

CONTACT REQUEST

Complete and mail this form to: Testing Division, Contractors State License Board, P.O. Box 26000, Sacramento, CA 95826. Please contact me during the recruitment period for the classifications listed below.

Name (please print) _____

Specialty/Classification(s) _____

License Number _____ Daytime Telephone Number (_____) _____

Email _____



CONTRACTORS STATE LICENSE BOARD

P.O. Box 26000
Sacramento, CA 95826-0026
800.321.CSLB (2752)
www.cslb.ca.gov • CheckTheLicenseFirst.com

DEPARTMENT OF CONSUMER AFFAIRS

13P-042/0810

For More Information

For more information about the Subject Matter Expert Program, call CSLB's Testing Division at 916.255.3221, email CSLB_Testing_Division@cslb.ca.gov, visit www.cslb.ca.gov, or write to:

Testing Division
Contractors State License Board
P.O. Box 26000
Sacramento, CA 95826

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DEPARTMENT OF CONSUMER AFFAIRS



CONTRACTOR

Subject Matter Expert Program



CSLB's Subject Matter Expert Program

The Subject Matter Expert Program's statewide pool of licensed tradespeople provides a variety of essential exam development services. Experts are compensated for their time.

SMEs contribute to CSLB's examination development process through a series of workshops where they team with CSLB Testing staff to identify critical job activities in a given trade and practical knowledge that licensees must have to perform competently.

Once that information is collected, Testing staff emails an occupational analysis questionnaire to a large sample of contractors in that classification.

Contractors are asked to rate how often they perform various trade activities and the importance of different types of trade knowledge. Questionnaire data helps determine the scope of the trade examination. Activities that are performed more frequently, and knowledge that is rated more important, receive more weight on the examination.

Once new examination content is gathered, Testing staff and SMEs review and revise existing examination questions, as well as write new questions. Finally, SMEs attend a three-day workshop to help determine the passing score for the new questions.

Recruitment

CSLB's Subject Matter Experts roster includes professionals from around California in each of the Board's license classifications.

By law, contractor license examinations must be kept current to reflect changing industry technology and techniques. CSLB performs a new occupational analysis every five to seven years for each of its examinations.

Qualified licensees who wish to be entered into the database should contact CSLB's Testing Division by phone at 916.255.3221 or email CSLB_Testing_Division@cslb.ca.gov

Participation Requirements

To be selected for the program, applicants must be:

- A qualifier on a current contractor license that is free of unresolved licensing and enforcement actions;
- Knowledgeable about currently accepted trade standards in their areas of expertise;
- Able to provide effective verbal communication.

