

**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 _____ () _____
Area Code Home Phone Number

City _____ State _____ Zip Code _____

Email Address _____

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) Currently employed with: _____ How long: _____

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 letter 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.

**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 e-mail from Prov Exam. This will include links to the reference material and exam content, as well as instructions on scheduling your exam.

It will be your responsibility to schedule your examination date with Prov. You may contact Prov at 866-720-7768 or <https://provexam.com>.

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 this office for reexamination approval, at (615)862-6598 or julie.welch@nashville.gov.

Mail or deliver Application with required information to:

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

