



**Building Department
CITY OF GOSHEN**

204 East Jefferson Street, Suite 5 • Goshen, IN 46528-3405

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Requirements to obtain an electrical or HVAC license for the City of Goshen are as follows:

- Licenses are individual only. We do not license the company.
- Licensee needs to have passed the **Experior (Block & Associates)** examination by 70% or better. (Experior has been acquired by Thompson Prometric.)
- The acceptable tests for the City of Goshen are:
 - Prometric Electrical – Master Electrical - #20112 (Exam #912903)
 - Prometric Master Limited Air Conditioning - #31523 (Exam #915208)
 - Prometric Residential Air Conditioning (mobile homes) - #31423 (Exam #915108)
- If the City of Goshen did not sponsor you, our office needs a letter **mailed from the jurisdiction where the test was taken**. The letter needs to state the name of the person obtaining the license, where the test was taken, when the test was taken, and the score.
- A check in the amount of **\$318.00*** made payable to the City of Goshen for the licensing fee. The license will be a 3-year license and is based on calendar year. In other words the license runs from January 1 to December 31 not from when you obtain the license.
- Requests for licenses go before the Board of Works for approval which meets every Monday @ 2:00 p.m. All information and payment must be submitted to the Building Department by 8:00 a.m. on the Friday before the Monday BOW meeting.
- The City of Goshen no longer does testing, but we can sponsor you for a fee of \$31.00. We have testing information available.
- Electrical and HVAC exams are also given at the City of Elkhart on the second Monday of January, April, July & October. You must be signed up at least 30-days prior to the test date. You must also be licensed in Elkhart if you take the test there. If you want to test in Elkhart, you may contact them at 574-294-5471.
- License renewals are on a 3-year cycle beginning January 1, 2013.

Thompson Prometric information: 1260 Energy Lane, St. Paul, MN 55108
www.experioronline.com

Desmond Stewart - Program Manager 1-877-725-3708

***All new licenses will be charged at the 2021 rate of \$328.00**

Revised: 01/04/2021

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