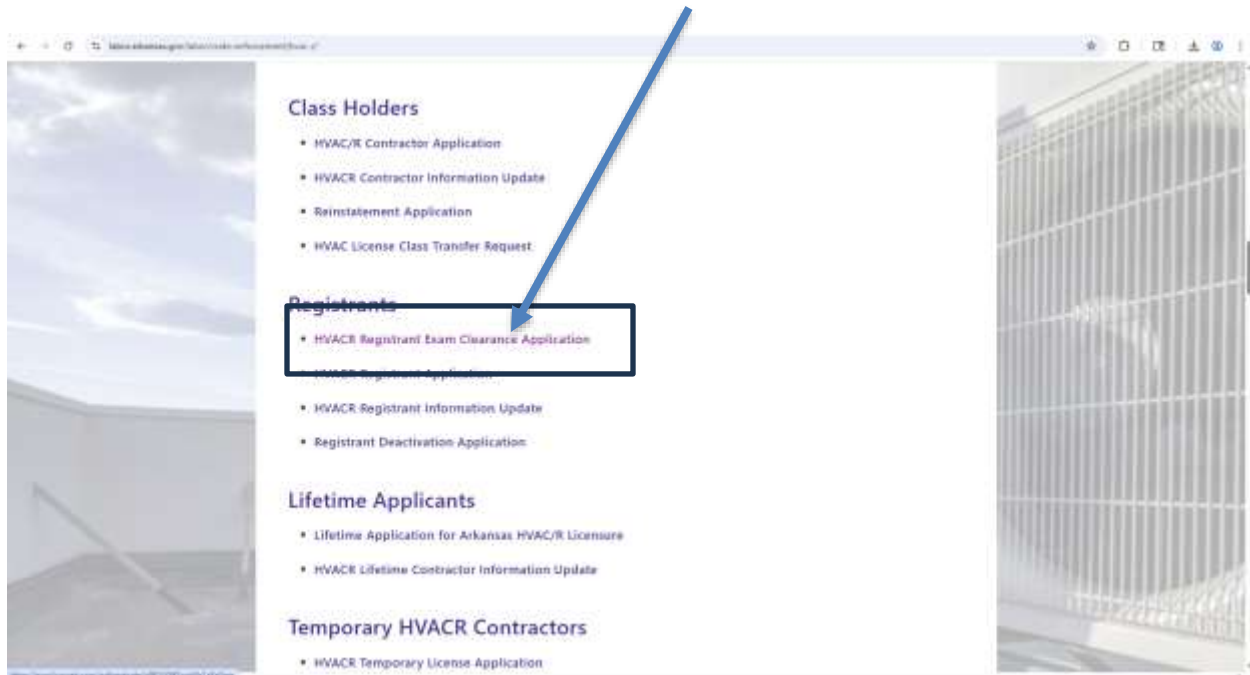


How to apply for the HVAC Contractor exam

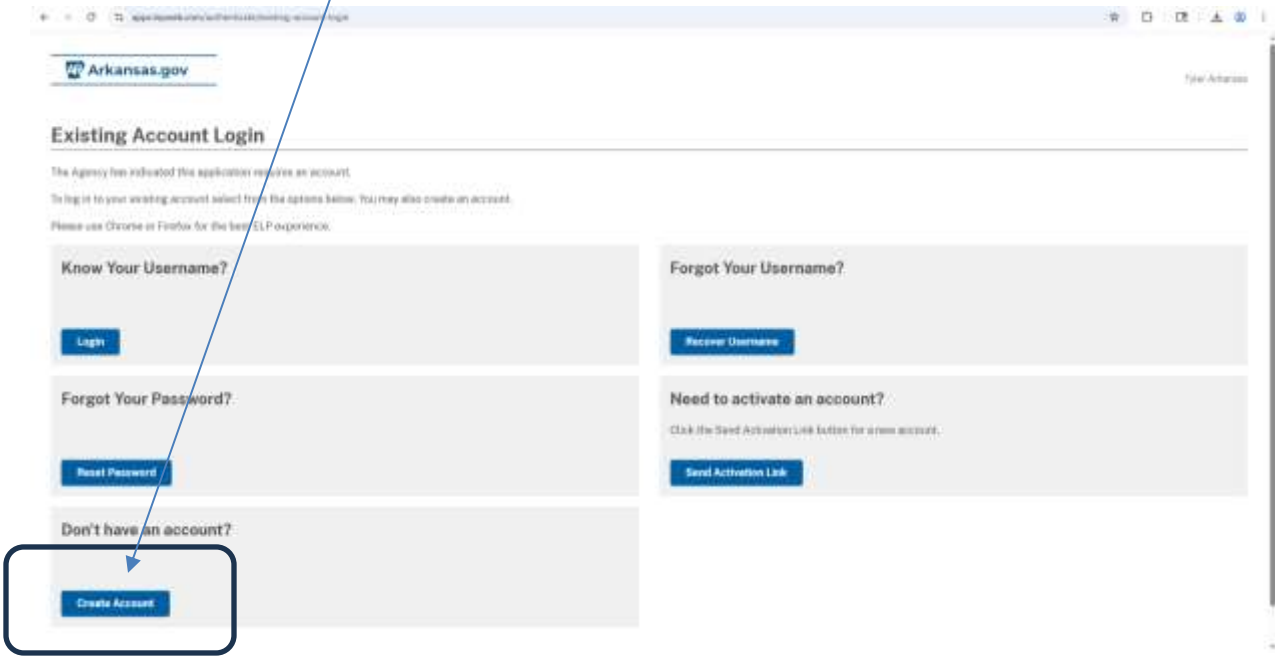
Visit <https://labor.arkansas.gov/labor/code-enforcement/hvac-r/>



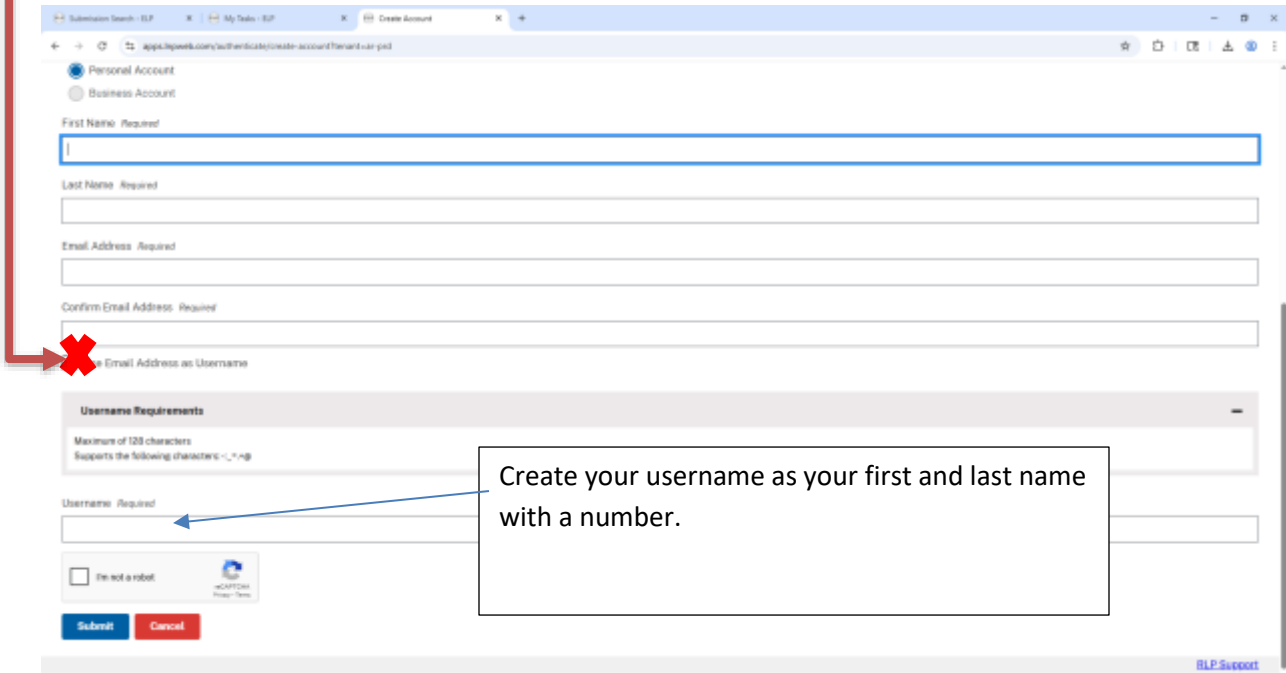
Scroll down to the HVACR Registrant Exam Clearance Application.



You will need to create an account – if you do not have one.



We do not recommend using your email as your username



You will get an email to set up your password.

Step 3. The following screen will appear from the link. Enter your password 2 times and click create account.

Account Password

Please enter password and confirm password

Password Requirements

- Password must have a minimum of 14 and a maximum of 20 characters
- Password must not equal username
- Password must include a minimum of 1 number
- Password must include a minimum of 1 special character
- Password must include a minimum of 1 uppercase letter
- Password must include a minimum of 1 lowercase letter

Password - Required

Confirm Password - Required

Create Account

Step 4. The sign in box will appear. *We recommend waiting about 30 seconds or it will give you an error message saying username not authorized.* Using your username and password you will then click sign in.

Username

Username

Password

Password

Forgot your password?

Sign in

Need an account? Sign up

Creating an account – New User

Create Profile

Personal Information

Name

Email

Phone

Address

Street

City

State

Zip

Education

School

Degree

Work

Company

Title

Interests

Hobbies

Skills

Continue

Step 5. Fill in all *required* fields and click continue ONLY ONCE.

A green box will appear at the top of the page saying that you have successfully completed the creating an account process.

Note: the page may stay up for more than 1 minute, **DO NOT CLICK CONTINUE A SECOND TIME**. The page will automatically open to the profile dashboard as seen in next slide.

Profile Saved

Your profile has been saved successfully! You will be redirected momentarily.

Create Profile

The exam Clearance application must be done before you apply for the license.

Section 1 of 6 – Information Collection
*Like the registrant application only here you must provide identification information in the form of a driver's license or other government issued document.

Section 2 of 6 – Questions
Is all about your experience and what history you have? Only click add more to add more information, after military training you can click **save & finish** followed by **save and continue**.

Step 1. - Click the upload button, it will search your computer for the document you wish to upload.

Step 2. After you see it has been uploaded click save to lock it in.

Step 3. Once you have uploaded all documents click save and continue.

Section 3 of 6 Document Upload

There will be fields for you to upload your educational documents, employment documents etc.

This is an example of uploading just 1 type, follow process on other documents if needed.

Section 4 of 6 – Information Summary

Last chance to review everything and make corrections before the application is submitted for approval.

After you submit the application it will be reviewed and if approved you will be sent confirmation and a testing voucher from PROV on where and when to take the exam.

After you pass the exam

Contact the office about the business you will work for, we can provide you the license number for the business if it already in our system.

You will go back to <https://labor.arkansas.gov/labor/code-enforcement/hvac-r/>

Scroll down to contractor application and fill in the required information.

Your test score will need to be provided in the application.

Once you submit it, the application is subject to review and you will receive an email when approved.