



**Building Department  
CITY OF GOSHEN**

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

Phone (574) 534-1811 • Fax (574) 533-8626 • TDD (574) 534-3185  
building@goshencity.com • www.goshenindiana.org

License Requirements are governed by City Ordinance Number 4702\*. Requirements to obtain an electrical or HVAC license for the City of Goshen are as follows:

- Licenses are issued to the individual. 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 and the test results showing the score.**
- A check in the amount of **\$328.00\*\*** 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 no later than 8:00 a.m. on the Friday before the Monday BOW meeting.
- The City of Goshen no longer does testing.
- 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](http://www.experioronline.com)

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

Revised: 10/28/2021

\*A copy of the ordinance can be found on the City's website

\*\*Current fee as of 2021, fees will increase on 01/01/2022 to \$338.00