

**REFRIGERATION SUPERVISOR REFERENCE LETTER**

**(MUST BE COMPLETED AND SIGNED BY REFERENCE AND NOTARIZED DIRECTLY ON THE FORM BY A NOTARY PUBLIC)**

I, \_\_\_\_\_, \_\_\_\_\_,  
(REFERENCE'S NAME) (REFERENCE'S JOB TITLE)

represent \_\_\_\_\_,  
(REFERENCE'S COMPANY)

a company engaged in the pipe fitting or refrigeration trade. I hereby attest that \_\_\_\_\_,  
(APPLICANT'S NAME)

who is applying for a refrigeration supervisor certificate of qualification through the City of Kansas City, Missouri, has more than three years of full-time, practical, hands-on experience in all aspects of the refrigeration trade, including all of these areas, as described in section 18-327 of the Kansas City, Missouri, Building and Rehabilitation Code:

Installation, maintenance, repair, servicing, and alteration of a system of mechanical refrigeration or a system where refrigerant piping must be installed and/or where a refrigerant-containing part must be cut into for connection or assembly; installation of pipe insulation; and installation of low-voltage wiring which does not exceed 48 volts when such wiring is not enclosed in conduit or raceway.

I affirm that all of the applicant's refrigeration trades experience has been legally gained in the direct employ of one or more licensed contractors.

I also affirm that I have personally overseen this individual performing refrigeration tradeswork during that period of time and that he/she is competent at the trade and has demonstrated sufficient mastery of the trade to act in a supervisory capacity. My relationship to the applicant is:

- \_\_\_\_ Employer/employee
- \_\_\_\_ Supervisor/employee
- \_\_\_\_ Contractor/subcontractor
- \_\_\_\_ Competitor
- \_\_\_\_ Apprenticeship training coordinator or other official representing \_\_\_\_\_ union or trades association
- \_\_\_\_ Other: \_\_\_\_\_

I am not a past or present employee of the applicant, nor have I ever worked under the applicant's direction.

I certify that all the statements contained herein are true; and I hereby authorize verification of the information given in this reference letter. My daytime telephone number is: \_\_\_\_\_. I understand that misstatement of any pertinent facts may be grounds for disqualifying the applicant and/or for charges of making a false statement on an official document.

\_\_\_\_\_  
(REFERENCE'S SIGNATURE) (DATE)

**I HEREBY CERTIFY THAT THE SIGNATORY ABOVE APPEARED BEFORE ME, A NOTARY PUBLIC, ON THIS DATE.**

NOTARY PUBLIC'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTARY PUBLIC'S STAMP AND SEAL: