

REQUIREMENTS FOR A CITY OF OMAHA LICENSES FOR AIR CONDITINONING/ AIR DISTRIBUTION JOURNEYMAN

- The City of Omaha issues two different Journeyman licenses for air conditioning/ air distribution work. They are “ACAD” or “Sheet Metal” journeyman.
- A Commercial “ACAD” or “Sheet Metal” journeyman’s license permits the holder to install all types of air conditioning/ air distribution (excluding hydronics) systems.
- A Residential “Sheet Metal” journeyman’s license permits the holder to install of air conditioning/ air distribution (excluding hydronics) systems in one and two family dwellings only.
- Five (5) or more years verifiable experience in the installation of ACAD systems; or
- Four (4) or more years verifiable experience employed by a licensed master ACAD contractor in the installation of ACAD systems; or
- Applicants may apply one of the following credits towards the experience requirements:
 - a) Up to two (2) years for post high school education.
 - b) Two (2) years for NATE “Core” and installation certifications.
- If the applicant has completed the same examination administered by the board or a third party testing agency designated by the board with a score of 75 percent or greater, the board may waive the examination requirement. For a journeyman sheet metal residential license the minimum examination grade of 70 percent is required.
- If the applicant has a valid Bellevue, Nebraska, or State of Iowa journeyman ACAD license with an examination score of 75 percent or greater, the board may waive the examination requirement. For a journeyman sheet metal residential license the minimum examination grade of 70 percent is required.
- For a period of six (6) months following the enactment of this section, an applicant who has been employed by a master ACAD contractor licensed by the City of Omaha for four (4) or more years may apply for and be granted a journeyman ACAD license or a journeyman sheet metal commercial license, or a journeyman sheet metal residential license without completing an examination. This exception shall automatically expire six (6) months following the effective date of the section.
- One year of experience is, 1750 hours installing ACAD systems in the employ of a licensed ACAD contractor.

- An application for an “ACAD” or “Sheet Metal” journeyman’s license must be submitted to the secretary of the ACAD Board 2 weeks prior to the next board meeting for placement on the agenda.
- Applications to be mailed to the Air Conditioning/ Air Distribution Board, c/o Permits and Inspections Division, 1819 Farnam Street, Suite 1110, Omaha, NE 68183
- Air Conditioning/ Air Distribution Board meetings are the first Tuesday of each month,
- An application fee of \$25.00 must accompany the application. All checks must be payable to the “City of Omaha”.
- Applicants must provide written statements from past or present employers on their company letterhead stating dates of employment, a job description and list of work duties while employed with their company.
- If an employer is “out of business” the applicant must provide check receipts or W2 information to substantiate your position at the time of employment and your length of employment. Please omit all financial and/or personal information.
- If an applicant is “self-employed” the applicant must provide a complete chronological list of all “on the job” work experiences showing the amount of time and dates of work while operating an ACAD business. This information can be in the form of, work orders to customers, billing invoices, letters from customers and suppliers. Please omit all financial information.
- When licenses or certificates from other jurisdictions or organizations are provided, the applicant must provide the requirements and qualifications needed by that jurisdiction or organization to obtain that license or certificate. The applicant must also provide their passing score of any examination taken for that license or certificate.
- The Board recommends that all applicants appear before the board. If an applicant lists “self-employment” in their application they **must** appear before the board. Appearing before the board will allow the applicant to answer any questions the board may have about their application. Requests to appear before the board must be submitted to the secretary of the ACAD Board 2 weeks prior to the next board meeting for placement on the agenda.
- After the Air Conditioning/Air Distribution Board has approved an application, the applicant will receive from the City of Omaha, an exam authorization form for a “Prometric” exam. This authorization form is valid for only 6 months from the date of authorization.

- Three exams are used to obtain a “Commercial Journeyman” license. They are; “Journeyman Unlimited Air Conditioning” or “Journeyman Limited Air Conditioning”, or “Journeyman Sheet Metal”. (Exam outline sheet attached)
- Applicants must pass the required exam(s) with a grade of 75% or greater.
- If an applicant’s score is 70% but less than 75% a Residential Journeyman Sheet Metal” license will be issued.
- All exams are given by “Prometric” at one of their examination sites, with the applicant’s exam scores forwarded to the City of Omaha.
- Any questions please contact Permits and Inspections at (402) 444-5383 or (402) 444-5370