

Summary of Acceptable Documentation to Verify Work Experience

Applicants for a license with the Contractors State License Board (CSLB) must have at least 4 years of journeyman level work experience in a specific classification (specialty work area) in the last 10 years. Any of the following documents may be requested to verify that experience as part of the application process.



Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Wage or Tax Documents and Paycheck Stubs Copies of state or federal income tax forms showing income from construction; end-of-year paycheck stubs; W-2; 1099; wage transcripts can be obtained from the IRS (800-829-1040)		 tax documents only	
Employer Contact Information Address, telephone, email			
Duty Statement Employer's description of scope of work performed			
Proof of Employer's Out-of-State License Status			
Notarized Certification of Work Experience Must be written in or translated into English			
Permits/Inspections Accompanied by statement describing the work the applicant performed			
Contracts Copies of completed and signed contracts, accompanied by statement describing time spent to complete project			
Itemized Bills, Work Orders, & Invoices			

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<p>Canceled Checks</p> <p>Copies of both sides from jobs the applicant performed, accompanied by a statement from the person who paid the check describing the work performed</p>			
<p>Deeds & Proofs of Sales</p> <p>For work done on applicant's own property, accompanied by statement describing the work performed</p>			
<p>Receipts for Material</p> <p>Accompanied by letter from individuals for whom work performed and materials used</p>			
<p>Education</p> <p>Sealed official transcripts (written or translated into English)</p>			
<p>Apprenticeship Certificate</p>			
<p>Union Journeyman Book or Letter from Union</p> <p>Copies of hour printouts maintained by union</p>			
<p>Military Training</p> <p>Copy of DD214 or discharge papers</p>			
<p>Electrician Certification</p> <p>Copy of Certified Electrician card</p>	 <p>Employed by C-10 licensee only</p>		
<p>Chlorofluorocarbon (CFC) Certification*</p> <p>Copy of either Type II or Universal CFC Certification</p>	 <p>Employed by C-20 or C-38 licensee only</p>		
<p>Work Experience and DOSH Registration</p>	 <p>Employed by C-22 or Asbestos Certification licensee only</p>		

For a complete description of accepted documents, please visit www.cslb.ca.gov/AcceptableDocuments.

* Note: All C-20 Warm Air Heating and Ventilating classification applicants must provide a CFC Certification.