



CONTRACTORS STATE LICENSE BOARD

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STATE OF CALIFORNIA

Governor Gavin Newsom

ACCEPTABLE SUPPORTING EXPERIENCE DOCUMENTATION

Applicants for licensure with the Contractors State License Board (CSLB) must have had, within the last 10 years, a minimum of four (4) years of work experience as a journeyman, foreman, supervising employee, or contractor in the classification for which the applicant is applying.

Pursuant to California Code of Regulations (CCR) Section 824, all claimed experience must be supportable by documentation satisfactory to CSLB. For that purpose, the Board has approved the following list of supplemental experience documentation that may be requested in support of an applicant’s claimed experience, as reported on a Certification of Work Experience.

Pursuant to Business and Professions Code (BPC) Section 7068, applicants’ experience must be verified by a “qualified and responsible person.” The setting in which the experience was gained plays a role in determining what constitutes a qualified and responsible person and what types of experience documentation may be acceptable. Below are various experience settings and related supplemental experience documentation that may be acceptable to CSLB.

TABLE OF ACCEPTABLE SUPPORTING EXPERIENCE DOCUMENTATION			
DOCUMENTATION	EMPLOYED BY A CONTRACTOR	NON-LICENSED SELF-EMPLOYMENT	OWNER-BUILDER (B – General Building classification only)
Wage or Tax Documentation and Paycheck Stubs <ul style="list-style-type: none"> Copies of applicant’s state or federal income tax forms showing income from construction activities (W-2 from an employer, 1099 from a contractor, Schedule C for self-employment, etc.) End-of-year paycheck stubs showing gross earnings and hourly/salary rates Wage transcripts can be obtained from the Internal Revenue Service at (800) 829-1040 	✓	✓ (tax documents only)	
Employer Contact Information <ul style="list-style-type: none"> To verify employment period and scope of work performed 	✓		
Duty Statement <ul style="list-style-type: none"> If employer had a specific duty statement outlining scope of work performed 	✓		

Out-of-State Proof of Employer's Licensure <ul style="list-style-type: none"> • Proof of employer's out-of-state license status, classification, and personnel of record 	✓		
Notarized Certification of Work Experience <ul style="list-style-type: none"> • Notarized Certification of Work Experience written in or translated into English and notarized in the country of origin 	✓		
Permits/Inspections <ul style="list-style-type: none"> • Copies of city and/or county building permits, regardless of whether pulled by applicant or homeowner, including permit applications, permits, and final inspection reports • Accompanied by statement detailing the work the applicant performed • For homeowner permits, include applicant's contract/invoice with a detailed scope of work • For B – General Building permits, reflect the square footage of the project and support work in structural framing/rough carpentry and at least two (2) additional unrelated trades – each job must include at least two (2) unrelated trades, other than framing/rough carpentry, but every job does not need to include framing/rough carpentry • Copies of permits for plumbing, electrical, roofing, etc. for specific classifications, as applicable 		✓	✓
Contracts <ul style="list-style-type: none"> • Copies of complete and signed contracts that have been entered into and performed, including client contact information, description of work performed, and project start and end dates • Accompanied by a statement indicating a reasonable estimate of the actual time spent to complete the project 		✓	

Itemized Bills, Work Orders, and Invoices <ul style="list-style-type: none"> • Similar to Contracts above, if documents relate to work performed in the classification for which applicant is applying 		✓	
Canceled Checks <ul style="list-style-type: none"> • Copies of both sides of canceled checks from jobs applicant has performed • Accompanied by a letter or Certification of Work Experience from person who paid the check describing work performed 		✓	
Copies of Deeds and Proofs of Sale <ul style="list-style-type: none"> • For work done on applicant's own properties • Accompanied by a statement detailing work done on the properties and dates of projects 			✓
Material Receipts <ul style="list-style-type: none"> • To support other documentation (including permits, contracts, invoices, canceled checks, etc.) • Accompanied by letters or Certifications of Work Experience from individuals for whom applicant performed the work and applied the materials 		✓	✓
Education <ul style="list-style-type: none"> • Sealed official transcripts for evaluation of college degrees/units in related construction trade • Transcripts for degree earned outside of the United States must be translated into English and evaluated by an accredited evaluation service that does business within the United States • Granted maximum of three (3) years of experience credit 	✓	✓	✓

<p>Apprenticeship Certificate of Completion</p> <ul style="list-style-type: none"> • Proof of formal apprenticeships in related construction trade, including those administered by unions and vocational or accredited schools • Granted maximum of three (3) years of experience credit 	✓	✓	✓
<p>Union Journeyman Book or Letter From Union Supporting Applicant's Journey-Level Status</p> <ul style="list-style-type: none"> • Copies of hour printouts maintained by unions • To support applicant's claimed experience, as reported on a Certification of Work Experience, and/or journey-level status 	✓	✓	✓
<p>Military Training:</p> <ul style="list-style-type: none"> • Copy of applicant's DD214 or military discharge papers if applicant's military training is related to the classification for which he/she is applying • Military service during a national emergency extends 10-year period in which experience is calculated • To obtain additional information on this and other military benefits for which applicant may qualify, please visit CSLB's website at www.cslb.ca.gov or email VeteransInfo@cslb.ca.gov 	✓	✓	✓
<p>Electrician Certification:</p> <ul style="list-style-type: none"> • Copy of the Department of Industrial Relations Division of Apprenticeship Standards' Certified Electrician card • To support applicant's claimed C-10 journey-level status 	✓ (Employed by C-10 licensee only)		

<p>Chlorofluorocarbon (CFC) Certification:</p> <ul style="list-style-type: none"> • Copy of either Type II or Universal CFC Certification, pursuant to Section 608 of the Clean Air Act of 1990 and as required by the Environmental Protection Agency (EPA) • To support applicant's claimed C-20 or C-38 journey-level experience, as documented on a Certification of Work Experience 	<p style="text-align: center;">✓</p> <p style="text-align: center;">(Employed by C-20 or C-38 licensee only)</p>		
<p>Work Experience and Division of Occupational Safety and Health (DOSH) Registration:</p> <ul style="list-style-type: none"> • Specific C-22 experience, exam waiver, and DOSH Registration requirements are contained in California Code of Regulations section 832.22 and 833 • Required to support applicant's claimed C-22 journey-level experience, as documented on a Certification of Work Experience 	<p style="text-align: center;">✓</p> <p style="text-align: center;">(Employed by C-22 or Asbestos Certification licensee only)</p>		

NOTE: Nothing in this document shall prohibit CSLB from requesting additional supporting experience documentation, as it deems necessary.