



*STANDARDS FOR CERTIFIED CONTRACTORS
PALM BEACH COUNTY CONSTRUCTION INDUSTRY LICENSING BOARD*

TECHNICAL CERTIFICATE STANDARDS

1. **RENTAL APARTMENT MAINTENANCE REPAIR TECHNICIANS** are those workers employed by an apartment community or apartment management company that includes at least 100 apartments at a single location; that makes minor repairs as listed below to existing electric water heaters or to existing electric heating, ventilation and air-conditioning systems.
 - A. **Requirements:** A technician must meet the following requirements to obtain certification:
 1. be currently employed by the apartment community or apartment management company for which certification is sought and which deducts the FICA and withholding tax and provides workers' compensation;
 2. **holds a current valid certificate for apartment maintenance technician issued by the National Apartment Association and accredited by the American National Standards Institute;**
 3. is under supervision and control of the apartment community or apartment management company for which certificate is sought;
 4. does not perform any acts, other than the acts allowed by this certification as listed below, that constitute contracting for any other entity than the apartment community or apartment management company under which this certificate is registered;
 5. has passed an examination with a score of 75% or higher proctored by an approved Construction Industry Licensing Board (CILB) examining agency; and
 6. must abide by the Rules and Regulations adopted by the CILB in Palm Beach County.
 - B. **Scope of work: Minor repair work restricted under this certificate includes:**
 1. Work limited to voltages of 240V or less, provided there is a means of disconnect as it applies to items #2-17
 2. Fan motor replacement of an existing air handling unit (package unit)
 3. Condensate drain line maintenance and repair (air handling and package units)
 4. Condensate pump maintenance and repair (air handling units)
 5. Heat strip replacement (air handling or package units)
 6. Low voltage control wiring to thermostat (air conditioning / heating equipment)
 7. Safety shutoff switch (float) replacement (air handling and package units)
 8. Thermostat replacement (air conditioning / heating units or water heaters)
 9. Fan motor replacement of an existing condensing unit (condensing or package units)
 10. Filter/dryer replacement (condensing or package units).
 11. Starting capacitor replacement (condensing or package units)



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12. Fan motor replacement (ventilation equipment)
13. Heating element replacement (electric water heaters)
14. Temperature and pressure relief line replacement (electric water heaters)
15. Temperature and pressure relief line maintenance and repair (electric water heaters)
16. Water heater safety pan repair or replacement (electric water heaters)
17. Water heater safety pan drain line repair or replacement (electric water heaters)

C. Conditions: Please be advised this technical certificate is conditioned upon:

1. The repair technician cannot perform any work that by law requires a permit in any jurisdiction within Palm Beach County. The repair technician is not deemed to be a licensed contractor and as such cannot contract work.
2. This certificate must be renewed every 2 years with the Contractors Certification Division.
3. The certificate issued by Palm Beach County will allow the repair technician to perform allowable repair work at no more than 3 locations, provided that all 3 locations have the same owner or management company, meets all other requirements indicated herein and are indicated on certificate under "Site Location(s)".
4. The allowable repair work is to be performed only by the individual that is certified and indicated herein the repair technician. The repair technician cannot have employees or supervise others to perform work relative to any repair work performed under this certificate.
5. A current certificate is transferable for an additional fee to another apartment management company. If certificate holder does not register a new company, the certificate becomes null and void. The certificate needs to be displayed at each apartment/property management site indicated on the certificate under "Site Location(s)".
6. Experience gained under this technical certificate does not qualify to obtain a contractor's certificate of competency license(s).

(Adopted: 4/24/17; Effective 1/1/18)

AMERICAN DISABILITIES ACT INFORMATION

IN ACCORDANCE WITH THE AMERICAN DISABILITIES ACT, THIS DOCUMENT MAY BE REQUESTED IN AN ALTERNATE FORMAT. CONTACT PALM BEACH COUNTY CONTRACTORS CERTIFICATION DIVISION AT (561) 233-5525 FOR FURTHER INFORMATION.