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GET LICENSED TO BUILD

An Online Workshop for Getting Your Contractor's License

Welcome to the Workshop!

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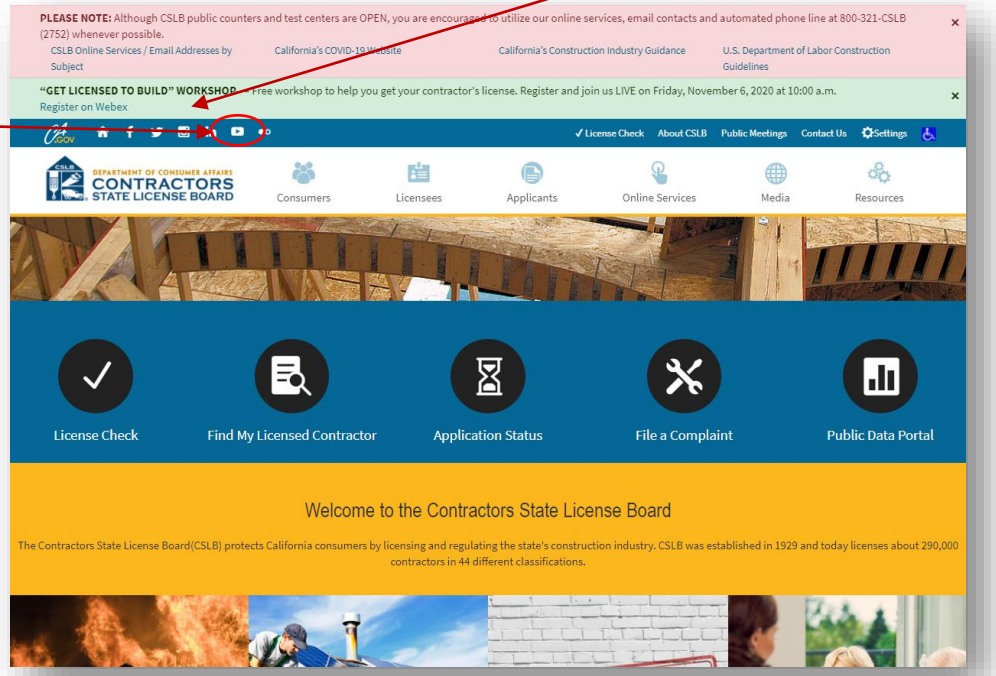
Please Note:

- CSLB Test Centers Are Open
- **Applicants must wear masks to enter Test Centers**
- To Participate or Download Presentation www.cslb.ca.gov (Green Banner)
- Archived Version will be Posted on CSLB's YouTube Channel



GET LICENSED TO BUILD

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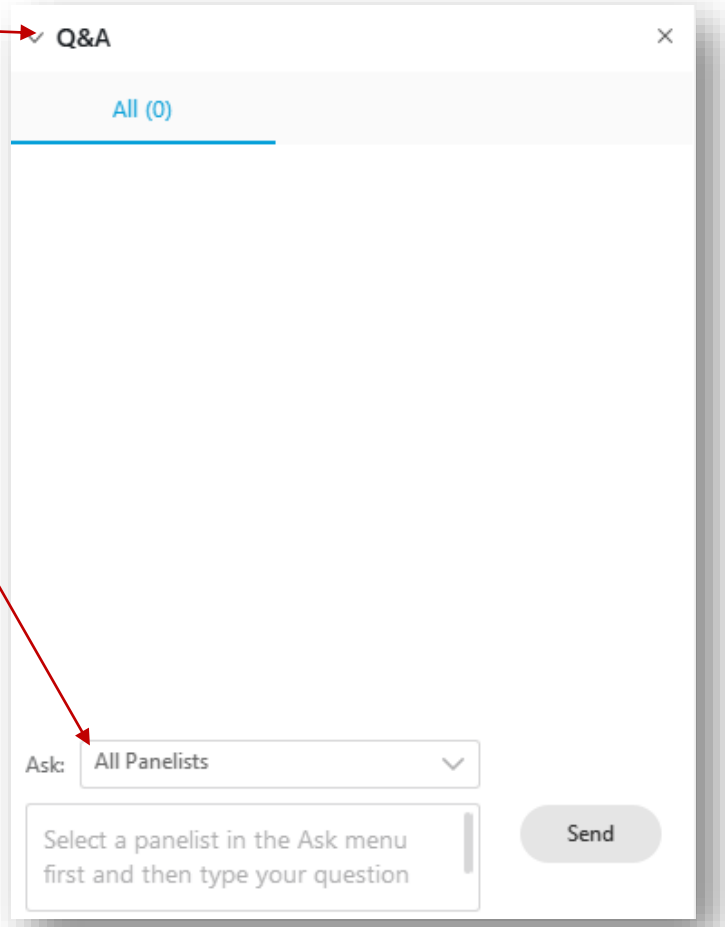
Please Note:

- Use Q&A Feature to Ask a Question
- Send Your Questions to “All Panelists”
- Please Wait to Ask Questions about Experience & Education/Military Credit



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Disclaimer

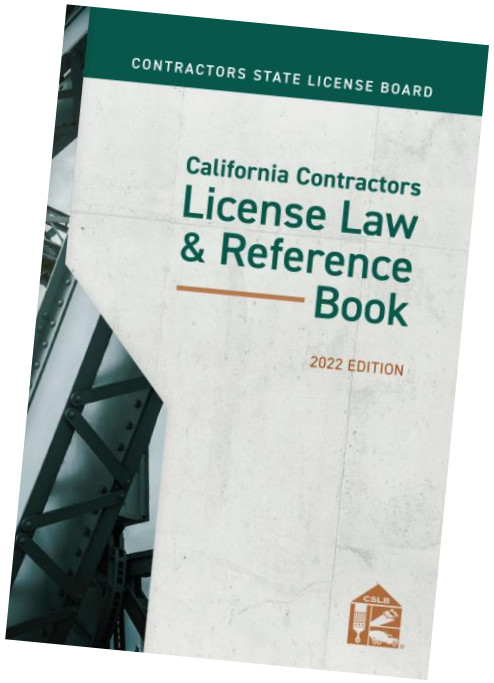
The information obtained during this webcast is not, nor is intended to be legal advice.

While this webcast contains general information, including legal guidelines for contractor license applications, it does not contain definitive statements of the law and may not reflect the most current legal developments in the construction industry.

Such guidelines communicated or discussed during the webcast are for informational purposes only.

If you have questions about the application of the law for specific situations, you should contact an attorney who is familiar with California construction law, or review the latest edition of the CSLB publication, "California Contractors License Law and Reference Book."

You can download it for free on the CSLB website or purchase directly from the publisher.



Bonus Links

To Download Free Copy: https://www.cslb.ca.gov/Resources/GuidesAndPublications/LawReferenceBook2022.pdf

To Purchase: https://store.lexisnexis.com/categories/shop-by-jurisdiction/california-157/california-contractors-license-law-reference-book-skuSKU47851/details

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What We'll Cover

Use Q&A to ask a question

- ***Who Needs a License?***
- ***Why Get a License?***
- ***What You'll Need to Get a License – Minimum Qualifications***
  - *Education & Other Possible Credits*
- ***Types of Business Entities***
- ***CSLB License Classifications***
- ***The Application Process***
- ***Fingerprint Requirements – Criminal Background Check***
- ***Demonstrating Work Experience***
- ***The Exam Process***
  - *Sample Exams*
- ***Your New License***

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Who Needs a License?

Use Q&A to ask a question

- **Construction projects priced at $500 or more in both labor & materials**
  - Can't break down project into $499 pieces
  - Cannot charge hourly rate to try and get around law
- **Definition of a Contractor** *(Business & Professions Code §7026.1)*
  - Any person, consultant to an owner-builder, firm, association, organization, partnership, business trust, corporation, or company, who or which undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to construct any building or home improvement project, or part thereof.

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Why Get a License?

Use Q&A to ask a question

- **Take Pride in Being a Licensed Professional**
- **Valuable Contributions to Your Local Community**
- **Get Paid for the Work You Do**
- **You've Got Legal Options if Customers Don't Pay You**
- **Don't Have to Look Over Your Shoulder**
  - No Fear of Getting Caught
    - Thousands of Dollars in Civil Penalties
    - Possibility of Criminal Charges
- **There are <u>No</u> Educational Requirements to Get a License**
- **You Do <u>Not</u> Have to Go to a License Preparation School**

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What You'll Need to Get a License

Use Q&A to ask a question

- **CSLB Licenses Businesses/Entities (Not Individuals)**
  - License Qualifier Must Demonstrate Experience
- **Be at Least 18 Years-Old**
- **Have Either of the Following**
  1. Valid Social Security Number (SSN)
  2. Valid Individual Taxpayer Identification Number (ITIN)
- **Have Either of the Following Qualifying Experience (More Later)**
  1. You have at least four years' experience within the last 10 years (Since 2012) as a journeyperson, foreperson, supervising employee, or contractor in trade being applied for
  2. You get a qualifier for the license who has that experience

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What You'll Need to Get a License

Use Q&A to ask a question

- **You Can Substitute Education, Technical Training & Apprenticeship Training for Some of Required Experience**
  - CSLB cannot pre-judge your experience – Documents are reviewed after you apply
  - To get credit, course work must be directly related to work you'll be doing as contractor
  - Education can not be substituted for more than three years of required experience
  - You must provide written documentation
    - Copies of Apprenticeship Completion Certificate
    - Official Technical School or College Transcripts
      - Have them sent to you – Leave transcripts unopened and include with your application packet
    - No credit for High School courses

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What You'll Need to Get a License

Use Q&A to ask a question

- **Credit Examples (Maximum Credit: 36 Months)**

Type of Credit	Amount of Credit
Construction Management – Bachelor of Science Degree	36 Months
Business – Masters Degree Business – Bachelors Degree Law Degree	24 Months
Construction Management – Associate in Science Degree	18 Months
Other Bachelor of Science / Bachelor of Arts Degree	18 Months (Average)
Other Associate in Science / Associate in Arts Degree	6 Months (Average)
Individual College Classes	Determined on Case-by-Case Basis *Usually with a Maximum of Six Months*
Apprenticeships	24 to 36 Months *Depending on Classification & Program*
Technical Training	Some Minimal Credit with Transcript

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What You'll Need to Get a License

Use Q&A to ask a question

- **Some of Your Military Service May Count**
  - Determined on Case-by-Case Basis
- **Pass Two Exams (Taken on Computer)**
  1. Law & Business
  2. Specific Trade
- **Limited Specialty Trades – Law & Business Exam Only**

Bonus Link *CSLB Military Application Assistance Program: https://www.cslb.ca.gov/Contractors/Applicants/Military/*

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More About Qualifiers

Use Q&A to ask a question

- **Before License is Issued**
  - Qualifier Must Take and Pass All Required Exams or Qualify for Waiver
  - Qualifier Must Undergo Criminal Background Check
- **After License is Issued**
  - Qualifier is Responsible for Exercising Direct Supervision and Control of the construction operations, as well as for all workmanship issues
  - Prime contractors are responsible for sub-contractor's work

Bonus Link *Exam Waiver Info: https://www.cslb.ca.gov/contractors/applicants/contractors_license/waiver_application/Applying_For_License.aspx*

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Types of Business Entities

Use Q&A to ask a question

- **Sole Ownership**
  - Owner or Responsible Managing Employee (RME) may serve as qualifier
- **Corporation**
  - Either one of current officers, designated as Responsible Managing Officer (RMO), or a RME may serve as qualifier
- **Partnership**
  - Either of the General Partners or a RME may serve as qualifier
- **Limited Liability Company (LLC)**
  - A Responsible Managing Member, Responsible Managing Manager, RMO, or RME may serve as qualifier

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Types of Business Entities

Use Q&A to ask a question

- **Three Classifications of Contractors**
  1. **Class "A" – General Engineering Contractors**

     Principal business is in connection with fixed works that require specialized engineering knowledge and skill
  2. **Class "B" – General Building Contractors**

     Principal business deals with any structure built, being built, or to be built, that requires as part of its construction at least two unrelated building trades or crafts

     No limitation on framing or carpentry projects
  3. **Class "C" – Specialty Contractors**

     For construction work that requires special skill and whose principal contracting business involves the use of specialized building trades or crafts
     - Examples include C-10 Electrical, C-20 HVAC, C-27 Landscaping, C-33 Plumbing, C-39 Roofing, C-46 Solar, C-53 Swimming Pool
     - C-61 Limited Specialty (30 Limited Classes, including C-61/D-34 Prefabricated Equipment)

Bonus Link *CSLB License Classifications Page: https://www.cslb.ca.gov/About_Us/Library/Licensing_Classifications/Default.aspx*

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B-2: Residential Remodeling Classification

- **Allows contractors who don't have structural framing experience to get a license with CSLB.**

B-2 License Holders:

✓ Must engage in three or more trades or crafts on a project.
✓ Are limited to working on existing residential wood frame structures.

B-2 License Holders Can Not:

🚫 Make structural alterations to load bearing partitions and walls.
🚫 Install or extend electrical or plumbing systems.
🚫 Install or replace HVAC systems.

B-2 License Holders Must Meet CSLB Requirements:

- Experience
- License Bond
- Workers Compensation Insurance

Email Licensing Division: Licensing@cslb.ca.gov

Bonus Link

CSLB License Classifications Page: https://www.cslb.ca.gov/About_Us/Library/Licensing_Classifications/Default.aspx

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Application/Certification Forms

Use Q&A to ask a question

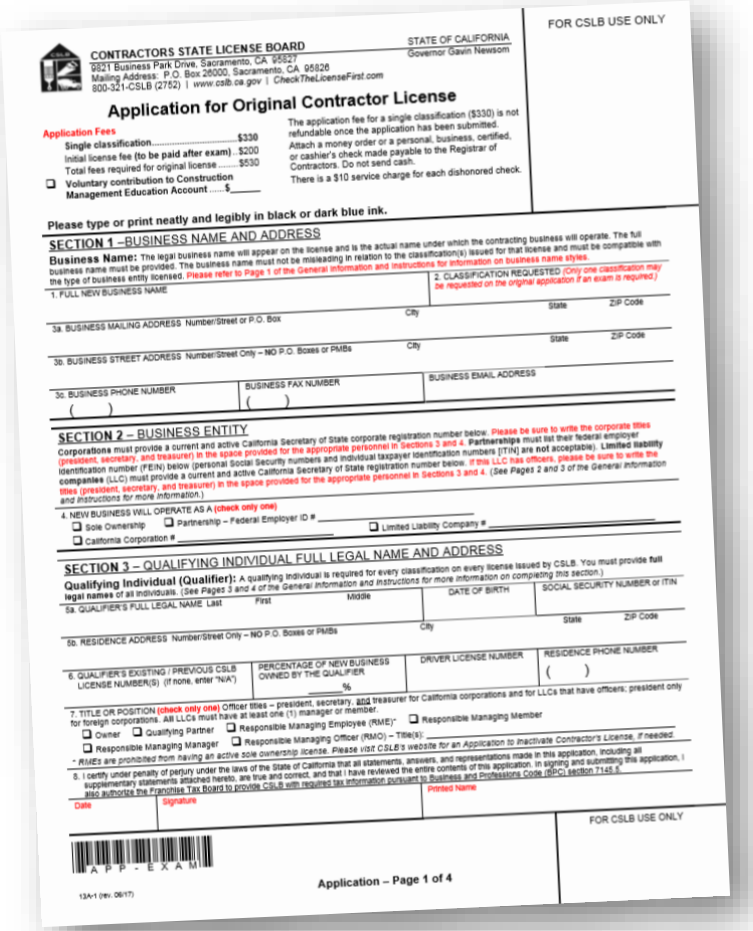
Bonus Links

CSLB Forms & Applications Page:
https://www.cslb.ca.gov/About_Us/Library/Forms_And_Applications.aspx

Original License:
https://www.cslb.ca.gov/Resources/FormsAndApplications/ApplicationForOriginalContractorsLicense.pdf

Original License – Waiver:
https://www.cslb.ca.gov/Resources/FormsAndApplications/ApplicationForOriginalContractorsLicense7065Waiver.pdf

Special Accommodation:
https://www.cslb.ca.gov/Resources/FormsAndApplications/SpecialAccommodationRequestForExamination.pdf



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Mailing Address: P.O. Box 26000, Sacramento, CA 95826
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STATE OF CALIFORNIA
Governor Gavin Newsom

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Application for Original Contractor License

Application Fees
Single classification.....$330
Initial license fee (to be paid after exam)..$200
Total fees required for original license.....$530
☐ Voluntary contribution to Construction Management Education Account.....$_____

The application fee for a single classification ($330) is not refundable once the application has been submitted. 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 legal business name will appear on the license and is the actual name under which the contracting business will operate. The full business name must be provided. The business name must not be misleading in relation to the classification(s) issued for that license and must be compatible with the type of business entity licensed. Please refer to Page 1 of the General Information and Instructions for information on business name styles.
1. FULL NEW BUSINESS NAME
2. CLASSIFICATION REQUESTED (Only one classification may be requested on the original application if an exam is required.)
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 or PMBs — City — State — ZIP Code
3c. BUSINESS PHONE NUMBER ( ) — BUSINESS FAX NUMBER ( ) — BUSINESS EMAIL ADDRESS

SECTION 2 – BUSINESS ENTITY
Corporations must provide a current and active California Secretary of State corporate registration number below. Please be sure to write the corporate titles (president, secretary, and treasurer) in the space provided for the appropriate personnel in Sections 3 and 4. Partnerships must list their federal employer identification number (FEIN) below (personal Social Security numbers and individual taxpayer identification numbers [ITIN] are not acceptable). Limited liability companies (LLC) must provide a current and active California Secretary of State registration number below. If this LLC has officers, please be sure to write the titles (president, secretary, and treasurer) in the space provided for the appropriate personnel in Sections 3 and 4. (See Pages 2 and 3 of the General Information and Instructions for more information.)
4. NEW BUSINESS WILL OPERATE AS A (check only one)
☐ Sole Ownership ☐ Partnership – Federal Employer ID # _____ ☐ Limited Liability Company # _____
☐ California Corporation # _____

SECTION 3 – 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 Pages 3 and 4 of the General Information and Instructions for more information on completing this section.)
5a. QUALIFIER'S FULL LEGAL NAME Last — First — Middle — DATE OF BIRTH — SOCIAL SECURITY NUMBER or ITIN
5b. RESIDENCE ADDRESS Number/Street Only – NO P.O. Boxes or PMBs — City — State — ZIP Code
6. QUALIFIER'S EXISTING / PREVIOUS CSLB LICENSE NUMBER(S) (if none, enter "N/A") — PERCENTAGE OF NEW BUSINESS OWNED BY THE QUALIFIER ____ % — DRIVER LICENSE NUMBER — RESIDENCE PHONE NUMBER ( )
7. TITLE OR POSITION (check only one) Officer titles – president, secretary, and treasurer for California corporations and for LLCs that have officers; president only for foreign corporations. All LLCs must have at least one (1) manager or member.
☐ Owner ☐ Qualifying Partner ☐ Responsible Managing Officer (RMO) – Title(s): _____ ☐ Responsible Managing Member
☐ Responsible Managing Employee (RME)* ☐ Responsible Managing Manager
* RMEs are prohibited from having an active sole ownership license. Please visit CSLB's website for an Application to Inactivate Contractor's License, if needed.
8. 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 correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to Business and Professions Code (BPC) section 7145.5.
Date — Signature — Printed Name

APP - EXAM

13A-1 (rev. 06/17)

Application – Page 1 of 4

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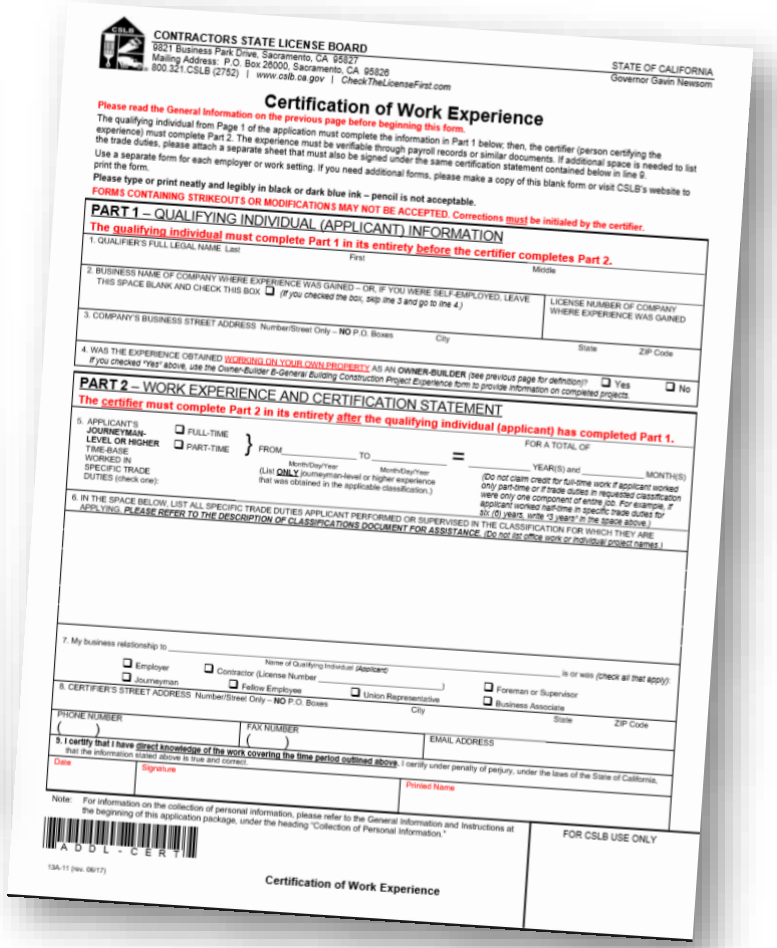

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STATE OF CALIFORNIA
Governor Gavin Newsom

Certification of Work Experience

Please read the General Information on the previous page before beginning this form.
The qualifying individual from Page 1 of the application must complete the information in Part 1 below; then, the certifier (person certifying the experience) 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 that must also be signed under the same certification statement contained below in line 9.
Use a separate form for each employer or work setting. If you need additional forms, please make a copy of this blank form or visit CSLB's website to print the form.
Please type or print neatly and legibly in black or dark blue ink – pencil is not acceptable.
FORMS CONTAINING STRIKEOUTS OR MODIFICATIONS MAY NOT BE ACCEPTED. Corrections must be initialed by the certifier.

PART 1 – QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION
The qualifying individual must complete Part 1 in its entirety before the certifier completes Part 2.
1. QUALIFIER'S FULL LEGAL NAME Last — First — Middle
2. BUSINESS NAME OF COMPANY WHERE EXPERIENCE WAS GAINED – 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 COMPANY WHERE EXPERIENCE WAS GAINED
3. COMPANY'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" above, use the Owner-Builder B-General Building Construction Project Experience form to provide information on completed projects.

PART 2 – WORK EXPERIENCE AND CERTIFICATION STATEMENT
The certifier must complete Part 2 in its entirety after the qualifying individual (applicant) has completed Part 1.
5. APPLICANT'S JOURNEYMAN-LEVEL OR HIGHER TIME-BASE WORKED IN SPECIFIC TRADE DUTIES (check one): ☐ FULL-TIME ☐ PART-TIME } FROM _____ (Month/Day/Year) TO _____ (Month/Day/Year) = FOR A TOTAL OF _____ YEAR(S) and _____ MONTH(S)
(List ONLY journeyman-level or higher experience that was obtained in the applicable classification.)
(Do not claim credit for full-time work if applicant worked only part-time or if trade duties in requested classification were only one component of entire job. For example, if applicant worked half-time in specific trade duties 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 THEY ARE APPLYING. PLEASE REFER TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT FOR ASSISTANCE. (Do not list office work or individual project names.)
7. My business relationship to _____ (Name of Qualifying Individual (Applicant)) is or was (check all that apply):
☐ Employer ☐ Contractor (License Number _____) ☐ Foreman or Supervisor
☐ Journeyman ☐ Fellow Employee ☐ Union Representative ☐ Business Associate
8. CERTIFIER'S STREET ADDRESS Number/Street Only – NO P.O. Boxes — City — State — ZIP Code
PHONE NUMBER ( ) — FAX NUMBER ( ) — EMAIL ADDRESS
9. 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.
Date — Signature — Printed Name

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

ADDL - CERT

13A-11 (rev. 06/17)

Certification of Work Experience

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The Application Process

Use Q&A to ask a question

1. Identify Who will be the Qualifier for Your License

- If you're using RME qualifier, determine if he/she can get for an exam waiver
- Qualifier is responsible for exercising direct supervision and control of company (Business & Professions Code 7068.1)
- Be aware of companies that connect you with qualifiers
  - Not willing or don't understand their responsibilities as qualifier

2. Complete the Correct Application

- "Application for Original Contractor License"
- "Application for Original Contractor License – Examination Waiver (7065)"

Bonus Link

CSLB Forms & Applications Page
https://www.cslb.ca.gov/About_Us/Library/Forms_And_Applications.aspx
Duty of Individual Qualifying on Behalf of Another – Business & Professions Code 7068.1
http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=BPC&sectionNum=7068.1

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The Application Process

Use Q&A to ask a question

3. Determine Your Company Name (See Application for Examples)

- Your name cannot be misleading or imply that you qualify for a license classification other than what you are getting
- Corporate & LLC names must match exactly the name registered with the Secretary of State's Office
- The names of everyone on your Secretary of State registration must be listed on your CSLB application

4. Using a Doing Business As (DBA) Name

- Name cannot be misleading
- DBA must be used in all advertising, contracts, etc.

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The Application Process

Use Q&A to ask a question

5. **Get Certifications to Support Your Work Experience**
   - Even if you apply for an exam waiver
   - Use Multiple Pages if Necessary
6. **Be Sure to Note if You're a Military Veteran**
   - Some of your service may be applied to your experience qualifications
   - Your application may be expedited
     - Honorable Discharge
     - Send copy of your DD 214 (*Certificate of Release of Discharge from Active Duty*)
7. **Proofread for Any Missing Information**
8. **Don't Forget to Sign and Date the Application**
9. **Determine if You Need a Special Accommodation to Take Exam(s)**
   - If so, complete request form & submit with application

Bonus Link

CSLB Military Application Assistance Programs
https://www.cslb.ca.gov/Contractors/Applicants/Military/

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Fingerprint Requirements

Criminal Background Check

Use Q&A to ask a question

- **The Following Must Submit a Full Set of Fingerprints**
  - All Applicants
  - Each Corporate Officer
  - Each Partner
  - Each Owner
  - Responsible Managing Employee
  - All Home Improvement Salespersons
- **California Residents Must Submit Fingerprints with Electronic "Live Scan"**
- **Attorney General: List of Open "Live Scan" Locations**
  - *https://oag.ca.gov/fingerprints/locations*

Bonus Link

CSLB Fingerprint Information Page
https://www.cslb.ca.gov/Contractors/Applicants/Contractors_License/Exam_Application/Get_Fingerprinted_-_Live_Scan.aspx

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Fingerprint Requirements

Criminal Background Check

Use Q&A to ask a question

- **Out-of-State Applicants Must Submit Hard Copy Fingerprints**
  - May take 3-6 months to process
  - Consider traveling to California to get “Live Scan”

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Fingerprint Requirements

Criminal Background Check

Use Q&A to ask a question

- **If You Have Any Criminal Convictions**
  - **CSLB May Only Deny License:**
    - If conviction is substantially related to the duties, functions, and qualifications of a contractor
    - If conviction involves fraud or a violent crime
  - **Other Factors CSLB Also Considers Includes:**
    - Nature and severity of the crimes
    - Amount of time that has passed since a conviction
    - Any evidence of rehabilitation submitted by the applicant
  - **CSLB Evaluates Criminal Convictions**
    - Felonies: 7 Years from Application Date (Back to 2015)
    - Misdemeanors: 3 Years from Application Date (Back to 2019)
    - Unless violent felony, certain sexual crimes, or financial crimes related to construction
  - **CSLB Denies Approximately 1% of Total Applications for Criminal Convictions**

Bonus Link

CSLB Fingerprint Information Page:
https://www.cslb.ca.gov/Contractors/Applicants/Contractors_License/Exam_Application/Get_Fingerprinted_-_Live_Scan.aspx

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Demonstrating Work Experience

Use Q&A to ask a question

- **Four Years (48 Months) Experience within the Last Ten Years (Since 2012)**
  - In Classification for Which You're Applying
  - Journeyman Level
  - Foreman
  - Supervising Employee
  - Contractor
  - Owner-Builder
- **Journeyman**
  - An experienced worker who is fully qualified, as opposed to a trainee, and can perform trade without supervision, or one who has completed an apprenticeship program

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Demonstrating Work Experience

Use Q&A to ask a question

- **Use More Pages if You Need To**
  - Attach additional page(s) at end of each work experience form
- **Use Different Forms for Each Certifier**
- **Be as Accurate as Possible**
- **Don't Simply "Cut & Paste"**

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Demonstrating Work Experience

"B" General Building Contractor – JOURNEYPERSON	
Description must include hands-on work	
BEST	UNACCEPTABLE

Use Q&A to ask a question

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Demonstrating Work Experience

"B" General Building Contractor – JOURNEYPERSON	
Description must include hands-on work	
BEST	**UNACCEPTABLE**
Bob performed rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.	

Use Q&A to ask a question

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Demonstrating Work Experience

"B" General Building Contractor – JOURNEYPERSON	
Description must include hands-on work	
BEST	**UNACCEPTABLE**
Bob performed rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.	Residential general building trades

Use Q&A to ask a question

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Demonstrating Work Experience

"B" General Building Contractor – FOREPERSON	
Description must include some hands-on work and/or supervisory work	
BEST	**UNACCEPTABLE**
Bob oversaw other staff at jobsite performing rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.	

Use Q&A to ask a question

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Demonstrating Work Experience

"B" General Building Contractor – FOREPERSON	
Description must include some hands-on work and/or supervisory work	
BEST	**UNACCEPTABLE**
Bob oversaw other staff at jobsite performing rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.	Residential general building trades

Use Q&A to ask a question

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Demonstrating Work Experience

"B" General Building Contractor – SUPERVISING EMPLOYEE	
Description should include explanation of how arrived at supervisor level	
BEST	**UNACCEPTABLE**
As a construction lead on multiple projects, Bob supervised rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.	

Use Q&A to ask a question

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Demonstrating Work Experience

"B" General Building Contractor – SUPERVISING EMPLOYEE	
Description should include explanation of how arrived at supervisor level	
BEST	**UNACCEPTABLE**
As a construction lead on multiple projects, Bob supervised rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.	Residential general building trades

Use Q&A to ask a question

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Demonstrating Work Experience

- Out of State Contractors
  - Must include examples of out of state work:
    - Military
    - Federal Lands
    - For a Government Entity
- Applicants can qualify as a journeyperson, foreperson or supervising employee
- TIP: Be specific about your duties and employment circumstances

Use Q&A to ask a question

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Demonstrating Work Experience

"C-27" Landscaping Contractor – JOURNEYPERSON	
Description must include hands-on work	
BEST	**UNACCEPTABLE**
Jane performed landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.	

Use Q&A to ask a question

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Demonstrating Work Experience

"C-27" Landscaping Contractor – JOURNEYPERSON	
Description must include hands-on work	
BEST	**UNACCEPTABLE**
Jane performed landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.	Gardening, yard maintenance, planting

Use Q&A to ask a question

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Demonstrating Work Experience

"C-27" Landscaping Contractor – FOREPERSON	
Description must include some hands-on work and/or supervisory work	
BEST	**UNACCEPTABLE**
Jane oversaw other staff at jobsite performing landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.	

Use Q&A to ask a question

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Demonstrating Work Experience

"C-27" Landscaping Contractor – FOREPERSON	
Description must include some hands-on work and/or supervisory work	
BEST	**UNACCEPTABLE**
Jane oversaw other staff at jobsite performing landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.	Gardening, yard maintenance, planting

Use Q&A to ask a question

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Demonstrating Work Experience

"C-27" Landscaping Contractor – SUPERVISING EMPLOYEE	
Description should include explanation of how arrived at supervisor level	
BEST	**UNACCEPTABLE**
As a construction lead on multiple projects, Jane supervised landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.	

Use Q&A to ask a question

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Demonstrating Work Experience

"C-27" Landscaping Contractor – SUPERVISING EMPLOYEE	
Description should include explanation of how arrived at supervisor level	
BEST	**UNACCEPTABLE**
As a construction lead on multiple projects, Jane supervised landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.	Gardening, yard maintenance, planting

Use Q&A to ask a question

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Demonstrating Work Experience

- Out of State Contractors
  - Must include examples of out of state work:
    - Military
    - Federal Lands
    - For a Government Entity
- Applicants can qualify as a journeyperson, foreperson or supervising employee
- TIP: Be specific about your duties and employment circumstances

Use Q&A to ask a question

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Demonstrating Work Experience

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		✓	

Use Q&A to ask a question

Bonus Link

Get this publication:
https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf

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Demonstrating Work Experience

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Itemized Bills, Work Orders, & Invoices		✓	
Canceled Checks Copies of both sides from jobs the applicant performed, accompanied by a statement from the person who paid the check describing the work performed		✓	
Deeds & Proofs of Sales For work done on applicant's own property, accompanied by statement describing the work performed			✓
Receipts for Material Accompanied by letter from individuals for whom work performed and materials used		✓	✓
Education Sealed official transcripts (written or translated into English)	✓	✓	✓
Apprenticeship Certificate	✓	✓	✓

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Get this publication:
https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf

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Demonstrating Work Experience

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Union Journeyman Book or Letter from Union Copies of hour printouts maintained by union	✓	✓	✓
Military Training Copy of DD214 or discharge papers	✓	✓	✓
Electrician Certification Copy of Certified Electrician card	✓ Employed by C-10 licensee only		
Chlorofluorocarbon (CFC) Certification* Copy of either Type II or Universal CFC Certification	✓ Employed by C-20 or C-38 licensee only		
Work Experience and DOSH Registration	✓ Employed by C-22 or Asbestos Certification licensee only		

Use Q&A to ask a question

Bonus Link

Get this publication:
https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf

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Filling Out Your Application

Use Q&A to ask a question

- **Don't Cut & Paste This Presentation**
- **Don't try to get around trade test by applying for multiple subcategories under the C-61 Limited Specialty Classification**
- **Double-check your application for Any Missing Information**
- **Don't Forget to Sign and Date**
- **Don't forget to Include Application Fee**
  - Original Application (Exam or Waiver for One Class): $450
  - Initial License Fee ($200 sole owner, $350 non-sole owner) is Paid Later
- **Mail or Hand Deliver to CSLB**

Bonus Link CSLB Office Locations: https://www.cslb.ca.gov/About_us/Contact_CSLB.aspx

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Filling Out Your Application

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SECTION 1 –BUSINESS NAME AND ADDRESS

Business Name: The legal business name will appear on the license and is the actual name under which the contracting business will operate. The full business name must be provided. The business name must not be misleading in relation to the classification(s) issued for that license and must be compatible with the type of business entity licensed. Please refer to Page 1 of the General Information and Instructions for information on business name styles.

1. FULL NEW BUSINESS NAME	2. CLASSIFICATION REQUESTED *(Only one classification may be requested on the original application if an exam is required.)*

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 or PMBs	City	State	ZIP Code

3c. BUSINESS PHONE NUMBER	BUSINESS FAX NUMBER	BUSINESS EMAIL ADDRESS
( )	( )	

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Filling Out Your Application

Use Q&A to ask a question

SECTION 2 – BUSINESS ENTITY

Corporations must provide a current and active California Secretary of State corporate registration number below. Please be sure to write the corporate titles (president, secretary, and treasurer) in the space provided for the appropriate personnel in Sections 3 and 4. **Partnerships** must list their federal employer identification number (FEIN) below (personal Social Security numbers and individual taxpayer identification numbers [ITIN] are **not** acceptable). **Limited liability companies** (LLC) must provide a current and active California Secretary of State registration number below. If this LLC has officers, please be sure to write the titles (president, secretary, and treasurer) in the space provided for the appropriate personnel in Sections 3 and 4. (*See Pages 2 and 3 of the General Information and Instructions for more information.*)

4. NEW BUSINESS WILL OPERATE AS A **(check only one)**

- ☐ Sole Ownership
- ☐ Partnership – Federal Employer ID # _____
- ☐ California Corporation # _____
- ☐ Limited Liability Company # _____

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Filling Out Your Application

Use Q&A to ask a question

SECTION 3 – 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 Pages 3 and 4 of the General Information and Instructions for more information on completing this section.*)

5a. QUALIFIER'S FULL LEGAL NAME Last First Middle	DATE OF BIRTH	SOCIAL SECURITY NUMBER or ITIN

5b. RESIDENCE ADDRESS Number/Street Only – **NO** P.O. Boxes or PMBs	City	State	ZIP Code

6. QUALIFIER'S EXISTING / PREVIOUS CSLB LICENSE NUMBER(S) (If none, enter "N/A")	PERCENTAGE OF NEW BUSINESS OWNED BY THE QUALIFIER	DRIVER LICENSE NUMBER	RESIDENCE PHONE NUMBER
	_____%		( )

7. TITLE OR POSITION **(check only one)** Officer titles – president, secretary, and treasurer for California corporations and for LLCs that have officers; president only for foreign corporations. **All** LLCs must have at least one (1) manager or member.

- ☐ Owner
- ☐ Qualifying Partner
- ☐ Responsible Managing Employee (RME)*
- ☐ Responsible Managing Member
- ☐ Responsible Managing Manager
- ☐ Responsible Managing Officer (RMO) – Title(s): _____

* *RMEs are prohibited from having an active sole ownership license. Please visit CSLB's website for an Application to Inactivate Contractor's License, if needed.*

8. 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 correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to Business and Professions Code (BPC) section 7145.5.

Date	Signature	Printed Name

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Filling Out Your Application

Use Q&A to ask a question

SECTION 4 – PERSONNEL FULL LEGAL NAMES AND ADDRESSES (Other than Qualifying Individual)

The following must be **completed by all individuals and companies that will be listed on the license**. You must provide **full legal names** of all individuals. Each individual must sign the certification statement under penalty of perjury. *(See Page 4 of the General Information and Instructions regarding company personnel.)*

9a. PERSONNEL FULL LEGAL NAME Last First Middle	DATE OF BIRTH	SOCIAL SECURITY NUMBER or ITIN

RESIDENCE ADDRESS Number/Street Only – **NO** P.O. Boxes or PMBs	City	State	ZIP Code	DRIVER LICENSE #

TITLE OR POSITION **(check only one)** ❑ Owner ❑ General Partner ❑ Limited Partner ❑ Member ❑ Manager ❑ Officer - Title(s) _____

RESIDENCE PHONE NUMBER ( )

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 correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to BPC section 7145.5.

Date	Signature	Printed Name

9b. PERSONNEL FULL LEGAL NAME Last First Middle	DATE OF BIRTH	SOCIAL SECURITY NUMBER or ITIN

RESIDENCE ADDRESS Number/Street Only – **NO** P.O. Boxes or PMBs	City	State	ZIP Code	DRIVER LICENSE #

TITLE OR POSITION **(check only one)** ❑ General Partner ❑ Limited Partner ❑ Member ❑ Manager ❑ Officer - Title(s) _____

RESIDENCE PHONE NUMBER ( )

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 correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to BPC section 7145.5.

Date	Signature	Printed Name

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Filling Out Your Application

SECTION 6 – QUALIFIER EDUCATION, APPRENTICESHIP, LICENSURE, AND MILITARY

Applicants must answer the following questions and may be granted credit toward licensure requirements or receive expedited processing as noted below. Question 20 pertains only to individuals applying for sole ownership business entity licenses. Please refer to Pages 5 and 6 of the General Information and Instructions for more information. If you checked "Yes" in response to any question, please provide the requested documentation.

17. Have you completed an educational or apprenticeship program?

If you checked "Yes" for this question, you may be granted credit for **completed training in an accredited school** if you:

- Submit transcripts for a four-year degree, two-year degree (or less), technical training (must include course hours and descriptions), and all other degrees in a business or construction-related field.

Transcripts must be certified official and received directly from the educational institution in a sealed envelope. *(If you received your degree outside the United States, your transcripts must be translated, if in a language other than English, and evaluated by an accredited evaluation service that does business within the United States.)*

❑ Yes ❑ No

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 _____

Month/Day/Year Month/Day/Year

(The apprenticeship period cannot overlap the journeyman-level experience period being certified on the Certification of Work Experience.)

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Filling Out Your Application

Use Q&A to ask a question

Certification of Work Experience

PART 1 – QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

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

1. QUALIFIER'S FULL LEGAL NAME Last First Middle

2. BUSINESS NAME OF COMPANY WHERE EXPERIENCE WAS GAINED – 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 COMPANY WHERE EXPERIENCE WAS GAINED

3. COMPANY'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" above, use the Owner-Builder B-General Building Construction Project Experience form to provide information on completed projects.

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Filling Out Your Application

Use Q&A to ask a question

Certification of Work Experience

PART 2 – WORK EXPERIENCE AND CERTIFICATION STATEMENT

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

5. APPLICANT'S **JOURNEYMAN-LEVEL OR HIGHER** TIME-BASE WORKED IN SPECIFIC TRADE DUTIES (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 or if trade duties in requested classification were only one component of entire job. For example, if applicant worked half-time in specific trade duties 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 THEY ARE APPLYING. ***PLEASE REFER TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT FOR ASSISTANCE.*** *(Do not list office work or individual project names.)*

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Use Q&A to ask a question

Certification of Work Experience

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

❑ Employer ❑ Contractor (License Number _____) ❑ Foreman or Supervisor
❑ Journeyman ❑ Fellow Employee ❑ Union Representative ❑ Business Associate

8. CERTIFIER'S STREET ADDRESS Number/Street Only – **NO** P.O. Boxes	City	State	ZIP Code

PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
( )	( )	

9. I certify that I have <u>direct knowledge of the work covering the time period outlined above</u>. I certify under penalty of perjury, under the laws of the State of California, that the information stated above is true and correct.

Date	Signature	Printed Name

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

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Certification of Work Experience

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Filling Out Your Application

Use Q&A to ask a question

Owner-Builder B-General Building Construction Project Experience

1. QUALIFIER'S (OWNER-BUILDER) FULL LEGAL NAME Last	First	Middle	PHONE NUMBER ( )
2. PROJECT STREET ADDRESS Number/Street Only – **NO** P.O. Boxes	City	State	ZIP Code
.3. DO/DID YOU PERSONALLY OWN THE PROPERTY LISTED IN NUMBER 2 ABOVE? ❑ Yes ❑ No If you did not own the property, the work is not owner-builder. Business and Professions Code section 7044 relates to an owner-builder as "an owner who builds or improves a structure on his or her property."			
4. START DATE Month/Day/Year	COMPLETION DATE Month/Day/Year	How much time did you actually work on this project? _____ YEARS and _____ MONTHS	
5. STRUCTURE/PROJECT SQUARE FOOTAGE: (You must provide the square footage of the project improvement or the entire structure built, whichever applies.) Square Footage:_____			
6. BUILDING PERMIT NUMBER (Please attach a copy of your building permit and final inspection record to this project document.) Permit #:_____			
7. DESCRIBE THE FULL SCOPE OF THIS PROJECT: (For example: remodel, new construction, room addition, and list in detail the full scope of all trade work performed)			

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Filling Out Your Application

Owner-Builder B-General Building Construction Project Experience

Use Q&A to ask a question

8. LIST ALL THE TRADE DUTIES *YOU PERSONALLY* PERFORMED: (For example: I installed sheetrock, I installed 4-ton HVAC unit, I installed 2500 sf concrete tile roof)
9. EXPLAIN HOW YOUR PAST EXPERIENCE, TRAINING, AND/OR EDUCATION PREPARED YOU TO PERFORM WORK ON THIS PROJECT:
10. PROVIDE THE NUMBER OF LABORERS USED AND THE TRADES THEY PERFORMED:

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Filling Out Your Application

Use Q&A to ask a question

Owner-Builder B-General Building Construction Project Experience

11. PROVIDE THE NUMBER OF GENERAL CONTRACTORS OR SUBCONTRACTORS USED AND THE TRADES THEY PERFORMED:

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OB-PROJ-LIST

13A-64a (rev. 06/17)

Owner-Builder B-Gen. Bldg. Construction Project Experience

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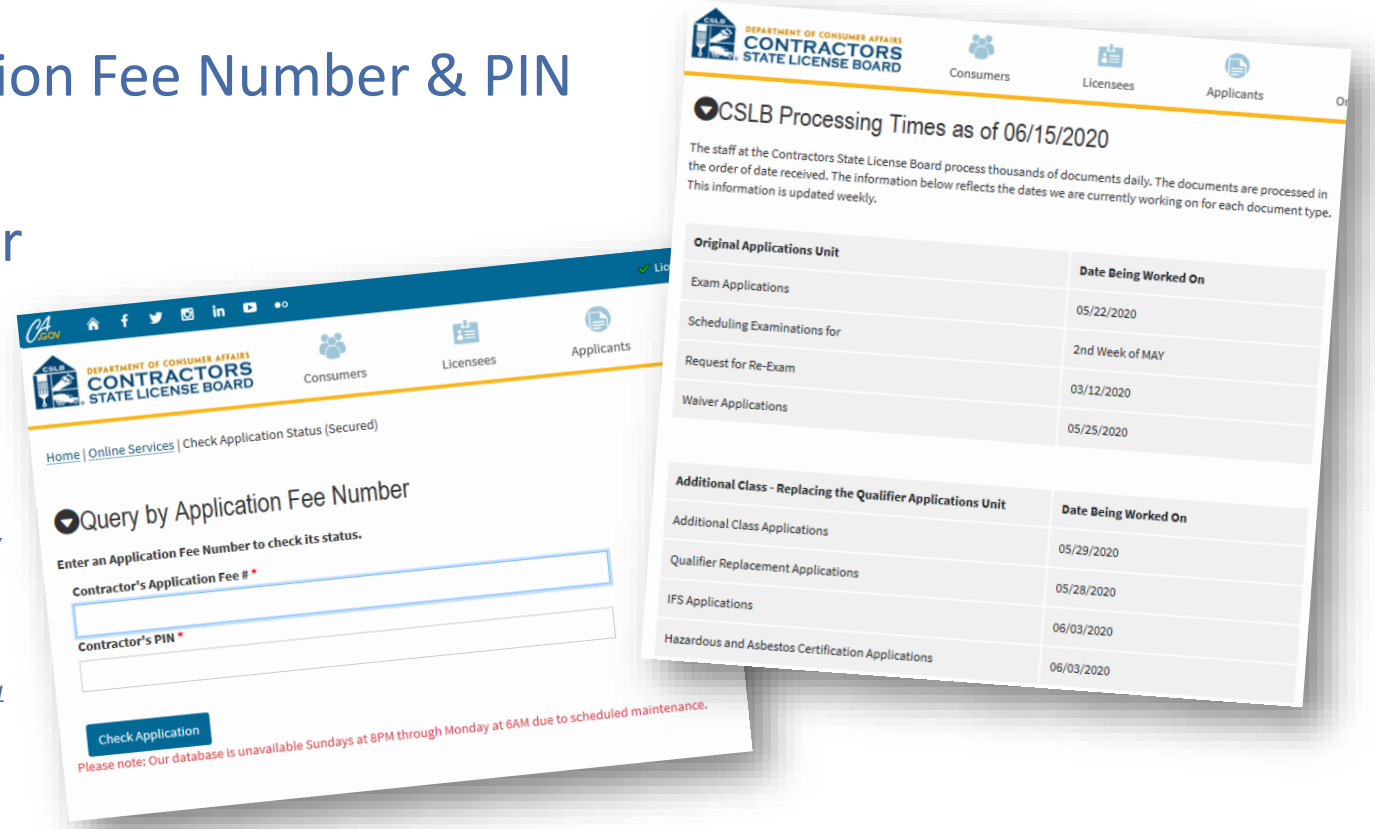
Checking Status of Application

Use Q&A to ask a question

- **Today's Workshop Video on CSLB's YouTube Channel**
- **Use the CSLB Website**
  - Check Online with Your Application Fee Number & PIN
  - Check Processing Times Online
  - Call Licensing Information Center (800) 321-CSLB (2752)



Bonus LInks

CSLB YouTube Videos:
https://www.youtube.com/user/ContractorsBoard/videos

Check Application Status:
https://cslb.ca.gov/OnlineServices/CheckApplicationII/SecuredApplicantRequest.aspx

CSLB Processing Times:
https://www.cslb.ca.gov/OnlineServices/ProcessingTimes/ProcessingTimes.aspx

CSLB Fees
https://www.cslb.ca.gov/About_Us/Library/Fees.aspx

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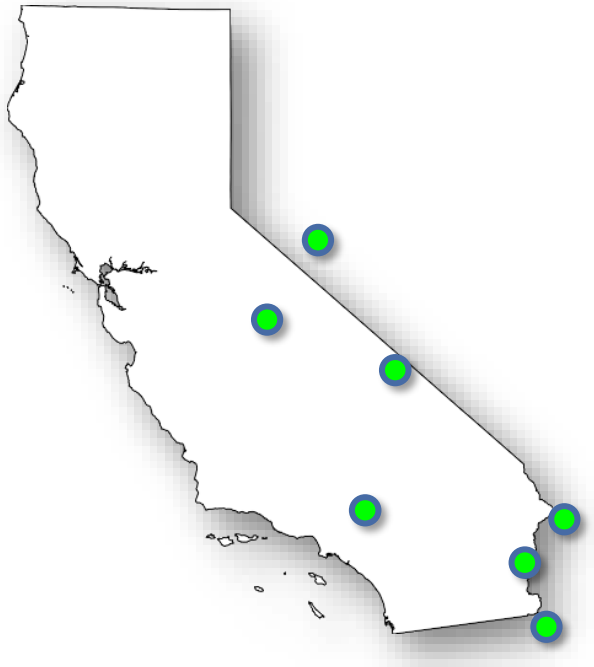
The Exam Process

Before the Exam

Use Q&A to ask a question

- **When Your Application Has Been Accepted, CSLB Will Send You a "Notice to Appear for Examination" and Study Guide**
- **You Should Get Your Exam Notice at Least Three Weeks Before Exam Date**
- **A CSLB Test Center will be assigned to you based on your address**

✓Sacramento
✓San Jose
✓Fresno
✓Oxnard
✓San Bernardino
✓Norwalk
✓San Diego



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The Exam Process

Before the Exam

Use Q&A to ask a question

- **Use of Translators**
  - CSLB may allow use of translator to read you the exam
  - Translator must be approved in advance
  - Don't show up on exam day with a translator if they haven't been pre-approved
- **If You Fail to Appear for Your Exam**
  - You must pay a non-refundable $100 rescheduling fee
  - Fee may be waived once with documented evidence of medical emergency or other circumstance beyond your control
- **CSLB Study Guides**
  - Lists the sections and topics covered by the exam
  - Includes sample questions
  - Shows how each section is weighted
  - Shows recommended resource materials to study

Bonus LInk *Study Guides:* https://www.cslb.ca.gov/Contractors/Applicants/Examination_Study_Guides/

FOR EXAMINATIONS SCHEDULED ON OR AFTER APRIL 26, 2017

CONTRACTORS STATE LICENSE BOARD
LICENSE EXAMINATION STUDY GUIDE

LAW AND BUSINESS

Content of the Examination

The Law and Business Examination is divided into eight major sections:

1. Business Organization (10%)
- Company organization
- Project organization

2. Business Finances (15%)
- Cash management
- Budget and planning
- Taxes
- Financial reporting

3. Employment Requirements (12%)
- Employment regulations
- Evaluation and record-keeping
- Payroll

4. Bonds, Insurance, and Liens (10%)
- Bonds
- Workers' compensation insurance
- Liens and other remedies
- Other insurance

5. Contract Requirements and Execution (23%)
- Bidding
- Cost control
- Contracts
- Payments

6. Licensing Requirements (8%)
- Business license
- Contractor's license
- Activity regulation

7. Safety (15%)
- Training and reporting requirements
- General safety
- Hazardous/unknown materials

8. Public Works (7%)
- Prevailing wage requirements
- Bonding requirements
- Insurance requirements

Percentages are approximate

Test Site Policy

This is a closed-book examination. No reference materials may be used during the examination. All materials brought to the examination site must be left in an unmonitored area at your own risk.

Test Strategy

This is a multiple-choice examination with four choices per question. Examination questions are written to provide only one BEST answer. Some questions require mathematical computation. A calculator will be provided.

There is no penalty for guessing. If you are unsure about a particular question, it is better to try to answer the question than to leave the question blank.

Plenty of time is provided to answer all examination questions, so be sure to read each question and its four choices completely and carefully before selecting the BEST possible answer to the question.

Sample Questions

Below are three typical examination questions. The correct answer is underlined.

1. What information must be included in a stop notice?

a. The kind of labor, services, equipment, or materials furnished or agreed to be furnished
b. The construction loan terms, interest rate, and deadline for project completion
c. The type of zoning, setback, and lot coverage limitations on the permit
d. The type of asbestos, toxic fumes, or hazardous materials found

2. Within how many days must an "agreement to arbitrate" be returned by the participants after being mailed by CSLB's Registrar?

a. Within 7 calendar days
b. Within 10 calendar days
c. Within 14 calendar days
d. Within 30 calendar days

3. According to California license law, how often must safety meetings be held?

a. At least once a week
b. At least every 10 working days
c. At least every 15 working days
d. At least once a month

All questions are written and reviewed by licensed contractors who are actively working in the trade

Resources

Publisher information for reference books and code is provided below. Other sources for reference books may be found online.
California code books can be viewed online: www.dgs.ca.gov/bsc

California Contractors License L[illegible] & Reference Book. Matthew Bender & Company, Inc.
PHONE: (800) 223-1940
INTERNET: www.lexisnexis.com

California Employer's Guide (DE 44). California Employment Development Department.
PHONE: (888) 745-3886
INTERNET: forms.edd.ca.gov/forms

California Labor Code. California Department of Industrial Relations.
INTERNET: leginfo.legislature.ca.gov/faces/codes.xhtml

Contractors Guide to Business, Law and Project Management. National Association of State Contractors Licensing Agencies (NASCLA).
PHONE: (623) 587-9354
INTERNET: www.nascla.org

Greenbook: Standard Specifications for Public Works Construction. BNI Publications, Inc.
PHONE: (888) 264-2665
INTERNET: www.bnibooks.com

Publication 15, (Circular E), Employer's Tax Guide. Internal Revenue Service.
PHONE: (800) 829-1040
INTERNET: www.irs.gov/publications/p15

State of California General Industry & Electrical Safety Orders (Cal/OSHA) and ***State of California Construction & Electrical Safety Orders (Cal/OSHA). 2019.*** California Code of Regulations, Title 8. Mancomm.
PHONE: (877) 626-2666
INTERNET: www.mancomm.com
VIEW ONLINE: www.dir.ca.gov/dosh/LawsAndRegulations.htm

Publisher information is current as of 11/19

Bonus LInks

List of Study Guides
https://cslb.ca.gov/Contractors/Applicants/Examination_Study_Guides/

Law & Business Study Guide:
https://cslb.ca.gov/Resources/StudyGuides/LawStudyGuide.pdf

FOR EXAMINATIONS SCHEDULED ON OR AFTER FEBRUARY 6, 2020

CONTRACTORS STATE LICENSE BOARD
LICENSE EXAMINATION STUDY GUIDE

GENERAL BUILDING (B)

Content of the Examination

The General Building (B) Examination is divided into five major sections:

1. Planning and Estimating (17%)
- Scope of work and code compliance
- Design and construction error identification
- Shop drawings, plans, and specifications
- Field inspection performance
- Coordination of project
- Cost estimation for materials, equipment, and labor

2. Framing and Structural Components (22%)
- Subfloor and wall framing
- Roof framing
- Seismic and load requirements
- Siding and stucco
- Decks

3. Core Trades (30%)
- Plumbing
- Electrical
- HVAC
- Concrete
- Earthwork and surveying
- Insulation, acoustical, and weatherproofing
- Roofing

4. Finish Trades (19%)
- Painting, staining, coating, and interior wall covering
- Tile and stone
- Floor covering
- Cabinetry and millwork
- Plaster, drywall, and ceilings
- Windows, skylights, and doors
- Landscaping

5. Safety (12%)
- Personnel safety
- Transportation and traffic control
- Environmental safety

Percentages are approximate

Test Site Policy

This is a closed-book examination. No reference materials may be used during the examination. All materials brought to the examination site must be left in an unmonitored area at your own risk.

Test Strategy

This is a multiple-choice examination with four choices per question. Examination questions are written to provide only one BEST answer. Some questions require mathematical computation. A calculator will be provided.

There is no penalty for guessing. If you are unsure about a particular question, it is better to try to answer the question than to leave the question blank.

Plenty of time is provided to answer all examination questions, so be sure to read each question and its four choices completely and carefully before selecting the BEST possible answer to the question.

Sample Questions

Below are three typical examination questions. The correct answer is underlined.

1. According to the California Residential Code, what is the MINIMUM allowable width of a residential hallway?

a. 44 inches
b. 40 inches
c. 36 inches
d. 32 inches

2. What is the volume of a cylinder if the diameter equals 3 feet and the length equals 12 feet?

a. 36.00 cubic feet
b. 84.78 cubic feet
c. 226.08 cubic feet
d. 339.12 cubic feet

3. In which direction should the face grain of plywood subfloor sheathing be installed?

a. In any direction
b. Parallel to the joists
c. Diagonal to the joists
d. Perpendicular to the joists

All questions are written and reviewed by licensed contractors who are actively working in the trade

Resources

Publisher information for reference books and code is provided below. Other sources for reference books may be found online. ***California code books can be viewed online: www.dgs.ca.gov/bsc***

2014 Architectural Woodwork Standards. Woodwork Institute, Architectural Woodwork Institute, and Architectural Woodwork Manufacturers Association of Canada.
PHONE: (916) 372-9943
INTERNET: www.woodworkinstitute.com

2019 California Building Code. California Code of Regulations, Title 24. International Code Council.
PHONE: (800) 786-4452
INTERNET: www.iccsafe.org

2019 California Electrical Code. California Code of Regulations, Title 24. BNI Publications, Inc.
PHONE: (888) 264-2665
INTERNET: www.bnibooks.com

2019 California Energy Code. California Code of Regulations, Title 24. International Code Council.
PHONE: (800) 786-4452
INTERNET: www.iccsafe.org

2019 California Fire Code. California Code of Regulations, Title 24. International Code Council.
PHONE: (800) 786-4452
INTERNET: www.iccsafe.org

2019 California Green Building S ***Code.*** California Code of Regulations, Title 24. International Code Council.
PHONE: (800) 786-4452
INTERNET: www.iccsafe.org

2019 California Mechanical Code. California Code of Regulations, Title 24. International Association of Plumbing and Mechanical Officials (IAPMO).
PHONE: (909) 472-4100
INTERNET: www.iapmo.org

2019 California Plumbing Code. California Code of Regulations, Title 24. International Association of Plumbing and Mechanical Officials (IAPMO).
PHONE: (909) 472-4100
INTERNET: www.iapmo.org

2019 California Residential Code. California Code of Regulations, Title 24. International Code Council.
PHONE: (800) 786-4452
INTERNET: www.iccsafe.org

California Manual on Uniform Traffic Control Devices, 2014 Edition, Revision 4. State of California Department of Transportation (Caltrans).
PHONE: (916) 654-2852
INTERNET: www.dot.ca.gov/manuals

California Vehicle Code. State of California Department of Motor Vehicles.
INTERNET:
leginfo.legislature.ca.gov/faces/codes.xhtml

Fundamentals of Building Construction: Materials and Methods. Wiley.
PHONE: (877) 762-2974
INTERNET: www.wiley.com

Modern Carpentry. Goodheart-Willcox.
PHONE: (800) 323-0440
INTERNET: www.g-w.com

Olin's Construction Principles, Materials, and Methods. Wiley.
PHONE: (877) 762-2974
INTERNET: www.wiley.com

State of California General Industry & Electrical Safety Orders (Cal/OSHA) and ***State of California Construction & Electrical Safety Orders (Cal/OSHA). 2019.*** California Code of Regulations, Title 8. Mancomm.
PHONE: (877) 626-2666
INTERNET: www.mancomm.com
VIEW ONLINE:

Bonus LInks

List of Study Guides
https://cslb.ca.gov/Contractors/Applicants/Examination_Study_Guides/

General Building (B) Study Guide:
https://cslb.ca.gov/Resources/StudyGuides/BStudyGuide.pdf

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The Exam Process

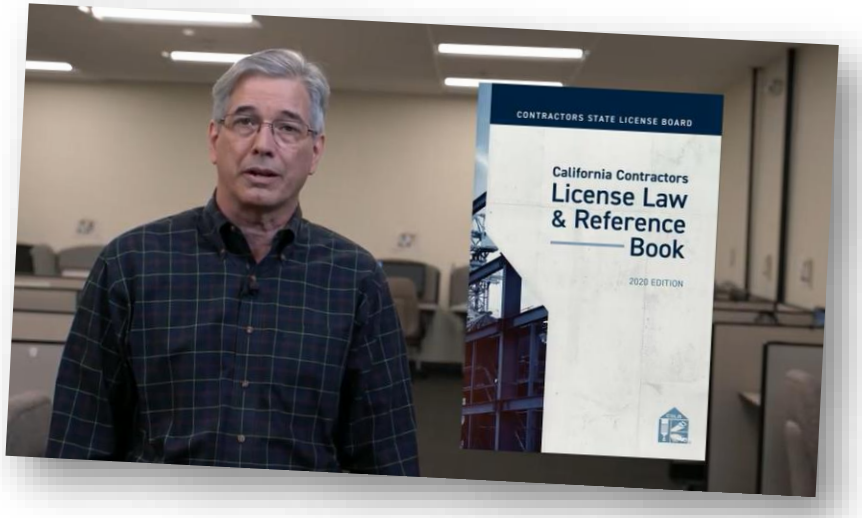
Before the Exam

Use Q&A to ask a question

- **COVID-19 Procedures**
  - Arrive at least 15 minutes early – Allow extra time to get checked-in
  - Applicants must wear a mask or other face covering
  - If you appear ill, you will have to reschedule your exam for at least five days later, at no additional charge
  - You will not be admitted into test center more than 15 minutes prior to the exam time
- **Watch "What to Expect on Test Day" Video**

Bonus Link

What to Expect on Test Day Video
https://www.youtube.com/watch?v=fG9TGCllwU8&t=2s



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The Exam Process

During the Exam

Use Q&A to ask a question

- **You'll Take Your Exam(s) on Touchscreen Computers**
  - You'll see an on-screen tutorial before starting exam
  - Your exam will consist of multiple-choice questions
  - Each question has space if you want to submit a comment about that question
  - You'll get 3½ hours to complete each exam
    - Arriving late may reduce the time you have to finish your exam
  - You'll get your results at the end of the exam

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The Exam Process

During the Exam

Use Q&A to ask a question

- **If You Don't Pass**
  - You'll won't be allowed to review the questions you missed, but you'll get a statement showing how you did on each section of the exam
  - You can reschedule the exam as many times as you need within 18 months
    - Just pay a non-refundable $100 rescheduling fee

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The Exam Process

After the Exam

Use Q&A to ask a question

- **When You Pass All Exams, You'll Need to:**
  - Pay initial license fee: $200 for sole owner, $350 non-sole owner (Expires in two years)
  - Complete CSLB's Online Asbestos Open Book Exam
  - File Required Bond(s)
    - All Licensees: $15,000 Contractor's Surety Bond
    - Corporate/LLC: $12,500 bond of qualifying individual for every RME and all RMOs who own less than 10% of voting stock or equity
    - LLC: $100,000 LLC/worker bond
  - Get Required Insurance Policies (Filed by Insurance company/broker)
    - All Licensees: Workers' Compensation Insurance (See CSLB Website for Rules/Exemptions)
    - LLC: Liability Insurance (See CSLB Website for Amounts)
    - No Workers? File Workers' Compensation Insurance Exemption w/CSLB (Filed by Applicant)

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Your New License

Use Q&A to ask a question

- **Getting Your License**
  - In 5-10 Business Days, CSLB will send you a wall certificate and plastic pocket license card
    - Display wall certificate in your main office or chief place of business
    - Carry pocket license card, especially in situations where you may solicit business, talk to potential customers, or sign contracts
- **License Will Be Good for Two Years**
  - Your license will expire on the last day of the month when it was issued
  - For example: license issued 2/4/2022 will expire on 2/29/2024
- **Ultimately, You're Responsible for Renewing Your License On-Time**
  - Put Expiration Date on Your Calendar
  - CSLB Sends Renewal Notice Approximately 60 Days Before Expiration

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Your New License

Use Q&A to ask a question

- **Notify CSLB Within 30 Days If You Move or Change Business Address**
  - Renewal notice will be sent to the address of record on-file with CSLB
  - Postal Service will not forward state government mail
- **Notify CSLB Within 30 Days of All Changes to Personnel on License**

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Home Improvement Salespersons

"HIS"

Use Q&A to ask a question

- **Only select people can solicit, sell, negotiate, or execute home improvement contracts for outside of the contractor's normal place of business, regardless of $ amount of contract** (Business & Professions Code 7152)
  1. **Official Personnel of Record on License**
     - Individual Contractors
     - Qualifiers
     - Partners
     - Corporation Officers
     - LLC Responsible Managing Officers, Members, Managers, or Employees
  2. **CSLB-Registered Home Improvement Salesperson (HIS)**
- **HIS can represent more than one licensee**
- **Licensee must notify CSLB in writing when they associate/disassociate a HIS with their license**

Bonus Link

Business & Professions Code 7152:
http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=3.&title=&part=&chapter=9.&article=10

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Home Improvement Salespersons

"HIS"

Use Q&A to ask a question

- **Two Exceptions**
  - Those who only schedule appointments for a Registered HIS
  - Bona Fide "Service or Repair" People
    - Limited to the service and repair initially requested by the buyer/homeowner
- **Employing an Unregistered Salesperson**
  - Makes You Subject to Administrative Discipline
    (Business & Professions Code 7154)
  - Unregistered Salesperson Can Be Charged with Criminal Misdemeanor or Administrative Citation
    (Business & Professions Code 7153)

Bonus Link

Business & Professions Code 7153 & 7154:
http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=3.&title=&part=&chapter=9.&article=10

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Your Questions

Use Q&A feature to ask a question

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What You'll Need to Get a License

Use Q&A to ask a question

- **Credit Examples (Maximum Credit: 36 Months)**

Type of Credit	Amount of Credit
Construction Management – Bachelor of Science Degree	36 Months
Business – Masters Degree Business – Bachelors Degree Law Degree	24 Months
Construction Management – Associate in Science Degree	18 Months
Other Bachelor of Science / Bachelor of Arts Degree	18 Months (Average)
Other Associate in Science / Associate in Arts Degree	6 Months (Average)
Individual College Classes	Determined on Case-by-Case Basis *Usually Maximum of Six Months*
Apprenticeships	24 to 36 Months *Depending on Classification & Program*
Technical Training	Some Minimal Credit with Transcript

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B-2: Residential Remodeling Classification

- **Allows contractors who don't have structural framing experience to get a license with CSLB.**

B-2 License Holders:

- ✓ Must engage in three or more trades or crafts on a project.
- ✓ Are limited to working on existing residential wood frame structures.

B-2 License Holders Can Not:

- ⊘ Make structural alterations to load bearing partitions and walls.
- ⊘ Install or extend electrical or plumbing systems.
- ⊘ Install or replace HVAC systems.

B-2 License Holders Must Meet CSLB Requirements:

- Experience
- License Bond
- Workers Compensation Insurance

Email Licensing Division: Licensing@cslb.ca.gov

Bonus Link *CSLB License Classifications Page: https://www.cslb.ca.gov/About_Us/Library/Licensing_Classifications/Default.aspx*

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For Licensing or License Application Questions/Issues:

Licensing@cslb.ca.gov

Be sure to include your phone number and other relevant information, such as license number, or application fee number, and any other information that will help staff provide you a thorough response.

To Reschedule a Cancelled Exam

Exams@cslb.ca.gov

Be sure to include your name and application number.

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Resources for Women in Construction

- *Woman in Construction: The State of the Industry in 2020*
  https://www.bigrentz.com/blog/women-construction
- *National Association of Women in Construction*
  - *National* https://www.nawic.org/nawic/default.asp
  - *Fresno Chapter* http://www.nawicfresno.org/
  - *Los Angeles Chapter* http://www.nawicla.org/
  - *Orange County Chapter* https://www.nawicoc.org/
  - *Sacramento Chapter* http://nawicsacramento.com/
  - *San Diego Chapter* https://www.nawicsd.org/
  - *San Francisco Chapter* https://www.nawicsf.org/
  - *Santa Clara Chapter* http://www.nawicsantaclara99.org/
- *Tradeswomen, Inc.*
  https://tradeswomen.org/
- *Women in Construction USA*
  https://www.women-in-construction-usa.com/
- *Women Construction Owners & Executives*
  https://www.wcoeusa.org/
- *Women's Construction Coalition*
  https://www.wccsd.org/
- *California Apprenticeship Coordinators Association*
  http://calapprenticeship.org/women.php
- *National Association of Home Builders – Professional Women in Building Council*
  https://www.nahb.org/nahb-community/Councils/Professional-Women-in-Building-Council
- *North State Building Industry Association Foundation*
  https://www.biaworkforce.com/
- *National Association of Home Builders – Professional Women in Building Council*
  https://www.nahb.org/NAHB-Community/Councils/Professional-Women-in-Building-Council
- *Professional Women in Construction*
  https://www.srbx.org/women-in-construction.html
- *National Alliance for Partnerships in Equity (NAPE)*
  https://napequity.org/public-policy/frontline-legislation/womens-apprenticeships-nontraditional-occupations-act/
- *Women in Construction Operations*
  https://womeninoperations.com/
  A Guide to Mentoring – A Tool to Sharpen the Skills of Women in Construction
  https://womeninoperations.com/wp-content/uploads/2015/02/WiOPS-Guide-to-Mentoring.pd
- *North American Building Trades Unions*
  https://nabtu.org
  https://nabtu.org/about-nabtu/affiliates/
  https://nabtu.org/building-trades-academy/
  https://nabtu.org/apprenticeship-and-training/apprenticeship-readiness-videos/
- *Sacramento Regional Builders Exchange – Women in Construction*
  https://www.srbx.org/women-in-construction.html
- *Habitat for Humanity Sacramento Women Build*
  https://habitatgreatersac.org/get-involved/womenbuild/

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