The Ohio Construction Industry Licensing Board (OCILB), issues state licenses to Electrical, HVAC, Refrigeration, Plumbing, and Hydronics Contractors who perform commercial work.

**Applicants must:**

- be at least 18 years of age
- be a U.S. citizen or a legal alien (must provide proof)
- have been a tradesperson in the type of licensed trade for which the application is filed for not less than five years **immediately** prior to the date of application. Provide proof of working under a licensed contractor on projects that required a permit during those five years. **You must attach at least one permit for each of the last five years and provide the license number of the contractor you worked under.** Permits are public record and can be obtained from the local building department.

  (Be advised that sewer service, water service, gas service and drain cleaning **DO NOT** apply).

- or currently be a registered engineer in Ohio with three years of business experience in the construction industry in the trade for which you are applying
- never have been convicted of a disqualifying offense as defined in S.B. 337
- attach W-2’s (please cross out social security number)

**OCCUPATIONAL LICENSING PROCESS FOR VETERANS**

Complete entire application as instructed above. Be sure to complete **Question (11)**; include all hands-on work experience and inclusive dates. **You MUST Attach your DD214 (training records).** You may also attach any documents that support your experience and training in the trade you are applying for such as: training certificates, job evaluation reports, joint transcript, and /or a letter from your Commanding Officer.

Your application will be reviewed by the Board to determine eligibility to sit for the examination. You will be notified by mail of the results of the Board review results. **ONCE YOU HAVE BEEN APPROVED (valid for one year) BY THE BOARD, YOU ARE REQUIRED TO OBTAIN A BCI and FBI BACKGROUND CHECK PRIOR TO SITTING FOR THE EXAMINATION.** Approved candidates will be provided with a PSI Candidate Information Bulletin. The Bulletin will contain detailed instructions on how to schedule your exam(s). All licensure exams are computer based testing by appointment at sites throughout Ohio & the U.S. Individuals who take the examination will receive a notice advising them of their examination pass/fail status at the completion of the exam. Those who pass both sections of the exam can receive a state license by sending a copy of the examination results, a $25 check made payable to “Treasurer, State of Ohio”, and proof of at least $500,000 contractor liability insurance “Certificate of Liability Insurance”. **Your liability insurance AND license must be assigned to a “contracting company” as defined in Ohio Revised Code 4740.01 Section C.**
OHIO CONSTRUCTION INDUSTRY LICENSING BOARD—EXAMINATION APPLICATION

MUST TYPE OR PRINT CLEARLY

1. Type of examination applied for:  
   - [ ] Hydronics  
   - [ ] Electrical  
   - [ ] HVAC  
   - [ ] Plumbing  
   - [ ] Refrigeration

2. Full Name ________________________________________________________________
   First  Last  M.I.

3. Street Address _____________________________________________________________

   City _______________________ State _______________________

   ZIP ______________  County _______________________________

4. Are you a U.S. citizen? Y   N  Date of Birth _____ / _____ / ______
   OR
   Are you a legal alien?  Y   N (if yes, provide documentation)

5. Home Phone (____) _____-______  Work Phone (____) _____-______

6. E-Mail Address____________________________________________________________

7. Have you ever been convicted of a felony? _____ Yes _____ No
   If yes:  Date of Conviction: _____ / _____ / ______
            Ohio County of conviction: __________________________
            Offense: _______________________________________

8. Contracting Company Name _______________________________________________
    Your Current Position/Title: _____ Owner  _____ Employee  _____ Partner
    If you are the owner, are you paying your employees by W-2? _____ Yes _____ No

   Be very specific in nature of duties

   ** NOTE** You MUST indicate to the Board that you have worked the last five years as a Tradesperson,
   working under a licensed Contractor, performing permitable work, and be able to prove it.
   Attach a minimum of 1 permit for each of the last 5 years the licensed contractor (your employer)
   obtained, and that you worked under. (Permits are public record and can be obtained from the Building Department).
   Attach copies of your W-2’s for the past 5 years, working as an Employee for the licensed Contractor.

   - NOTE: sewer service, water service, gas service and drain cleaning permits DO NOT apply.

10. List below your employment history, beginning with the most recent. Attach additional sheets if necessary.

<table>
<thead>
<tr>
<th>EMPLOYER'S NAME AND ADDRESS</th>
<th>Contractor License # you worked under.</th>
<th>PHONE NUMBER</th>
<th>DATES OF EMPLOYMENT</th>
<th>PLEASE CIRCLE ONE</th>
<th>TITLE OF POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ / to / /</td>
<td>FULL OR PART-TIME</td>
<td></td>
</tr>
</tbody>
</table>

Nature of Duties: _____________________________________________________________

Application Fee: $25.00
Make check payable to:
   TREASURER-STATE OF OHIO
Mail to:
    Division of Industrial Compliance
    Ohio Construction Industry Licensing Board
    6606 Tussing Road, P.O. Box 4009
    Reynoldsburg, Ohio 43068-9009

Check # _______________________
Date _______________________

FOR OFFICE USE ONLY

Application is:
   Approved ___________________  Board Member Initials
   Denied _____________________  Board Member Initials

Additional information needed:
   ________________________________
   ________________________________
<table>
<thead>
<tr>
<th>EMPLOYER'S NAME AND ADDRESS</th>
<th>Contractor License # you worked under.</th>
<th>PHONE NUMBER</th>
<th>DATES OF EMPLOYMENT</th>
<th>PLEASE CIRCLE ONE</th>
<th>TITLE OF POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ / to / /</td>
<td>Full or Part-Time</td>
<td></td>
</tr>
</tbody>
</table>

Nature of Duties: ________________________________________________________________

<table>
<thead>
<tr>
<th>EMPLOYER'S NAME AND ADDRESS</th>
<th>Contractor License # you worked under.</th>
<th>PHONE NUMBER</th>
<th>DATES OF EMPLOYMENT</th>
<th>PLEASE CIRCLE ONE</th>
<th>TITLE OF POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ / to / /</td>
<td>Full or Part-Time</td>
<td></td>
</tr>
</tbody>
</table>

Nature of Duties: ________________________________________________________________

11. OCCUPATIONAL LICENSING PROCESS FOR VETERANS (only).

<table>
<thead>
<tr>
<th>BRANCH OF MILITARY</th>
<th>UNIT</th>
<th>INSTALLATION</th>
<th>DATES OF SERVICE</th>
<th>SPECIALTY: (be sure to attach a copy of your DD214 training records).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ / to / /</td>
<td></td>
</tr>
</tbody>
</table>

This applicant agrees to conform to Rules 4101:16-1 through 4101:16-3 of the Ohio Administrative Code relating to the type of license indicated on the front page of this application.

I solemnly swear or affirm that the information I have supplied to each and all of the questions within this application are complete and true to the best of my knowledge and belief.

__________________________________________________________
Signature of Applicant

THIS APPLICATION MUST BE NOTARIZED

Subscribed and duly sworn before me according to law, by the above named applicant this ______ day of ____________ , ______ in the County of ________________________, State of ________________________.

__________________________________________________________
Signature of Notary Public

__________________________________________________________
Printed Name of Notary Public