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GET LICENSED TO BUILD

An Online Workshop for Getting Your Contractor's License

To Participate in Workshop or to Download Presentation, go to:
www.cslb.ca.gov
– Look for Banner at Top of Page –

The workshop starts @ 10:00 a.m.

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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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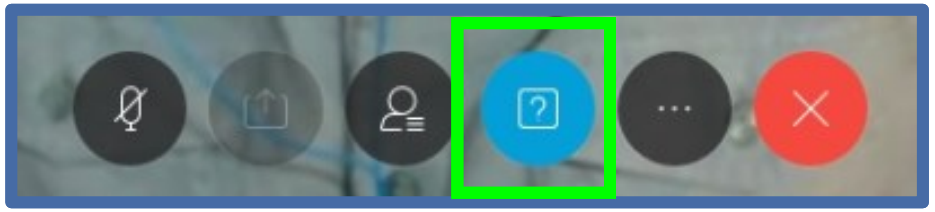
Please Note:

- CSLB Test Centers (7 of 8) Have Reopened
- To Participate, Join on Webex – Link on Home Page: www.cslb.ca.gov
- Download This Presentation: www.cslb.ca.gov
- Archived Version will be Posted on CSLB's YouTube Channel
- Use Q&A Feature to Ask a Question
- Send Your Questions to "All Panelists"
- Wait to Ask Questions about Experience



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Please Note:

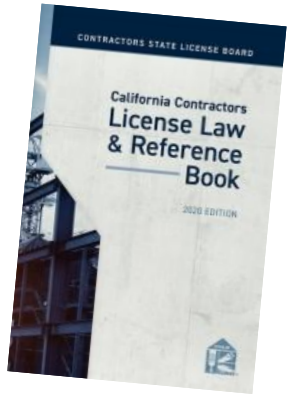
The information obtained during this webcast is not, nor is intended to be legal advice.

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 2020 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:



CSLB Website: www.cslb.ca.gov (Search: 2020 Law Book)

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

GET LICENSED TO BUILD

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What We'll Cover

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

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Who Needs a License?

- **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?

- 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 No Educational Requirements to Get a License
- You Do Not Have to Go to a License Preparation School

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What You'll Need to Get a License

Minimum Qualifications

- **CSLB Licenses Businesses/Entities**
  - 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 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

Minimum Qualifications

- **Some of Your Education May Count Towards Your Required Experience**
- **Apprenticeship Program May Count**
- **Some of Your Military Service May Count**
- **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

- **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
California Licensed Contractor Newsletter Article, "Perils of 'Renting' Your License": https://www.cslb.ca.gov/Newsletter/2013-Fall/qualifiers.asp

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Types of Business Entities

- **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

- **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-49 Tree Service)

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

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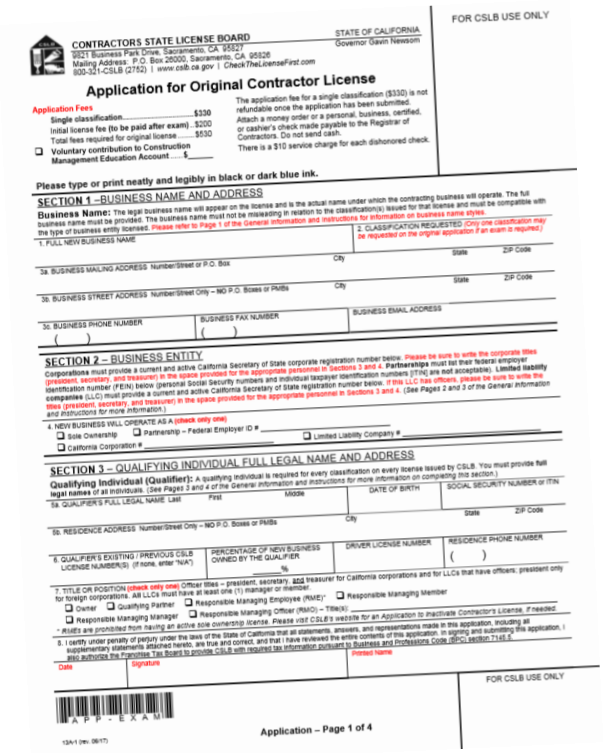
Application/Certification Forms



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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 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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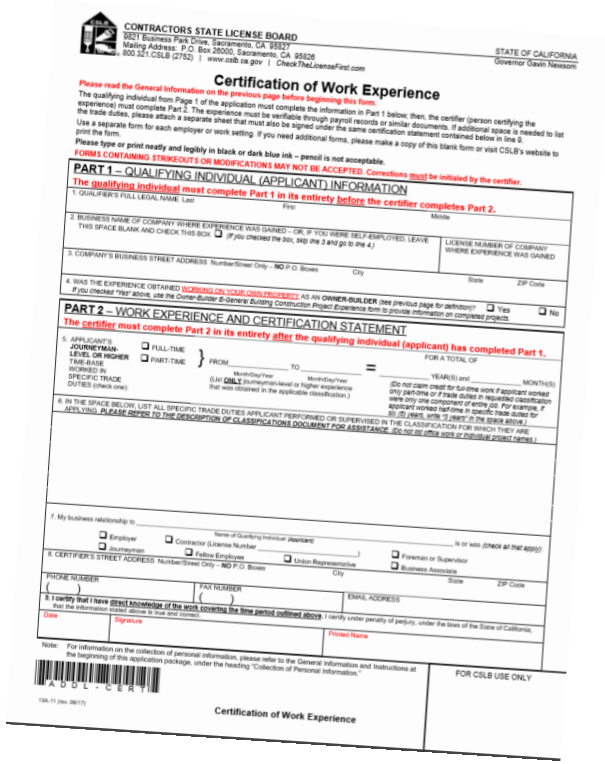
APP - EXAM
13A-1 (rev. 06/17)
Application – Page 1 of 4



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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."

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AUDL - CERT
13A-11 (rev. 06/17)
Certification of Work Experience

Bonus Link

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

Use Q&A Feature to ask a question

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The Application Process

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
2. **Complete the Correct Application**
   - "Application for Original Contractor License"
   - "Application for Original Contractor License – Examination Waiver (7065)"
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

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The Application Process

4. **Get Together Certifications to Support Your Work Experience**
   - Even if you apply for an exam waiver
   - Use Multiple Pages if Necessary
5. **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*)
6. **Proofread for Any Missing Information**
7. **Don't Forget to Sign and Date the Application**
8. **Determine if You Need a Special Accommodation to Take Exams**
   - If so, complete request form & submit with application

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

Use Q&A Feature to ask a question

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Fingerprint Requirements

Criminal Background Check

- **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

- **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

- **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 2013)
    - Misdemeanors: 3 Years from Application Date (Back to 2017)
    - Unless violent felony, certain sexual crimes, or financial crimes related to construction
  - **CSLB Denies Only 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

Use Q&A Feature to ask a question

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Demonstrating Work Experience

- **Four Years Experience within Last Ten Years (Since 2010)**
  - 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 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

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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.	

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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

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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.	

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Demonstrating Work Experience

"B" General Building Contractor – FOREPERSON	
Description must include some hands-on work and/or supervisory work	
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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.	

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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

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Demonstrating Work Experience

- Out of State Contractors
  - Must include examples of out of work
    - Out of State
    - 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

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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.	

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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

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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.	

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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

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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.	

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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

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Demonstrating Work Experience

- Out of State Contractors
  - Must include examples of out of work
    - Out of State
    - 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

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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		✓	

More Info

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

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Use Q&A Feature 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)
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	✓	✓	✓

More Info

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		

Bonus Link

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

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Use Q&A Feature to ask a question

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Filling Out Your Application

- 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, then Mail to CSLB
- Don’t forget to Include Application Fee

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Filling Out Your Application

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

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

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

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

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

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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Filling Out Your Application

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."

FOR CSLB USE ONLY

ADDL-CERT

13A-11 (rev. 06/17)

Certification of Work Experience

Use Q&A Feature to ask a question

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Filling Out Your Application

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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Use Q&A Feature to ask a question

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Filling Out Your Application

Owner-Builder B-General Building Construction Project Experience

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

Owner-Builder B-General Building Construction Project Experience

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

OB-PROJ-LIST

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

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

Use Q&A Feature to ask a question

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Checking Status of Application

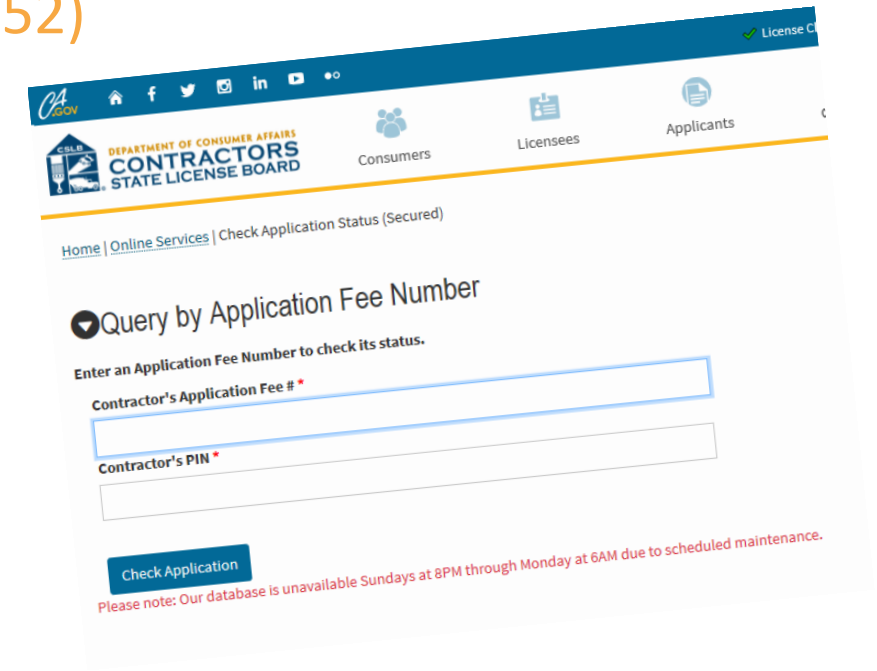
- **Use the CSLB Website**
  - Check Online with Your Application Fee Number & PIN
  - Check Processing Times on CSLB website
  - Call Licensing Information Center:
    (800) 321-CSLB (2752)

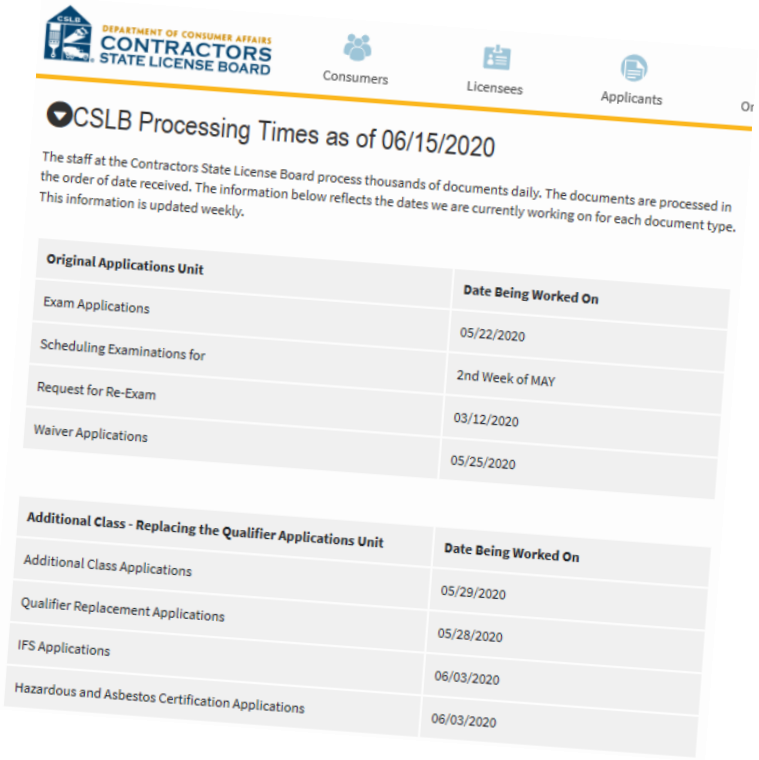
Bonus LInk

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





Use Q&A Feature to ask a question

GET LICENSED TO BUILD

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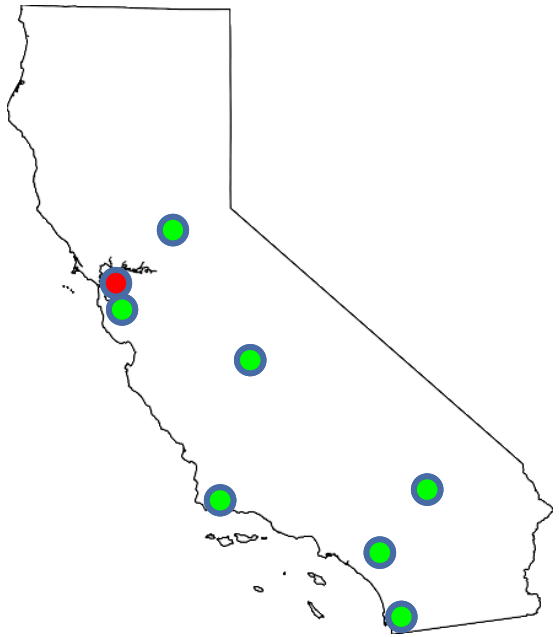
The Exam Process

Before the Exam

- **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**
- **You Can Schedule Your Exams at CSLB Test Centers Around California**
  - Berkeley (Currently Closed)
  - Fresno
  - Norwalk
  - Oxnard
  - Sacramento
  - San Bernardino
  - San Diego
  - San Jose



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The Exam Process

Before the Exam

- **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
- **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
- **If You Fail to Appear for Your Exam**
  - You must pay a non-refundable $60 rescheduling fee
  - Fee may be waived once with documented evidence of medical emergency or other circumstance beyond your control

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

Use Q&A Feature to ask a question

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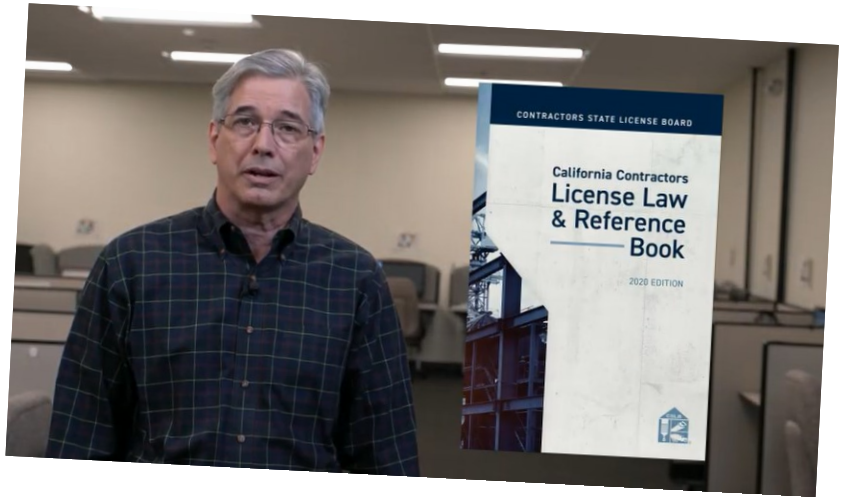
The Exam Process

Before the Exam

- **COVID-19 Procedures**
  - Arrive at least 15 minutes early – Allow extra time to get checked-in
  - You 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

- **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

- **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 $60 rescheduling fee

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The Exam Process

After the Exam

- **When You Pass All Exams, You'll Need to:**
  - Pay $200 for your initial license fee (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

- **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
- **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

- **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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Your Questions

Use Q&A feature ? to ask a question

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GET LICENSED TO BUILD

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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An archived version will be placed on CSLB's YouTube Channel.

Thanks for watching!

Send Us Your Comments: social@cslb.ca.gov

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