



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.



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.



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

APPLICATION FOR REGISTRATION AS A HOME IMPROVEMENT SALESPERSON General Information

Listed below is general information to assist you as you complete the attached application. Detailed instructions are provided on the application. For more detailed information about the home improvement salesperson registration, please refer to the Contractors State License Board's (CSLB) website at <http://www.cslb.ca.gov/contractors/specialcat12.asp>.

This application is for new registrations only. Existing home improvement salesperson registrations that are currently active and nearing their expiration date and registrations that are within three years after their expiration date are renewable. **If you already have a home improvement salesperson registration that is in need of renewal, please call CSLB at 1-800-321-CSLB (2752) to request a renewal form for your registration.** If your previously issued registration was cancelled and you now wish to reestablish it, you must submit this application to apply for a new registration.

Do not submit this General Information page with your completed application – the actual application begins immediately following this section on Application – Page 1 of 1. 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 registration.
- 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 bottom of the application.
- 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.
- Show the business name of the home improvement contractor/employer exactly as it appears on CSLB records.
- The contractor's license must be active and in good standing before the registration can be granted.
- You must provide a street address for both your business and residence. P.O. boxes are not acceptable for the street address.
- You must provide your personal Social Security number, a taxpayer identification number is not acceptable.** (See note on next page regarding collection of Social Security numbers.)

WHO IS REQUIRED TO HAVE A HOME IMPROVEMENT SALESPERSON REGISTRATION? WHO IS EXEMPT?

A home improvement salesperson is defined in the law as a person who is employed by a licensed contractor to solicit, sell, negotiate, or execute contracts for home improvements, specifically those for the sale, installation, or furnishing of home improvement goods or services or of swimming pools, spas, or hot tubs. Anyone who performs such duties for a licensed contractor outside the contractor's normal place of business, regardless of the dollar amount of those contracts, must be registered with CSLB.

Salespersons who only sell goods at the initiative of the prospective buyer at or with a general merchandise retail establishment are not considered home improvement salespersons, provided that the establishment operates from a fixed location where the goods or services are offered for sale.

A person who contacts the prospective buyer for the purpose of scheduling appointments for a registered home improvement salesperson is not required to be registered.

A bona fide service repairperson who is in the employ of a licensed contractor and whose repair or service call is limited to the service or repair initially requested by the buyer.

The official personnel listed in the CSLB's records for the contractor's license are exempt from the requirement to be registered. This includes individual contractors, qualifying individuals, partners, officers of the corporation, and responsible managing employees.

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

**APPLICATION FOR REGISTRATION AS A
HOME IMPROVEMENT SALESPERSON
General Information**

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>.

NOTICE TO APPLICANT

Each time a home improvement salesperson changes employment from one contractor/employer to another, he or she must submit a new Application for Registration as a Home Improvement Salesperson.

All registrations expire two years after the last day of the month in which the registration was issued.

NOTICE TO HOME IMPROVEMENT CONTRACTOR

Contractor's License Law Section 7155.5 states, "Violations of any provisions of this chapter by a home improvement salesperson, likewise constitutes a cause for disciplinary action against the contractor, whether or not he or she had knowledge of or participated in the act or omission constituting violations of this chapter."

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/registration 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 *Business and Professions [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 form 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/registration, issue and renew licenses/registrations, and enforce licensing/registration standards set by law and regulation. Submission of the requested information is mandatory. CSLB cannot consider your application for licensure/registration 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.

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



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STATE OF CALIFORNIA
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FOR CSLB USE ONLY

Application for Registration as a Home Improvement Salesperson

Application Fee for Registration.....\$50.

Voluntary contribution to Construction Management Education Account..... \$

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

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.

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

SECTION 1 - HOME IMPROVEMENT SALESPERSON FULL LEGAL NAME AND ADDRESS

FULL LEGAL NAME last first middle DATE OF BIRTH SOCIAL SECURITY NUMBER

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

RESIDENCE ADDRESS number/street only - NO P.O. boxes city state ZIP code

PHONE NUMBER FAX NUMBER E-MAIL ADDRESS DRIVER LICENSE NUMBER

SECTION 2 - BUSINESS NAME AND ADDRESS

FULL BUSINESS NAME (as it appears on the license) CSLB LICENSE NUMBER

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

BUSINESS STREET ADDRESS number/street only - NO P.O. boxes city state ZIP code

BUSINESS PHONE NUMBER BUSINESS FAX NUMBER BUSINESS E-MAIL ADDRESS

SECTION 3 - REQUIRED APPLICATION QUESTIONS

All questions in this section must be answered by the salesperson only. If you checked Yes in response to any question, the person involved must attach a separate sheet with a detailed explanation for each situation.

1. Are you now or have you ever been registered as a home improvement salesperson? If you checked Yes, you are required to attach a statement identifying the contractor with whom you are or were registered, the contractor's license number, and your registration number. (See note at top of General Information section regarding renewal of an existing registration.)

2. Have you 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.

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.

3. Have you (or any company you are or were a part of) 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.) If you checked Yes, you are required to attach a statement detailing the events leading to this action.

SECTION 4 - REQUIRED SIGNATURES

I 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 have reviewed the entire contents of this application. (The definition of "perjury" is telling a lie while under oath.) I authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to B&P Code Section 7145.5.

Date Signature of Applicant (Salesperson) Printed Name of Applicant (Salesperson)

I hereby acknowledge the above named person will be working for me as a home improvement salesperson.

Date Signature of Contractor (Owner, Partner, or Officer) Printed Name of Contractor (Owner, Partner, or Officer)

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