

**METROPOLITAN GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY  
DEPARTMENT OF CODES ADMINISTRATION**

**APPLICATION FOR EXAMINATION AS A METROPOLITAN  
MASTER MECHANICAL OR HVAC&R  
CONTRACTOR**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Home Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ Home Phone Number \_\_\_\_\_  
Area Code \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Each applicant must furnish evidence that he or she has the following experience requirements. A Degree in Mechanical Engineering may be accepted in lieu of the experience requirement. Please check which classification you will be applying for:

- Master Mechanical ..... Six (6) Years Experience*
- HVAC&R ..... Four (4) Years Experience*

**PLEASE COMPLETE THIS SECTION:**

- (1) Do you have a College Degree? Yes \_\_\_\_\_ or No \_\_\_\_\_ Major \_\_\_\_\_  
(Please provide a copy of the Degree)
- (2) Do you hold a Mechanical License in other cities? Yes \_\_\_\_\_ or No \_\_\_\_\_  
If Yes, where? \_\_\_\_\_, and Number of Years \_\_\_\_\_  
(Please provide copies and written verification).
- (3) Have you ever been administered the Block and Associates Examination for any of the above classifications?  
\_\_\_\_\_ Yes or No (If so, please provide documentation verification - Date and Grade of Examination)
- (4) Who are you currently employed with: \_\_\_\_\_

**WORK HISTORY:**

- (1) Please provide written confirmation from past and present employers, detailing a brief work description and/or your responsibilities, along with the number of years and/or months employed with the company.
- (2) Submit a letters of recommendation pertaining to your skill in the mechanical field.
- (3) Provide copies of any licenses held in other cities or state, verified by that local jurisdiction.

Incomplete applications will not be accepted. You must attach written confirmation and documentation to this application before approval by the Chief Mechanical Inspector.

Mail or deliver Application with required information to:

Department of Codes Administration  
Metro Office Building  
800 Second Avenue, South  
P. O. Box 196350  
Nashville, TN 37219-6350  
(615) 862-6598

**METROPOLITAN GAS MECHANICAL  
INSTRUCTIONS FOR EXAMINATION**

**STEP I**

To apply to take the examination for a license as a **Metropolitan Master Mechanical or HVAC&R Contractor**, you must complete the Application for Examination form with **all** information requested. Applications are to be submitted to the Department of Codes Administration. Incomplete applications **will not** be accepted.

**STEP II**

Upon receipt of your application, it will be reviewed and considered by the Mechanical Chief Inspector.

Upon approval you will receive notification by mail. We will include copies of the Examination Summary, Study Guide references and sample questions. Should you be requesting the examination for Master Mechanical, you will be administered the Air Conditioning "A" examination. Those requesting the examination for HVAC&R will be administered the Air Conditioning "B" examination. You will also receive from our office an **Examination Registration Form** to be completed and then mailed to the examiners at the following address:

Prometric  
1260 Energy Lane  
St. Paul, MN 55108

It will be your responsibility to schedule your examination date with Prometric. You may contact Prometric at (615) 333-6575. Your payment will be made directly to PROMETRIC.

Should you fail to make a passing grade of 70.0% on the examination, you may apply for reexamination after a thirty- (30) day waiting period. You will notify Prometric directly for re-examination.

Mail or deliver Application with required information to:

Department of Codes Administration  
Metro Office Building – 3<sup>rd</sup> Floor  
800 Second Avenue, South  
P. O. Box 196350  
Nashville, TN 37219-6530  
615-862-6598