



May 28, 2025

Workforce Continuing Education & Development, LLC
22 Stonewall Court
Woodcliff Lake, NJ 07677
US

Dear Workforce Continuing Education & Development, LLC

Congratulations! Your application for continuing education course approval has been approved for continuing education credit as follows:

Course Name: HVAC Essentials for Contractors and Technicians

PMSB Course Number:	Will be indicated in the Certificate of Completion	Categories of Approval & # of Hours Awarded:
Issue Date:	May 19, 2025	Mechanical Discipline- 8
Expiration Date:	May 27, 2028	HVAC/R Discipline- 8
Total Hours Trade:	8	
Total Class Hours:	8	

Please do not give out the above Course ID number until the end of class. The ID number should be listed on both the roster and certificate of completion. As a reminder, board rules require you to provide a **Certificate of Completion** to each course attendee at the end of the class. In addition, you are also required to submit a **classroom roster** to our office with all the required information on our sample roster sheet, along with the instructor's signature.

Course approval is valid for three years. Prior to course expiration, please download and submit an application for continuing education course renewal. If the instructor qualifications or course content have changed, you must submit a new application for continuing education course approval. As you know, courses can only be taught by board-approved instructors. Please ensure the instructor approval is valid and current prior to the course date.

All application and renewal forms are available on our website under the Continuing Education tab. If you have not already done so, and you want this course listed on the Training Calendar available on our website, please submit a "Schedule of Course Notification Form" as soon as possible. If you have any questions, please contact the board office at (866) 280-1521.

Plumbing & Mechanical Systems Board Office

Larry Johnson, Jr, Director
Department of Appeal, Inspections & Licensing