CONTRACTORS STATE LICENSE BOARD
9821 Business Park Drive, Sacramento, CA 95827
Mailing Address: P.O. Box 26000, Sacramento, CA 95826
800-321-CSLB (2752) *www.cslb.ca.gov*

STATE OF CALIFORNIA
Edmund G. Brown Jr., Governor

IMPORTANT NOTICE REGARDING CONVICTIONS
PLEASE READ CAREFULLY

Failure to accurately report a conviction is the number one reason an application is denied. In this Notice, the term "conviction" includes pleading guilty or no contest to (nolo contendere) or being convicted by a court of any misdemeanor or felony in this state or elsewhere.

As part of the CSLB application process, you must be fingerprinted if you have not been fingerprinted by CSLB before. After an application has been accepted by CSLB as complete (also known as "posted"), each individual listed on the application will be sent instructions on the process for obtaining and submitting fingerprints as required by law.

Your fingerprints will be compared to the records of the California Department of Justice and the Federal Bureau of Investigation. **If you have ever been convicted of a crime**, **your criminal history information will be reported to CSLB.** This includes DUIs and other Vehicle Code violations resulting in a misdemeanor or felony conviction. Even if you have had your record expunged (charges reduced or dismissed), the past conviction will still be reported to CSLB and must be disclosed on the application.

If you have ever been convicted of a crime (felony or misdemeanor), you **MUST** answer "Yes" to the criminal conviction question on the application and provide a detailed explanation of the circumstances resulting in your conviction. To help ensure that you provide the required information, you should complete and submit the Disclosure Statement Regarding Criminal Plea/Conviction form that is available on CSLB's website.

Failure to accurately report any and all convictions is falsification of your application and is grounds for denial. This means you will be denied a license even if the conviction is not related to the duties or qualifications of a contractor. If your application is denied, you will be prevented from filing another application for a minimum of one year, up to a maximum of five years.

Just because you have been convicted of a crime does not automatically mean your application will be denied. When reviewing criminal convictions, CSLB considers factors such as the seriousness of the crime, the time that has passed since the conviction, and any evidence of rehabilitation the applicant submits.

However, if you lie on your application by failing to disclose any and all convictions, your application will be denied.

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IMPORTANT NOTICE

Dear Applicant:

Enclosed is the application you requested from the Contractors State License Board (CSLB).

Please be aware that nearly half of all applications submitted to CSLB are incomplete and must be rejected!

You must complete your application in its entirety for it to be accepted by CSLB. After an application has been accepted by CSLB as complete (also known as "posted"), each individual listed on the application will be sent instructions on the process for obtaining and submitting fingerprints as required by law.

An incomplete application can needlessly delay you receiving your license. Delays can last several weeks or even months and possibly result in the application being voided and the application fee being forfeited.

Spending a few extra minutes now may save you weeks or months later!

Before you submit your application, follow these simple directions.

- **Sign the forms.**
- **Fill out all applicable information.**
- **Make sure you submit Certification of Work Experience forms that have been filled out completely, ensuring that you have provided four (4) years of applicable experience in the classification for which you are applying.**

Carefully read the General Information section that immediately precedes the application package and follow the specific instructions that are contained throughout the application package to help ensure that your application is complete.

Please be aware that there are no schools or application preparation organizations that are affiliated with or agents of CSLB, although some may have company names that are confusingly similar to CSLB. If you discover that an organization has misrepresented itself as being CSLB, you should submit a complaint to CSLB or the California Department of Consumer Affairs. In addition, the only official examination study guides are available free of charge on CSLB's website and are mailed to applicants when they are scheduled for exams.

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APPLICATION FOR ADDITIONAL CLASSIFICATION
General Information

Listed below is general information to assist you as you complete the attached application. Detailed instructions are provided throughout the application package. Please refer to the Contractors State License Board's (CSLB) publication *Blueprint for Becoming a Licensed Contractor* for more detailed information about the licensing process. To receive a copy of *Blueprint*, please contact CSLB or visit CSLB's website at http://www.cslb.ca.gov/forms/blueprint.pdf.

Do not submit this General Information section with your completed application – the actual application begins immediately following this section on Application – Page 1 of 2 and includes the *Certification of Work Experience*. Before you submit your application, please review and check off the following items.

- ☐ **Enclose the nonrefundable $50 application fee with your completed application.** CSLB cannot process your application without the fee made payable to the Registrar of Contractors.
- ☐ **Your application may be returned to you if it is insufficient or incomplete.** You must provide any missing information, make corrections, and resubmit your completed application to CSLB within **90 days** after the date that it was returned to you or your application will become void. You cannot reinstate a void application – you must submit a new application and $50 application fee if you wish to pursue licensure.
- ☐ **Complete the application and all accompanying forms legibly in black or dark blue ink or with a typewriter.** Forms completed in pencil will be returned to you. Please make sure that you and other appropriate individuals sign and date the forms where applicable.
- ☐ **Full legal names are required.** You must provide the full legal name of all personnel. If an individual does not have a middle name, write "None" or "No middle name" in the space provided. If an individual has only an initial for his or her first or middle name, write "(Initial only)" after the initial.
- ☐ **Leave no space blank.** If a particular question or request for information does not apply to you, write "n/a" in the blank space to indicate that the question has received your attention but that it is not applicable.
- ☐ Your license must be in good standing before the classification(s) can be added.
- ☐ You must provide a street address for both your business and residence. P.O. boxes are not acceptable for the street address.

The terms **"qualifying individual"** and **"qualifier"** are used interchangeably. The qualifying individual is the person who meets the experience and examination requirements for the license and who is responsible for the employer's or principal's construction operations. A qualifying individual is required for every classification on every license issued by CSLB. The qualifying individual may or may not be the owner of the business. (See *Contractor's License Law & Reference Book, Ch. 1*; or *Blueprint for Becoming a Licensed Contractor*, Questions 49-53)

If you need additional copies of forms (e.g., *Certification of Work Experience*), please make copies of the blank forms before you begin or visit CSLB's website (www.cslb.ca.gov) to print additional copies.

Please be aware that CSLB does not license Limited Liability Companies.

FINGERPRINT REQUIREMENT

All applicants for licensure are required to submit a full set of fingerprints for the purpose of conducting a criminal background check. Fingerprints will be compared to the records of the California Department of Justice and the Federal Bureau of Investigation to determine whether a criminal history exists. After an application has been accepted by CSLB as complete (also known as "posted"), each individual listed on the application will be sent instructions on the process for obtaining and submitting fingerprints as required by law. For more information, please visit CSLB's website at http://www.cslb.ca.gov/applicants/FingerprintQA.asp.

EXAMINATION ELIGIBILITY REQUIREMENTS

The qualifying individual for a contractor's license is required to pass the written Law and Business Examination and a specific trade examination if required, unless he or she meets the requirements for a waiver (see next page for information regarding examination waivers).

Please detach this General Information section before submitting the completed application package to CSLB.

APPLICATION FOR ADDITIONAL CLASSIFICATION
General Information

To be eligible to take an examination, the qualifying individual must have had, within the last 10 years, at least four (4) full years of experience in the classification for which he or she is applying. The experience must be at no less than a journeyman level, or as a foreman, supervisor, contractor, or owner/builder. A "journeyman" is defined as an experienced worker who is fully qualified (as opposed to a trainee, helper, laborer, assistant, apprentice, etc.) and is able to perform the trade without supervision; or a person who has completed an apprenticeship program. **Experience is documented on the *Certification of Work Experience* form (see below).**

CSLB may grant up to three years of credit toward the four-year requirement for completed education and/or apprenticeship programs. **Education/apprenticeship is documented in Section 4 of the application.**

CERTIFICATION OF WORK EXPERIENCE FORM

The *Certification of Work Experience* form must be completed by the qualifier and certified by a person who has **direct knowledge of the experience and time period listed**. The experience must be verifiable through payroll records or similar documents. **Corrections on the Certification forms must be initialed by the certifier.** Forms containing strikeouts or modifications that may compromise the validity of the work experience certification may not be accepted.

To assist the certifier in completing Part 2 of the *Certification of Work Experience* form, the Description of Classifications document is available on CSLB's website at http://www.cslb.ca.gov/forms/GClass.pdf. This document may be used as a reference only – the certifier should not copy directly from the document when listing the specific trade duties that the qualifier has performed or supervised in the classification for which he or she is applying.

The *Certification of Work Experience* form may not be required if the qualifier:

- has ever served as the qualifier on a license in the same classification for which he or she is applying; or
- has passed both the Law and Business Examination and the trade exam for the same classification within the last five years.

RE-EXAMINATIONS

If you are required to take an examination, subject to some limitations, you have 18 months after the approval of your application in which to achieve a passing grade on the exam. During that time period, you may take the exam an unlimited number of times. A $50 fee is required each time you reschedule an exam. *(See Business and Professions Code Section 7074 for more detailed information on re-examinations.)*

TRANSLATOR FOR EXAMINATION

If you have difficulty understanding or reading the English language, CSLB may allow you to use a translator to read the examination for you. The translator you choose must be approved in advance by CSLB. If you would like to use a translator during your examination, please check the box near the bottom of Section 2 on page 1 of the application and information will be sent to you regarding the process.

REASONABLE ACCOMMODATIONS – THE AMERICANS WITH DISABILITIES ACT

In compliance with The Americans with Disabilities Act (ADA), CSLB provides reasonable accommodations for applicants with disabilities that may affect their ability take the required examinations. Applicants requesting reasonable accommodations pursuant to the ADA must complete the *Special Accommodation Request for Examination Form* (available on CSLB's website at http://www.cslb.ca.gov/services/forms.asp#SPECIAL) and submit it to CSLB with the appropriate supporting documentation. In order to make the necessary arrangements to accommodate candidate needs, the form and documents should be submitted as soon as possible.

EXAMINATION WAIVERS

The examination is waived if the qualifying individual is currently, or has been in the last five years, actively engaged in the construction business and meets specific waiver requirements as mandated by law. *(See Business and Professions Code [B&P] Code Sections 7065.1-7065.4)* In addition, the trade examination may be waived if the qualifier meets the requirements for reciprocity (see below).

RECIPROCITY

If the qualifier is licensed in the same classification in Arizona, Nevada, and/or Utah, it may be possible to have the trade examination waived. Please check the appropriate box under Section 3 on page 2 of the application and submit a Request for Verification of License form completed by the other state. For more information, refer to CSLB's website – http://www.cslb.ca.gov/Applicants/Reciprocity/.

Please detach this General Information section before submitting the completed application package to CSLB.

APPLICATION FOR ADDITIONAL CLASSIFICATION
General Information

LIMITED PARTNERS

A Limited Partner is responsible for the business only in proportion to the amount of his or her financial interest; however, he or she does not participate in the daily operation of the business. If a member of the personnel is listed on the application as a Limited Partner, he or she cannot, in the future, be granted a waiver of the examination or a license continuance.

CONTRACTOR CLASSIFICATIONS

Listed below are the contractor license classifications. For a complete description of the classifications, refer to the Description of Classifications document available on CSLB's website at http://www.cslb.ca.gov/forms/GClass.pdf.

General Engineering ..... A
General Building..... B
Boiler, Hot Water Heating, and Steam Fitting C-4
Building Moving and Demolition..... C-21
Cabinet, Millwork, and Finish Carpentry C-6
Ceramic and Mosaic Tile..... C-54
Concrete..... C-8
Construction Zone Traffic Control C-31
Drywall..... C-9
Earthwork and Paving C-12
Electrical (General) C-10
Electrical Sign..... C-45
Elevator C-11
Fencing..... C-13
Fire Protection C-16
Flooring and Floor Covering..... C-15
Framing and Rough Carpentry..... C-5
General Manufactured Housing C-47
Glazing C-17
Insulation and Acoustical C-2
Landscaping..... C-27
Lathing and Plastering C-35
Limited Specialty (see below) C-61
Lock and Security Equipment C-28
Low Voltage Systems..... C-7
Masonry C-29
Ornamental Metal..... C-23
Painting and Decorating..... C-33
Parking and Highway Improvement C-32
Pipeline C-34
Plumbing C-36
Refrigeration..... C-38
Roofing C-39
Sanitation Systems C-42
Sheet Metal C-43
Solar C-46
Steel, Reinforcing..... C-50
Steel, Structural..... C-51
Swimming Pool C-53
Warm-Air Heating, Ventilation, and Air Conditioning . C-20
Water Conditioning..... C-55
Welding C-60
Well-Drilling (Water) C-57

The C-61 Limited Specialty classification is for contractors who specialize in work not listed above (for example, D-50 Suspended Ceilings) or who perform work that is a specialized part of an existing classification (for example, D-29 Paper Hanging). The Description of Classifications document contains a full listing of the subcategories of the C-61 classification.

RME/RMO QUALIFYING INDIVIDUALS

If the qualifier for the new classification will be a Responsible Managing Employee (RME), you must have a Workers' Compensation Certificate of Insurance on file with CSLB. Exemption from Workers' Compensation is not possible if the qualifier is an RME. The RME qualifier must submit a $12,500 Bond of Qualifying Individual, unless he or she was previously on the license and already bonded. An RME can act as the qualifier on only one active license at a time. If the qualifier is an RME, in addition to the signature of the RME qualifier, this application will also require the signature of an owner, partner, or corporate officer.

If the qualifier for the new classification will be a Responsible Managing Officer (RMO) who owns less than 10% of the business, he or she must submit a $12,500 Bond of Qualifying Individual, unless he or she was previously on the license and already bonded. An RMO can act as the qualifier on up to three active licenses at a time provided that he or she owns at least 20% of each business for which he or she acts as the qualifier.

Bonds may be submitted electronically by the issuing surety company. For information on bonds, refer to *A Guide to Contractor License Bonds*, which can be viewed on CSLB's website at http://www.cslb.ca.gov/forms/gbond.pdf.

Please detach this General Information section before submitting the completed application package to CSLB.

APPLICATION FOR ADDITIONAL CLASSIFICATION
General Information

REISSUANCE OR REASSIGNMENT OF LICENSE

If the qualifier has previously been licensed, it may be possible to have the previous license number reissued or reassigned. *(See B&P Code Section 7075.1 and Form 13A-1h)*

CONSTRUCTION MANAGEMENT EDUCATION ACCOUNT

A grant program was established in 1991 to provide funds for qualified public post-secondary schools that teach construction management. Applicants may voluntarily contribute to the account when paying the application fee or the license renewal fee. If you would like to make a voluntary contribution, please submit a separate check or money order made payable to CSLB/Construction Management Education Account, mark the box on the top portion of page 1 of the application, and write in the dollar amount in the space provided. *(See B&P Code Section 7139, Article 8.5)*

NOTICE ON COLLECTION OF SOCIAL SECURITY NUMBERS

With the exception of the driver license numbers, all information requested on the application is mandatory, including disclosure of Social Security numbers (SSN). Collection of the SSN is authorized by B&P Code Section 30 and Public Law 94-455 (42 U.S.C.A. 405(c)(2)(C)). SSNs are used exclusively for the purpose of tax enforcement and/or compliance with any judgment or order for family support in accordance with Family Code Section 17520. If you fail to disclose your SSN, you will be reported to the Franchise Tax Board, and they may assess a $100 penalty against you. The official responsible for the maintenance of this information is the Registrar of Contractors, Contractors State License Board. The information may be transferred to other state or government agencies. Individuals have the right to review files or records about them maintained by the agency, unless the records are identified as confidential information and exempted from the Information Practices Act, Section 1798.3.

NOTICE ON COLLECTION OF PERSONAL INFORMATION

CSLB collects the personal information requested on the following forms as authorized by B&P Code Section 30 and California Code of Regulations (CCR) Section 816. CSLB uses this information to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation. Submission of the requested information is mandatory. CSLB cannot consider your application for licensure or renewal unless you provide all of the requested information. You may review the records maintained by CSLB that contain your personal information, as permitted by the Information Practices Act. CSLB makes every effort to protect the personal information you provide us; however, it may be disclosed in response to a Public Records Act request as allowed by the Information Practices Act; to another government agency as required by state or federal law; or in response to a court or administrative order, a subpoena, or a search warrant. The application contains an applicant authorization for the Franchise Tax Board to disclose to CSLB any outstanding final liabilities for the purpose of administering B&P Code Section 7145.5. For questions about the Department of Consumer Affairs' privacy policy or the Information Practices Act, contact the Office of Privacy Protection at 1625 North Market Blvd, Suite N324, Sacramento, CA 95834 or by e-mail to privacy@dca.ca.gov.

RESOURCES ON THE LICENSING PROCESS

CSLB has a variety of publications available to help you become a licensed contractor and to maintain your license. You can order free publications from CSLB's website (www.cslb.ca.gov), by writing to CSLB at the address listed below, or by calling the 24-hour automated phone system at (800) 321-CSLB (2752).

CSLB publications that can help you understand the licensing process include *Blueprint for Becoming a California Licensed Contractor*, *Description of Classifications*, *Building Your Career*, and *A Guide to Contractor License Bonds*. Please visit the website or call the toll-free phone number to find out how to order the current edition of the *California Contractors License Law & Reference Book*.

APPLICATION PROCESSING

When CSLB receives your application, an acknowledgement letter will be sent to you that explains how to check the status of your application online at www.cslb.ca.gov or by calling (800) 321-CSLB (2752) using the Application Fee Number and Personal Identification Number (PIN) provided in the acknowledgement letter. After an application has been accepted by CSLB as being complete (also known as "posted"), fingerprints packages will be sent as required by law. Please include your Application Fee Number in any correspondence. All correspondence should be sent to:

Contractors State License Board
9821 Business Park Drive
Sacramento, CA 95827-1703
Mailing Address: P.O. 26000, Sacramento, CA 95826-0026

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FOR CSLB USE ONLY

Application for Additional Classification

Use this application only to add a classification to an existing license.

Application Fee for Each Additional Classification .....$50.

☐ Voluntary contribution to Construction Management Education Account .....$_____

The application fee of $50 is not refundable once the application has been filed.

Attach a money order or a personal, business, certified, or cashier's check made payable to the Registrar of Contractors. Do not send cash.

There is a $10 service charge for each dishonored check.

Please type or print neatly and legibly in black or dark blue ink.

SECTION 1 – BUSINESS NAME AND ADDRESS

Business Name: The full, legal business name as it appears on the license must be provided.

Name Compatibility: The business name must be compatible with the license classification. For example, it would not be acceptable for ABC123 Tile to apply for a B-General Building Contactor license, but it would be acceptable for ABC123 Construction to apply for a B license or for ABC123 Tile to apply for a C-54 Ceramic and Mosaic Tile license.

1. FULL BUSINESS NAME	CSLB LICENSE NUMBER	2. CLASSIFICATION REQUESTED *(Only one classification may be requested on this application.)*

3a. BUSINESS MAILING ADDRESS number/street or P.O. box	city	state	ZIP code

3b. BUSINESS STREET ADDRESS number/street only – **NO** P.O. boxes	city	state	ZIP code

4. BUSINESS PHONE NUMBER	BUSINESS FAX NUMBER	BUSINESS E-MAIL ADDRESS
( )	( )	

SECTION 2 – NEW CLASSIFICATION QUALIFYING INDIVIDUAL FULL LEGAL NAME AND ADDRESS

Qualifying Individual (Qualifier): A qualifying individual is required for every classification on every license issued by CSLB. You must provide **full legal names** of all individuals. *(See page 1 of the General Information section for more information.)*

5. QUALIFIER'SFULL LEGAL NAME last first middle	DATE OF BIRTH	SOCIAL SECURITY NUMBER

6. RESIDENCE ADDRESS number/street only – **NO** P.O. boxes	city	state	ZIP code

7. PERCENTAGE OF NEW BUSINESS OWNED BY THE QUALIFIER	RESIDENCE PHONE NUMBER	DRIVER LICENSE NUMBER
_____%	( )	

8. TITLE OR POSITION **(check only one)**

☐ Owner ☐ Qualifying Partner ☐ RME ☐ RMO/Corporate Officer - Title(s) _____

9. THE EXAMINATIONS ARE ADMINISTERED IN ENGLISH. IF YOU WILL REQUIRE THE USE OF A TRANSLATOR, PLEASE CHECK THIS BOX. ☐

Both signatures are required if
- ***the qualifier is an RME, or***
- ***the qualifier is an RMO who is not a current officer on the license.***

I/we certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and accurate, and that I/we have reviewed the entire contents of this application. *(The definition of "perjury" is telling a lie while under oath.)* I/we authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to B&P Code Section 7145.5.

Date	Signature of Qualifying Individual *(Mandatory)*	Printed Name of Qualifying Individual *(Mandatory)*
Date	Signature of Owner, Partner, or Current Corporate Officer *(If Required)*	Printed Name of Owner, Partner, or Corporate Officer *(If Required)*

*(NOTE: If this license will have multiple qualifiers for multiple classifications, please make a copy of this blank page and complete the first line of Section 1 and **all** of Section 2 for each additional qualifier.)*

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APP-ADD-CLASS

SECTION 3 – REQUIRED APPLICATION QUESTIONS

All questions in this section must be answered. Questions 10, 11, and 12 pertain to **all** individuals listed on this application (qualifying individual and additional person who signed Section 2 of the application, if applicable). If you checked Yes in response to any question, the person involved must attach a separate sheet with a detailed explanation for each situation.

10. **To the best of your knowledge, is anyone listed on this application (or any company the person was a part of, or any immediate family member of the applicant) named in or responsible for any entered and unsatisfied judgments, liens, and/or claims against any bond or cash deposit pertaining to a construction project?** *(Immediate family is defined by B&P Code Section 7075.1 as a spouse, brother, sister, son, daughter, stepson, stepdaughter, grandson, granddaughter, son-in-law, or daughter-in-law.)* ☐ Yes ☐ No

    If you checked Yes, you are required to attach a statement identifying all judgments (pending or on record), liens, past due unpaid bills, claims, or suits and a detailed explanation of the situation. Include the names and addresses of the parties involved. If the obligation was or is being discharged in bankruptcy, attach a copy of the bankruptcy filing and a copy of the creditors list.

11. **Has anyone listed on this application ever pleaded guilty or no contest to or been convicted by a court of any misdemeanor or felony in this state or elsewhere?** You are required to check Yes and provide all of the requested information even if the conviction was sealed or expunged under Penal Code Section 1203.4 or an applicable code of another state. ☐ Yes ☐ No

    If you checked Yes, you are required to attach a statement disclosing all pleas/convictions, including violated law sections, and thoroughly explain the acts or circumstances which resulted in the plea/conviction. In addition, the following information must be included for each plea/conviction: date of the plea/conviction, county and state where the violation took place, name of the court, court case number, sentence imposed, jail/prison term served, terms and conditions of parole or probation, parole or probation completion dates, and parole agent/probation officer names and phone numbers. **You may submit the required information using the Disclosure Statement Regarding Criminal Plea/Conviction form that is available on CSLB's website.**

    The information provided will be verified through CSLB's fingerprinting requirements. Failure to report a plea/conviction is considered falsification of your application and is grounds for denial of your application.

12. **To the best of your knowledge, has anyone on this application (or any company the person was a part of, or any immediate family member of the applicant) ever received a citation from the Contractors State License Board or had a contractor's license or other professional or vocational license denied, suspended, or revoked by this state or elsewhere?** *(Check No if the license was suspended due to lack of a bond, workers' compensation, a qualifier, or family support.)* ☐ Yes ☐ No

    If you checked Yes, you are required to attach a statement detailing the events leading to this action.

13. *(This question must be answered by the qualifying individual.)* The Registrar of Contractors has determined that direct supervision and control includes any one or a combination of the following activities: supervising construction, managing construction activities by making technical and administrative decisions, checking jobs for proper workmanship, or direct supervision on construction job sites. **Will you as the qualifying individual perform one or more of these duties?** ☐ Yes ☐ No

14. *(This question must be answered only if the qualifying individual is a Responsible Managing Employee [RME].)* CCR Section 823 states that an RME must work at least 32 hours per week or 80% of the total operating hours per week for the entity for which he or she acts as the qualifier. **Will you as the Responsible Managing Employee meet the requirement of CCR Section 823 cited above?** ☐ Yes ☐ No

RECIPROCITY – If you are seeking waiver of the trade examination because you are licensed in one of the specified classifications in **Arizona, Nevada, and/or Utah**, please check this box. For more information, see page 2 of 4 of the General Instructions. ☐

SECTION 4 – QUALIFYING INDIVIDUAL EDUCATION AND APPRENTICESHIP

15. HAVE YOU COMPLETED AN EDUCATIONAL OR APPRENTICESHIP PROGRAM? ☐ Yes ☐ No

IF YOU CHECKED YES,

YOU MAY BE GRANTED CREDIT FOR COMPLETED EDUCATION IF YOU:

- Submit a copy of your diploma for a four-year degree in a business or construction-related field; **OR**
- Submit transcripts for a two-year degree (or less), technical training (must include course hours and descriptions), and all other degrees. **Transcripts must be official and contained in a sealed envelope.** ***(If you received your degree outside the United States, your transcripts must be translated and evaluated by an accredited evaluation service that does business within the United States.)***

YOU MAY BE GRANTED CREDIT FOR A COMPLETED APPRENTICESHIP PROGRAM IF YOU:

- Submit a copy of your apprenticeship certificate; **AND**
- Enter the beginning and ending dates of your completed apprenticeship program: From_____ to _____
  (The apprenticeship period cannot overlap the journeyman level experience period being certified.) Month/Day/Year Month/Day/Year

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CERTIFICATION OF WORK EXPERIENCE
General Information

- **This form must be filled in completely in order to document work experience or the application will be returned. The qualifying individual and certifier must type or print neatly and legibly in black or dark blue ink – pencil is not acceptable.**
- **FORMS CONTAINING STRIKEOUTS OR MODIFICATIONS MAY BE REJECTED.**
- **Corrections on the *Certification of Work Experience* forms must be initialed by the certifier.**
- **Original signatures are required** – faxed, photocopied, or stamped signatures are not acceptable.
- All qualifying individuals and certifiers must be at least 18 years old.
- All *Certification of Work Experience* forms must be submitted with the application.
- The *Certification of Work Experience* form, when filed with an application, becomes the property of CSLB and is kept as a matter of record. **Make a copy of the completed and signed form for your records** – you may be asked to provide further documentation or testimony to verify your experience.
- If, within the last five (5) years, you have passed an examination in the classification for which you are now applying, you may not need to complete this form. Such applicants should complete the *Application for Original Contractor's License – Examination Waiver (7065)*. However, if you are applying for a waiver of the examination pursuant to B&P Code Sections 7065.1(b) or 7065.1(c), you do need to complete this form. *(Please refer to Blueprint for Becoming a Licensed Contractor for more information on exam waivers.)* **NOTE: If your previous application was denied on the basis of a lack of qualifying work experience, you must complete this form, regardless of whether or not you passed the exam.**
- **Anyone who knowingly obtains or offers false or forged documents to be filed, registered, or recorded in any public office in California is guilty of a felony. *(Penal Code Section 115)***

PART 1 – QUALIFYING INDIVIDUAL INFORMATION

- **The qualifying individual must complete Part 1 in its entirety before the certifier completes Part 2.**

PART 2 –WORK EXPERIENCE AND CERTIFICATION STATEMENT

- **The certifier must complete Part 2 in its entirety after the qualifying individual has completed Part 1.**
- **The qualifying individual must document at least four (4) full years of journeyman-level or higher experience in the classification for which he or she is applying. The experience must have been obtained within the last 10 years.**
- **The qualifying individual's work experience must have been completed at the level of journeyman, foreman/supervisor, or contractor or as an owner/builder or self-employed individual, as defined below:**
  - A "journeyman" is an experienced worker who is fully qualified (as opposed to a trainee, helper, laborer, assistant, apprentice, etc.) and is able to perform the trade without supervision; or a person who has completed an apprenticeship program. *(CCR Section 825)*
  - A "foreman/supervisor" is a person who has the knowledge and skills of a journeyman and directly supervises construction projects.
  - A "contractor" is an individual who is currently a licensed California contractor, a former licensed California contractor, personnel of record on a California license, or an out-of-state licensed contractor. A contractor has the skills necessary to manage the daily activities of a construction business, including field supervision.
  - An "owner/builder" (a person who performs work solely on his or her own properties) or a "self-employed individual" must have the knowledge and skills of a journeyman as listed above and the skills necessary to manage the daily activities of a construction business, including field observation. Owner/builders must complete and submit the Construction Project Experience Form.
- The Description of Classifications document may be used as a reference only and is available on CSLB's website at http://www.cslb.ca.gov/forms/GClass.pdf. You should not copy directly from the document when listing the specific trade duties you have performed or supervised in the classification for which you are applying.
- **The Certification Statement at the bottom of the form must be completed by a qualified, responsible person who is able to certify the work experience of the qualifier.** The certifier can be an employer, fellow employee, journeyman, union representative, contractor, business associate, or a client if the applicant is/was self-employed. This form will help CSLB determine whether the qualifier has the experience necessary to become a capable, qualified contractor.
- **The certifier must have direct knowledge of the qualifier's experience during the time period listed.** "Direct knowledge" means personal knowledge of the experience that does not depend on outside information or hearsay. The certifier must be able to certify that the qualifier demonstrated a level of knowledge and skills expected of a journeyman or higher in the classification for which he or she is applying.
- **Any licensee whose signature appears on a falsified *Certification of Work Experience* form, or who otherwise certifies false or misleading experience claims submitted by an applicant to obtain a contractor's license, will be subject to disciplinary action.** *(B&P Code Section 7114.1)*

CONTRACTORS STATE LICENSE BOARD
9821 Business Park Drive, Sacramento, CA 95827
Mailing Address: P.O. Box 26000, Sacramento, CA 95826
800-321-CSLB (2752) *www.cslb.ca.gov*

STATE OF CALIFORNIA
Edmund G. Brown Jr., Governor

Certification of Work Experience

Please read the General Information section on the previous page before beginning.

The qualifying individual must complete the information in Part 1; the individual certifying the experience (certifier) must complete Part 2. The experience must be verifiable through payroll records or similar documents. If additional space is needed to list the trade duties, please attach a separate sheet.

Use a separate form for each employer. If you need additional forms, please make a copy of this blank form or visit CSLB's website.

Please type or print neatly and legibly in black or dark blue ink.

FORMS CONTAINING STRIKEOUTS OR MODIFICATIONS MAY NOT BE ACCEPTED.

Corrections on the *Certification of Work Experience* forms must be initialed by the certifier.

PART 1 – QUALIFYING INDIVIDUAL INFORMATION

The qualifying individual must complete Part 1 in its entirety.

1. QUALIFIER'S FULL LEGAL NAME last | first | middle

2. BUSINESS NAME OF EMPLOYER – OR, IF YOU WERE SELF EMPLOYED, LEAVE THIS SPACE BLANK AND CHECK THIS BOX ☐ *(If you checked the box, skip line 3 and go to line 4.)*

LICENSE NUMBER OF EMPLOYER

3. EMPLOYER'S BUSINESS STREET ADDRESS number/street only – **NO** P.O. boxes | city | state | ZIP code

4. WAS THE EXPERIENCE OBTAINED WORKING ON YOUR OWN PROPERTY AS AN **OWNER/BUILDER** *(see previous page for definition)*? ☐ Yes ☐ No
IF YOU CHECKED YES, USE THE ENCLOSED CONSTRUCTION PROJECT EXPERIENCE FORM TO PROVIDE A LIST OF COMPLETED PROJECTS.

PART 2 – WORK EXPERIENCE AND CERTIFICATION STATEMENT

The certifier must complete Part 2 in its entirety after the qualifying individual has completed Part 1.

5. APPLICANT'S JOURNEYMAN-LEVEL OR HIGHER TIME-BASE WORKED WAS (check one): ☐ FULL-TIME ☐ PART-TIME } FROM_____ TO _____ = _____ YEAR(S) and _____ MONTH(S)
Month/Day/Year Month/Day/Year
(LIST ONLY JOURNEYMAN-LEVEL OR HIGHER EXPERIENCE THAT WAS OBTAINED IN THE APPLICABLE CLASSIFICATION)
FOR A TOTAL OF
(Do not claim credit for full-time work if applicant worked only part-time. For example, if applicant worked half-time for six (6) years, write "3 years" in the space above.)

6. IN THE SPACE BELOW, LIST ALL SPECIFIC TRADE DUTIES APPLICANT PERFORMED OR SUPERVISED IN THE CLASSIFICATION FOR WHICH HE/SHE IS APPLYING. ***PLEASE REFER TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT FOR ASSISTANCE.*** *(Do not list office work or individual project names.)*

My relationship to _____ is or was *(check all that apply)*:
Name of Qualifying Individual *(Applicant)*

☐ Employer ☐ Fellow Employee ☐ Foreman/Supervisor ☐ Journeyman ☐ Business Associate
☐ Union Representative ☐ Contractor (License Number_____) ☐ Client (if qualifier was self-employed)

CERTIFIER'S STREET ADDRESS number/street *only* – **NO** P.O. boxes | city | state | ZIP code

PHONE NUMBER ( ) | FAX NUMBER ( ) | E-MAIL ADDRESS

I certify that I have direct knowledge of the work covering the time period outlined above. I certify under penalty of perjury, under the laws of the State of California, that the information stated above is true and correct. *(The definition of "perjury" is telling a lie while under oath.)*

7. Date | Signature | Printed Name

Note: For information on the collection of personal information, please refer to the General Information section at the beginning of this application package, under the heading "Notice on Collection of Personal Information."

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