CONTRACTORS STATE LICENSE BOARD STATE OF CALIFORNIA
9821 Business Park Drive, Sacramento, CA 95827
Mailing Address: P.O. Box 26000, Sacramento, CA 95826
800.321.CSLB (2752) | *www.cslb.ca.gov* | *CheckTheLicenseFirst.com*

IMPORTANT NOTICE

Dear Applicant:

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

Please be aware that nearly half of all applications submitted to CSLB are inaccurate or incomplete and must be returned for correction.

Please complete your application in its entirety to ensure that your application is accepted for processing by CSLB.

After an application has been accepted by CSLB as complete (also known as "posted"), the applicant will be sent instructions on the process for obtaining and submitting fingerprints, as required by law. (*Business and Professions Code sections 144 and 7069*)

After posting, an application may still be randomly investigated by the registrar for additional verification of statements made for the applicant on the experience claimed. (BPC section 7068 and T16 CCR 824)

An incomplete application can needlessly delay your license. Delays can last several weeks or even months and possibly result in the application being deemed abandoned and becoming void and the application fee being forfeited. (*Business and Professions Code sections 7074 and 7138 and Title 16, California Code of Regulations section 813*)

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

Before you submit your application, follow these simple directions.

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

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

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

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IMPORTANT NOTICE REGARDING CONVICTIONS PLEASE READ CAREFULLY

As part of the Contractors State License Board (CSLB) application process and as required by law, you must be fingerprinted if you have not been fingerprinted by CSLB before or if your previous fingerprint record was purged by CSLB due to a voided application; disassociated, revoked, or cancelled license or registration; or for some other reason. After an application is accepted by CSLB as complete (also known as "posted"), the applicant will be sent instructions on the process for obtaining and submitting fingerprints, usually via live scan electronic transmission.

Your fingerprints will be compared to the records of the California Department of Justice and the Federal Bureau of Investigation. **If you have ever been convicted of a crime**, **your criminal record information will be reported to CSLB.** This includes DUIs and other Vehicle Code violations resulting in a conviction. Even if you pled "no contest," had the conviction set aside, or judgment deferred pursuant to Penal Code sections 1000 or 1203.4 (commonly understood as "expunged"), the past conviction will still be reported to CSLB.

Under certain circumstances, CSLB may request that you provide mitigating information regarding your criminal history by completing and submitting the Disclosure Statement Regarding Criminal Plea/Conviction form that is available on CSLB's website on the Forms and Applications page. CSLB's Criminal Background Unit will contact you if it is requesting this additional information. If so, you can complete the disclosure and send an email scan of it to CBU@cslb.ca.gov or fax to 916-255-4135. Please note, completing the form or any other disclosure of mitigating evidence is voluntary, and you may choose not to disclose any information. Your choice not to disclose information shall not be a factor in a board's decision to grant or deny your application for licensure. (See Bus. & Prof. Code, § 480(f)(2).

Applicants with criminal convictions are not automatically denied licensure – each application is reviewed individually based on the applicable sections of law. When reviewing criminal convictions, CSLB considers factors such as the nature and severity of the crimes, the amount of time that has passed since the convictions, and any evidence of rehabilitation submitted by the applicant. CSLB has several regulations to review criminal convictions, including Title 16 of the California Code of Regulations sections 868, 868.1, and 869. Section 868 guides how to evaluate whether a crime is substantially related to the qualifications, duties, or functions of a licensee or registrant; Section 868.1 guides whether a felony financial crime is directly and adversely related to the fiduciary qualifications, duties, or functions of a licensee or registrant; and Section 869 guides whether an applicant has made a showing of rehabilitation.

For rehabilitation evaluation, in addition to other evidence of rehabilitation, CSLB is generally looking at how much time has passed since the conviction without further violations of law.

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APPLICATION FOR REPLACING THE QUALIFYING INDIVIDUAL
General Information and Instructions

Listed below is general information to assist you as you complete the attached application. Detailed instructions are also provided that address the content of the application section by section. Please refer to the Applicants page on the Contractors State License Board's (CSLB) website (www.cslb.ca.gov) for more detailed information about the licensing process.

Do not submit this General Information and Instructions portion with your completed application – the actual application begins immediately following this section on Application – Page 1 of 3 and includes the Certification of Work Experience. Before you submit your application, please review and be sure you have complied with the following items.

- **Enclose the nonrefundable $230 application fee with your completed application to replace the qualifier on an existing license.** CSLB cannot process your application without the appropriate fee made payable to the Registrar of Contractors. (*Business and Professions Code [BPC] section 7137.)* Examination fees are paid directly to CSLB's approved testing vendor when examinations are scheduled.
- **You have 90 days after the disassociation of a qualifying individual in which to replace the qualifier on the license.** The licensee or the qualifier is **required** to notify CSLB in writing within 90 days after the date of the disassociation. **Failure to replace the qualifier within 90 days will result in the automatic suspension of the license or the removal of the classification.** (*BPC section 7068.2*)
- **Your application may be returned to you if it is insufficient or incomplete.** You must provide any missing information, make corrections, and resubmit your completed application to CSLB within **90 days** after the date that it was returned to you, or your application will be deemed abandoned and become void. You cannot reinstate an abandoned application – you must submit a new application and $230 application fee if you wish to reapply. (*Business and Professions Code [BPC] section 7138 and T16 CCR section 813*)
- **Your license must be in good standing (i.e., renewed active or inactive, but not expired or suspended) before the qualifying individual can be replaced.**

Complete the application and all accompanying forms legibly in black or dark blue ink or on CSLB's website using the Easy-Fill feature. Please make sure that you and other authorized individuals sign and date the forms, where applicable.

- **Leave no space blank.** If a particular question or request for information does not apply to you, write "N/A" in the blank space to indicate that you have read the question and determined that it is not applicable.
- The "#" symbol is used interchangeably with the word "number" where space is limited on the application.
- If you need additional copies of forms (e.g., Certification of Work Experience), please make copies of the blank forms before you begin or print additional copies from the CSLB website, under the Forms and Applications page.

SECTION 1 – BUSINESS NAME AND ADDRESS

Business Name and Addresses, Phone and Email (Boxes 1 and 3)

You must provide the **existing business name and addresses as licensed with CSLB**, as well as the existing CSLB license number. You are also asked to provide business phone and business fax numbers and a business email address.

- Your business address of record (mailing address) is made available to the public – it is published on CSLB's website and is used for all official correspondence, notices, and orders from CSLB, such as renewal notices. P.O. boxes and private mailboxes (PMB) are acceptable for the address of record.
- Your business street address is used only for CSLB's internal administrative purposes – it is not published on CSLB's website. P.O. boxes and PMBs are **not** acceptable for the business street address.
- You are also asked to provide business phone and business fax numbers and a business email address. Your business phone number is published on CSLB's website. If you have an email address at which you are currently receiving email, you must provide it. (BPC 7083.2) The email provided will not be part of your public license record. CSLB emails important license updates and changes to the law that may affect your license. All emails CSLB sends to the email address you provided are presumed to be received.

To change your existing license's business name, you must complete and submit the Application to Change Contractor Business Name (13L-4). In accordance with BPC section 7059.1, the business name for a contractor license must not be misleading in relation to the classification(s) issued to that license and must be compatible with the type of business entity licensed. To change the license's current address, submit form 13L-30 Application to Change Business or Personnel Address.

APPLICATION FOR REPLACING THE QUALIFYING INDIVIDUAL
General Information and Instructions *(continued)*

Qualifier Being Replaced (Lines 4 and 5)

On Line 4, provide the name of the qualifying individual who is being replaced on the license and the exact date of disassociation if there is a set date of disassociation.

If the disassociating qualifier will remain on the license as an officer, manager, or member, you must check the box on Line 5a. Upon approval of the new qualifier, the position of the former qualifier will be updated on CSLB records to be an officer, manager, or member, based on their current qualifier position (i.e., a responsible managing officer will become an officer, a responsible managing manager will become a manager, and a responsible managing member will become a member). However, if there is a specific date that the former qualifier stepped down as the qualifier and became an officer, managing, or member on the license, be sure to also indicate the exact date of disassociation in Box 4b. In such cases, the position of the former qualifier will be revised effective that date, and the 90-day period for replacing the qualifier will begin on that date.

If the disassociation of the former qualifier will not take place until the new qualifier is approved, you must check the box on Line 5b. In such cases, **do not** indicate an exact date of disassociation in Box 4b; instead enter "N/A" in that field.

Classification(s) Requested (Box 2)

You must indicate in Box 2 which classifications the new qualifier will be qualifying for the licensee. If the license currently holds multiple classifications that have been qualified by one individual and one individual will be serving as the new qualifier on the license, you may use one application – be sure to **include every classification** that will be qualified by the new qualifier. **Any existing classifications not listed on the application will be removed from the license, unless you check the box on Line 5c indicating that the existing qualifier will continue to qualify the remaining classifications.** If the sole former qualifier will be replaced by multiple new qualifiers for multiple classifications, use one application for **each new qualifier** and **pay $230 per new qualifier**, and be sure to **request all existing classifications**.

Listed below are the contractor license classifications. For a complete description of the classifications, refer to the License Classifications link on the Applicants page of CSLB's website.

A General Engineering Contractor
B General Building Contractor
B-2 Residential Remodeling Contractor
C-2 Insulation and Acoustical Contractor
C-4 Boiler, Hot Water Heating and Steam Fitting Contractor
C-5 Framing and Rough Carpentry Contractor
C-6 Cabinet, Millwork and Finish Carpentry Contractor
C-7 Low Voltage Systems Contractor
C-8 Concrete Contractor
C-9 Drywall Contractor
C-10 Electrical Contractor
C-11 Elevator Contractor
C-12 Earthwork and Paving Contractors
C-13 Fencing Contractor
C-15 Flooring and Floor Covering Contractors
C-16 Fire Protection Contractor
C-17 Glazing Contractor
C-20 Warm-Air Heating, Ventilating and Air-Conditioning Contractor
C-21 Building Moving/Demolition Contractor
C-22 Asbestos Abatement Contractor
C-23 Ornamental Metal Contractor
C-27 Landscaping Contractor
C-28 Lock and Security Equipment Contractor
C-29 Masonry Contractor
C-31 Construction Zone Traffic Control Contractor
C-32 Parking and Highway Improvement Contractor
C-33 Painting and Decorating Contractor
C-34 Pipeline Contractor
C-35 Lathing and Plastering Contractor
C-36 Plumbing Contractor
C-38 Refrigeration Contractor
C-39 Roofing Contractor
C-42 Sanitation System Contractor
C-43 Sheet Metal Contractor
C-45 Sign Contractor
C-46 Solar Contractor
C-47 General Manufactured Housing Contractor
C-49 Tree and Palm
C-50 Reinforcing Steel Contractor
C-51 Structural Steel Contractor
C-53 Swimming Pool Contractor
C-54 Ceramic and Mosaic Tile Contractor
C-55 Water Conditioning Contractor
C-57 Well Drilling Contractor
C-60 Welding Contractor
C-61 Limited Specialty Classification (see below)

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

APPLICATION FOR REPLACING THE QUALIFYING INDIVIDUAL

General Information and Instructions *(continued)*

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

The terms **"qualifying individual"** and **"qualifier"** are used interchangeably. The qualifying individual is the person who meets the experience and examination requirements for the license and who is responsible for exercising **supervision and control** of their employer's or principal's construction operations to secure compliance with CSLB's laws, rules, and regulations. (*BPC section 7068.1 (a)*) "Supervision and control" means direct supervision or control or monitoring and being available to assist others to whom direct supervision and control has been delegated. "Direct supervision or control" means supervising construction, managing construction activities by making technical and administrative decisions, checking jobs for proper workmanship, and/or supervision on construction sites.

A qualifying individual is required for every classification on every license issued by CSLB. The qualifying individual may or may not be the owner of the business.

You must complete the personnel information requested in Section 2 of the application for the **new** qualifying individual on the license.

- Line 6 – **Full legal names are required.** You must provide the full legal name of the new qualifier that matches their government issued identification. If the individual does not have a middle name, write "None" or "No Middle Name" in the space provided. If the individual has only an initial for their first or middle name, write "(Initial Only)" after the initial.
- Provide qualifier's date of birth where requested.
- **All applicants are required to provide their U.S. Social Security number (SSN) or individual taxpayer identification number (ITIN) if an individual does not have an SSN.**
- Line 7a – You must **also** provide a residence street address for the new qualifier that will be used only for CSLB's internal administrative purposes – it will not be published on CSLB's website. P.O. boxes and PMBs are **not** acceptable for the qualifier's residence street address.
- Line 7b – Please enter any previous or current license numbers held by the new qualifier in the provided box. Also enter the percentage of the existing business owned/held by the qualifier (ranging between zero and 100%), the qualifier's home phone number, and the qualifier's driver license number.
- Line 8 – Check the appropriate box that identifies the title/position of the new qualifying individual. The **title/position must be compatible with the business entity type of the existing license**, as currently licensed with CSLB. Please be sure your selected title/position complies with the following:
  - □ **Sole owner entity** = **only** a Responsible Managing Employee (RME) can be replaced – see below
  - □ **Partnership entity** = either Qualifying Partner or RME
  - □ **Corporation entity** = either Responsible Managing Officer RMO or RME.
  - □ **Limited liability company (LLC) entity** = any one of RMO, Responsible Managing Manager, Responsible Managing Member, or RME.
  - □ **Tribal Business entity =** either RMO or RME
- An **RME is a bona fide employee** who is permanently employed by the licensee and is actively engaged in the operation of the licensee's contracting business for at least 32 hours or 80% of the total hours per week such business is in operation, whichever is less.
- Line 9 – You **must** print and sign your name and indicate the date below the certification statement at the bottom of Page 1 of the application. Failure to sign your application will result in the application being returned to you for correction. Two signatures are required on the application under certain circumstances – 1) when the new qualifier is an RME and 2) when the new qualifier is an RMO, responsible managing manager, or responsible managing member who is not already an officer, manager, or member of the existing license's personnel of record.

SECTION 3 – REQUIRED APPLICATION QUESTIONS

Be sure to include the existing licensee's business name at the top of the page where requested. **All** questions must be answered, unless otherwise indicated, and all requested explanations and documentation must be provided, or the application will be returned for correction. Failure to thoroughly and accurately complete this section of the application can delay the licensure process or result in denial of the application.

Please detach this General Information and Instructions portion before submitting the completed application package to CSLB.

Fingerprint Requirement

Please be sure to read the Important Notice Regarding Convictions on the front of this application packet.
All applicants for licensure are required to submit a full set of fingerprints for the purpose of conducting a criminal background check. Fingerprints will be compared to the records of the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) to determine whether a criminal history exists. The new qualifier cannot be approved until CSLB receives fingerprint results from both DOJ and FBI. Even though you may have been fingerprinted previously for an employer or another regulatory body, you will need to undergo the fingerprinting and criminal history check process again specifically for CSLB, unless you have previously fingerprinted for CSLB and the results are still available and active on record with CSLB. California Penal Code section 11142 prohibits criminal history information from being released to any entity other than the requesting agency that you have authorized to receive it.

After an application has been accepted by CSLB as complete (also known as "posted"), each individual listed on the application who needs to fingerprint will be sent instructions on the process for obtaining and submitting fingerprints. Individuals in California are required to fingerprint by electronic live scan; individuals outside of California can fingerprint either by electronic live scan in California or by submitting hard card fingerprints that are completed in the applicant's location, as explained in the instructions that are sent after the application has been posted. Please note that submitting hard card fingerprints can significantly delay the licensure process due to the extra processing needed at DOJ and FBI. For more information, please visit CSLB's website and view information on the Applicants page.

Translator for Examination (Question 15)

Check the "Yes" box if you have difficulty understanding or reading the English language and you would like to use a translator to read the examination to you. Complete question #15 by listing in what language your translator will read the examination. The translator you choose must be approved in advance by CSLB. If you check the "Yes" box, information will be sent to you regarding the translator process. Some of CSLB's examinations have been translated into Spanish. If the applicant selects "Spanish" as their preferred language and there is an examination available in that language, they will be scheduled for that examination.

SECTION 4 – QUALIFIER EDUCATION, APPRENTICESHIP, LICENSURE, AND MILITARY SERVICE

Education and Apprenticeship (Question 16)

CSLB may grant up to three years of credit toward the four-year experience requirement for completed training in an accredited school and/or apprenticeship programs in the construction trade for which the applicant is applying. (*T16 CCR section 825*) For formal education, request a certified official transcript from the applicant's educational institution. Include the **sealed official transcript** with the application when submitting. Degrees obtained outside of the United States must be translated, if in a language other than English, and evaluated by an accredited evaluation service in the U.S. before being submitted to CSLB.

For apprenticeship programs, the applicant must submit a copy of their apprenticeship certificate and indicate the dates of the program where requested on the application.

Reciprocity (Question 17)

Applicants who are seeking licensure in California and who are licensed in the same classification in another state may be eligible for the waiver of the trade examination if the qualifier meets the requirements for reciprocity (*BPC section 7065.4*). Please see CSLB's website (www.cslb.ca.gov) for more information. If you are licensed in a state and classification recognized by the Board, please have the licensing agency from your state complete a "License Verification Request" form and submit it with this application. The California Law and Business Examination will still be required if the applicant has not passed California Law and Business Examination within the last five (5) years. (*See CSLB's website for more information on reciprocity and the current states and recognized classifications on the Applicants page under How to Apply/Apply for Reciprocity/Reciprocity Requirements.*)

B-General Building NASCLA Waiver (Question 18)

Applicants who are seeking licensure in California for the B-General Building classification and who are licensed in the same classification in another state may be eligible for the waiver of the trade examination based on the results of taking the NASCLA Commercial General Builders examination and the following licensing requirements.

- Applicant has been the qualifier of a license in another state in an equivalent general building license in good standing for at least the previous 5 years. (Submit a License Verification Request form (13L-25) with the application that has been completed by the licensing agency from the licensing state.)
- Applicant has passed the NASCLA Commercial General Builders Examination.
- Applicant has requested their NASCLA transcripts be released and sent to the state of California through the NASCLA website.

B-2 Residential Remodeling Trade Exam Waiver (Question 19)

Applicants who are seeking licensure in California for the B-2 Residential Remodeling Contractor classification and who are licensed in the same classification in another state may be eligible for a waiver of the trade examination. The CSLB offers a waiver of the trade exam of the B-2 Residential Remodeling Contractor classification based on being licensed in an equivalent general building classification or residential remodeling classification in another state and meeting the following licensing requirements.

- Applicant has submitted a License Verification Request form (13L-25) with your application that has been completed by the licensing agency from the licensing state.
- Applicant has been the qualifier of a license in another state in an equivalent general building or residential remodeling license that has been in good standing for at least the previous 5 years.

Read the full classification description for the B-2 Residential Remodeling classification covering the trade scope of this classification. The B-2 Residential Remodeling Classification description can be accessed through the link: https://www.cslb.ca.gov/about_us/library/licensing_classifications/Licensing_Classifications_Detail.aspx?Class=B-2 or on the website under the tabs: Applicants/License Classifications/B2 Residential Remodeling Contractor.

Military Service (Questions 20 and 21)

Expedited Processing for Military Personnel

CSLB will expedite the licensure process for an applicant who is a current active duty member of the Armed Forces or who was not dishonorably discharged after having served as an active-duty member of the United States Armed Forces or the National Guard or Reserves. Please provide the following documentation: Evidence of your current military duty (copy of your military orders) or your previous military service (copy of your latest DD 214 long form – Certificate of Release or Discharge from Active Duty showing discharge status or a copy of a current and valid driver's license or identification card issued by this state or another state with the word "Veteran" printed on its face) or for National Guard discharge status (copy of your NGB 22 form), or for Reserves discharge status (copy of your DD256 form).

Expedited Licensure Application Processing for Service Members Enrolled in Skillbridge

CSLB will expedite the licensure process for service members who are enrolled in a Skillbridge program. Please provide documentation of enrollment in a Skillbridge program, such as an official letter from a commanding officer, in order to qualify for expedited processing.

APPLICATION FOR REPLACING THE QUALIFYING INDIVIDUAL
General Information and Instructions *(continued)*

Expedited Processing and Fee Waiver for Military Personnel Spouses or Domestic Partners
CSLB will expedite the licensure process and waive the licensure fees for an applicant who:

- Is married to, or in a domestic partnership or other legal union with, an active-duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active-duty military orders. **AND**
- Holds a current license in another state, district, or territory of the United States in the profession or vocation for which the applicant seeks a license from the board.

If you answer "Yes" to question 21 and you would like to be considered for this expedited processing and waiver of licensure fees, please provide a copy of your current license from the other state, district, or territory of the United States documenting a contractor license, registration, permit, or certificate in the same classification for which you are seeking licensure **AND** documentation of your marriage or legal union **AND** your spouse's or partner's active military duty. For example, in addition to the licensure documentation, attach a copy of the marriage certificate or certified declaration/registration of domestic partnership filed with the Secretary of State **AND** military orders establishing a duty station in California. For other forms of "legal union" not recognized by California, you may submit other documentary evidence of legal union issued by the state that recognizes your legal union for consideration by CSLB in meeting this requirement.

If all of the above-mentioned requirements are met and all the required documentation is submitted with the application, the application fee and the initial license fee will be waived. All other fees will still be required.

Credit for Military Experience and Training
CSLB will grant credit toward licensure requirements for applicable work experience and training received while the applicant was an active-duty member of the Armed Forces of the United States performing duties in the classification for which they are applying. This work experience and training must be reported on a Certification of Work Experience form and must be supported by acceptable documentation, include a copy of your Joint Service Transcripts (military transcripts) for evaluation. You may also provide evidence of current military duty (copy of applicant's military orders) or previous military service (copy of applicant's DD 214 – Certificate of Release or Discharge from Active Duty). If you are claiming military experience, please be sure to check the "Yes" box for Question 20 on the application, as discussed above.

Immigration Status Expedites (Question 22)

CSLB will expedite the licensure process for an applicant who immigrated to the United States of America in certain circumstances. Please check the "yes" box to question 20 on this application if:

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,
- You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

If you selected YES, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays. Acceptable evidence includes:

- Form I-94, Arrival/Departure Record, with an admission class code such as "RE" (Refugee) or "AY" (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes "SI" or "SQ."
- Permanent Resident Card (Form I-551), commonly known as a "Green Card," with a category designation indicating that the person was admitted as a refugee or asylee.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.

MISCELLANEOUS INFORMATION

Experience and Examination Information

Applicants for licensure must meet specific experience and examination requirements, as explained below. Waivers of the trade examination may be granted under certain circumstances, as indicated below.

Experience Requirements

To be eligible for licensure, the qualifying individual must have had, within the last 10 years, at least four (4) years of experience in the classification for which they are applying. The experience must be at no less than a journeyman level, or as a foreman, supervising employee, contractor, or owner-builder. Owner-builder experience can only be used to qualify for a B-General Building classification, and certain requirements must be met. Please see the general information page of the Certification of Work Experience form for more information. A "journeyman" is defined as an experienced worker who is fully qualified (as opposed to a trainee) and is able to perform the trade without supervision, or one who has completed an apprenticeship program. **Experience is documented on the Certification of Work Experience form**. (*T16 CCR section 825*)

Examination Eligibility Requirements

The qualifying individual for a contractor license is required to pass a specific trade examination if required (BPC section 7065) unless they meet the requirements for a waiver (*see below for information regarding examination waivers*). These examinations are administered by an approved testing vendor and fees for the examinations are paid directly to the vendor by the applicant. Information about scheduling examinations will be mailed to you once the application is posted. Official CSLB examination study guides are available free of charge on CSLB's website under the Applicants tab. These study guides are available in English and Spanish.

Re-Examination

If you are required to take an examination, subject to some limitations, you have 18 months after the approval of your application to achieve a passing score on the examinations(s). During that time, you may take the examinations(s) as many times as needed within retesting guidelines. These re-examinations are administered by an approved testing vendor and the fee for the re-examinations are paid directly to the vendor by the applicant each time you reschedule an examination. Scheduling re-examinations will be done through the PSI Exams account. If a candidate fails one or both of their examinations, they must go to their PSI account to select the date, time, and location for their next examination. Candidates must wait 21 days after taking an examination before they may try it again. *(See BPC section 7074 for more detailed information on re-examinations).*

Reasonable Accommodation – The Americans with Disabilities Act

In compliance with the Americans with Disabilities Act (ADA), CSLB provides reasonable accommodation for applicants with disabilities that may affect their ability to take the required examinations. Applicants wishing to request reasonable accommodation pursuant to the ADA must complete the Special Accommodation Request for Examination form (available on the Forms and Applications page on CSLB's website) and submit it to CSLB with the appropriate supporting documentation. In order to make the necessary arrangements to accommodate candidate needs, the form and supporting documentation should be submitted as soon as possible. As soon as the reasonable accommodation is approved, candidates may contact PSI Exams to schedule and pay for their examination(s).

Examination Waivers and Exemptions

The examination may be waived if the qualifying individual is currently or has been in the last five (5) years, actively engaged in the construction business and meets specific waiver requirements as mandated by law or has been actively licensed in good standing or has passed the required exams in the classification for which they are applying. *(See BPC sections 7065 – 7065.4 for a complete list.)*

In addition, the trade examination may be waived if the qualifier meets the requirements for reciprocity, please see CSLB's website (www.cslb.ca.gov) for more information. If you are licensed in a state and classification recognized by the Board, please have the licensing agency from your state complete a "Request for Verification of License" form and submit it with this application. The Law and Business Examination will still be required if the applicant has not passed that examination within the last five (5) years. (See CSLB's website for more information on reciprocity on the Applicants page.)

C-22 Asbestos Abatement Contractor License

The C-22 – Asbestos Abatement contractor performs abatement, including containment, encapsulation, or removal, and disposal of asbestos containing construction materials, as defined in Section 6501.8 of the Labor Code, in and on buildings and structures. All work performed and all documentation prepared by an asbestos abatement contractor shall be done in accordance with DOSH regulations and requirements.

The Board shall not issue an asbestos abatement contractor license unless the applicant or contractor is duly registered with DOSH pursuant to Section 6501.5 of the Labor Code or has an active application for registration in process with DOSH. All holders of the C-22 – Asbestos Abatement classification shall have completed DOSH registration training requirements, as contained in Section 1529 of Title 8 of the California Code of Regulations.

You may wish to contact DOSH prior to applying for the asbestos certification or the C-22 – Asbestos Abatement classification to be sure that you understand their requirements for registration since DOSH registration is required in order to perform asbestos-related work. DOSH's Asbestos Contractors' Registration Unit (ACRU) can be reached at (916) 574-2993 or ACRU@dir.ca.gov, or you can visit their website at http://www.dir.ca.gov/dosh/ACRU/ACRUhome.htm.

C-47 General Manufactured Housing Contractor License

Prior to obtaining a C-47 – General Manufactured Housing contractor classification, applicants must complete a federally approved initial installer training. Along with your application, please submit a "Certificate of Completion of Training" from a qualified trainer approved by the U.S. Department of Housing and Urban Development (HUD). The license applicant is responsible for ensuring the training program is approved by HUD. Existing C-47 license holders are exempt from the requirement.

APPLICATION FOR REPLACING THE QUALIFYING INDIVIDUAL
General Information and Instructions *(continued)*

Workers' Compensation and Bond of Qualifying Individual Requirements

If the qualifier for the new classification will be an RME, you must have a Workers' Compensation Certificate of Insurance on file with CSLB. Exemption from workers' compensation is not possible if the qualifier is an RME.

The RME qualifier must submit a $25,000 qualifying individual's bond, unless they were already a qualifier on the existing license and were already bonded. Tribal businesses are exempt from this specific requirement.
An RME can act as the qualifier on **only one** active license at a time. If the qualifier is an RME, in addition to the signature of the RME qualifier, this application will also require the signature of an owner, general partner, corporate officer, or an authorized LLC officer, manager, or member.

If the qualifier for the new classification will be an RMO or a responsible managing manager or member who owns less than 10% of the voting stock or membership interest in the existing business, they must submit a $25,000 qualifying individual's bond, unless they were already a qualifier on the license and were already bonded. Tribal businesses are exempt from this specific requirement.

No person can act as the qualifier for more than one individual or firm unless: 1) there is common ownership of at least 20% of the equity of each business for which they act as the qualifier; 2) the additional firm is a subsidiary of or joint venture with the first ("subsidiary" means any business at least 20% of the equity is owned by the other business); **or** 3) the majority of officers, partners, or managers of the firms are the same. In such cases, a qualifying individual may act as the qualifier for no more than three (3) firms in any one-year period.

For information on bonds, refer to *A Guide to Contractor License Bonds*, available on CSLB website under the Resources tab and then choose CSLB Publications. (*BPC section 7071.9*)

LLC Liability Insurance Requirement

If the existing license is an LLC, please be aware that **all** LLC licenses are required to have liability insurance in an amount that is not less than one million dollars ($1,000,000) or more than five million dollars ($5,000,000), based on the number of personnel of record on the license. For five (5) or fewer personnel, the amount is $1 million. For each additional member of personnel, the amount increases by $100,000, up to $5 million maximum. For example, an LLC that has eight (8) personnel would be required to carry a $1,300,000 liability insurance policy. Therefore, if the replacement of the qualifier will increase the number of personnel on the license (by adding a new qualifier), the amount of the liability insurance may also need to increase. (*BPC section 7071.19*)

Asbestos Open Book Examination

All qualifiers must complete the Asbestos Open Book Examination as part of the licensure process. Information and the link can be found on CSLB's website at www.cslb.ca.gov. (*BPC section 7058.5*) Completion of this required open book examination does not authorize the licensee to engage in asbestos-related work.

Construction Management Education Account

A grant program was established in 1991 to provide funds for qualified public post-secondary schools that teach construction management. Applicants may voluntarily contribute to the account when paying the application fee or the license renewal fee. If you would like to make a voluntary contribution, please mark the box on the top portion of Page 1 of the application, write in the dollar amount in the space provided, and include that dollar amount in the total amount paid with your application, or submit a separate check or money order made payable to CSLB/Construction Management Education Account. *(See BPC sections 7139.2 and 7139.4.)*

Collection of Social Security Numbers, Individual Taxpayer Identification Numbers, and Federal Employer Identification Numbers

With the exception of the driver license number, all information requested on the application is mandatory, including disclosure of U.S. Social Security numbers (SSN), individual taxpayer identification numbers (ITIN), and federal employer identification numbers (FEIN). Collection of the SSN, ITIN, and FEIN is authorized by BPC sections 30, 31, and 7145.5. SSNs, ITINs, and FEINs are used exclusively for the purpose of tax enforcement, compliance with any judgment or order for family support in accordance with Family Code section 17520, measurement of employment outcomes of students who participate in career technical education programs offered by the California Community Colleges as required by BPC section 30, and investigation of tax evasion and violations of cash-pay reporting laws as set forth in Section 329 of the Unemployment Insurance Code. If you fail to disclose your SSN, ITIN, or FEIN, your application will not be processed, and you will be reported to the Franchise Tax Board; they may assess a $100 penalty against you.

APPLICATION FOR ADDITIONAL CLASSIFICATION
General Information and Instructions *(continued)*

Collection of Personal Information

CSLB collects the personal information requested on the following form as authorized by BPC sections 30, 31, 114.5, 115.5, 141, 480, 7059, 7066, 7069, 7072, 7073, and 7145.5 and T16 CCR section 816. CSLB uses this information to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation. Submission of the requested information is mandatory. CSLB cannot consider

your application for licensure unless you provide all of the requested information. You may review the records maintained by CSLB that contain your personal information, unless the records are identified as confidential information and exempted from disclosure by the Information Practices Act, including Civil Code section 1798.40. CSLB makes every effort to protect the personal information you provide us; however, it may be disclosed in response to a Public Records Act request as allowed by the Information Practices Act; to another government agency as required by state or federal law or as provided in Civil Code section 1798.24; or in response to a court or administrative order, a subpoena, or a search warrant. The Custodian of Records is responsible for maintaining the information on this form and may be contacted at the address and telephone number listed in the letterhead at the top of this General Information and Instructions portion for questions about this notice or access to records.

Resources on the Licensing Process

CSLB has a variety of publications available to help you become a licensed contractor and to maintain your license. You can order free publications from or view documents on CSLB's website (www.cslb.ca.gov), by writing to CSLB at the address on the next page, or by calling the 24-hour automated phone system at (800) 321-CSLB (2752). Please visit CSLB's website or call the toll-free phone number to find out how to order the current edition of the *California Contractors License Law & Reference Book* or other publications.

Application Processing – Follow Your Application Status Online

When CSLB receives your application, an acknowledgement letter will be sent to you that explains how to check the status of your application online at www.cslb.ca.gov or by calling (800) 321-CSLB (2752) using the Application Fee Number and Personal Identification Number (PIN) provided in the acknowledgement letter.

Please include your Application Fee Number in any correspondence. All correspondence should be sent to:

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

CERTIFICATION OF WORK EXPERIENCE FORM

Following the application in this packet, you will find the Certification of Work Experience form that must be completed by the qualifying individual on the application and certified by a qualified and responsible person who has direct knowledge of the experience and time period listed. The experience must be verifiable through payroll records or similar documents. Corrections on the Certification forms must be initialed by the certifier. Forms containing strikeouts or modifications that may compromise the validity of the work experience certification may not be accepted.

To assist the certifier in completing Part 2 of the Certification of Work Experience form, a listing of the License Classifications is available through a link on the Applicants page of CSLB's website. This document may be used as a reference only when listing the specific trade duties that the qualifier has performed or supervised in the classification for which they are applying.

The Certification of Work Experience form may not be required if the qualifier has ever served as the qualifier on a license in the same classification for which they are currently applying.

CONTRACTORS STATE LICENSE BOARD STATE OF CALIFORNIA
9821 Business Park Drive, Sacramento, CA 95827
Mailing Address: P.O. Box 26000, Sacramento, CA 95826
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FOR CSLB USE ONLY

Application for Replacing the Qualifying Individual

Use this application only to replace the qualifier on an existing license.

Application Fee $230

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

The application fee of $230 is not refundable once the application has been filed.

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

There is a $25 service charge for each dishonored check

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

SECTION 1 – BUSINESS NAME AND ADDRESS

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

1. FULL BUSINESS NAME	CSLB LICENSE NUMBER	2. **ALL** CLASSIFICATION(S) REQUESTED *(See the General Information and Instructions.)*

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
( )	( )	

4a. NAME OF QUALIFIER WHO IS BEING REPLACED	4b. EXACT DATE OF DISASSOCIATION (Month/Day/Year **or** "N/A" if you check Box 5b)

5a. IF THE QUALIFIER WHO IS BEING REPLACED IS NOW AND **WILL CONTINUE TO BE AN OFFICER, MANAGER, OR MEMBER**, PLEASE CHECK THIS BOX. ❑

5b. IF THERE IS **NO DISASSOCIATION UNTIL THE APPROVAL OF THE NEW QUALIFIER**, PLEASE CHECK THIS BOX. ❑

5c. IF THE EXISTING QUALIFIER **WILL CONTINUE TO QUALIFY REMAINING CLASSIFICATIONS NOT LISTED IN BOX 2** ABOVE, PLEASE CHECK THIS BOX. ❑

SECTION 2 – NEW QUALIFYING INDIVIDUAL FULL LEGAL NAME AND ADDRESS

Qualifying Individual (Qualifier): A qualifier is required for every classification on every license issued by CSLB. See NOTE below about multiple qualifiers. You must provide **full legal name** of qualifier below. *(See the General Information and Instructions for more information.)*

6. NEW QUALIFIER'S FULL LEGAL NAME Last First Middle	DATE OF BIRTH	SOCIAL SECURITY NUMBER / ITIN

7a. RESIDENCE ADDRESS Number/Street Only – **NO** P.O. Boxes or PMBs	City	State	ZIP Code

7b. QUALIFIER'S EXISTING / PREVIOUS CSLB LICENSE NUMBER(S) (If none, enter "N/A")	PERCENTAGE OF BUSINESS OWNED BY NEW QUALIFIER	RESIDENCE PHONE NUMBER	DRIVER LICENSE NUMBER
	_____%	( )	

8. TITLE OR POSITION **(check only one)** For LLC and corporations qualified by a Responsible Managing Officer, the corporate title you provide in this section must exactly match the corporate title listed on SOS records.

❑ 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 owner license. Please visit CSLB's website for an Application to Inactivate Contractor's License, if needed.*

9. ***Both signatures are required if***

- ***the qualifier is an RME, or***
- ***the qualifier is an RMO or responsible managing manager or member who is not a current officer, manager, or member on the license.***

I/we certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and 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 of New Qualifying Individual *(Mandatory)*	Printed Name of New Qualifying Individual *(Mandatory)*
Date	Signature of Owner, General Partner, or Current Officer, Manager, Member or Director *(If Required)*	Printed Name of Owner, General Partner, or Current Officer, Manager, Member or Director *(If Required)*

(***NOTE**: If this license has multiple classifications and will be replacing a single former qualifying individual with multiple new qualifiers, **submit a separate application and $230 fee for each new qualifier**.)*

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APP - RME - RMO

Licensee's Business Name (as listed in Section 1 of this application): _____

SECTION 3 – REQUIRED APPLICATION QUESTIONS

All questions in this section must be answered. If you checked "Yes" in response to any of the questions 10 - 12, you must attach a separate sheet with a detailed explanation for each situation as outlined in each question.

10. To the best of your knowledge, are you (or any company that you are or were a part of) named in or responsible for any unsatisfied final judgments, liens, and/or claims against any bond or cash deposit pertaining to a construction project?

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

❑ Yes ❑ No

11. To the best of your knowledge, have you (or any company that you are or were a part of, or any immediate family member of the applicant) ever received a citation from CSLB or had a contractor license or other professional or vocational license or registration denied, suspended, revoked, or otherwise disciplined by this state or elsewhere (i.e., other U.S. state, U.S. territory, agency of the federal government, or other country)?

For the purposes of responding to this question, "disciplined" is an administrative action that resulted in a restriction or penalty being placed on any license you have or have possessed, such as a revocation, suspension, probation, or reprimand.

(Check "No" if the license or registration was suspended due to lack of a bond, workers' compensation or other required insurance, a qualifier, or family support.)

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

❑ Yes ❑ No

12. To the best of your knowledge, have you failed to resolve any outstanding final liabilities, which include taxes, additions to tax, penalties, interest, and any fees that may be assessed by CSLB, the Department of Industrial Relations, the Employment Development Department, the Franchise Tax Board, or the State Board of Equalization (BOE)?

If you checked "Yes" for this question, you are required to attach a statement regarding the outstanding liabilities. In relation to BOE liabilities, you must indicate if you have entered into an installment payment agreement for that liability with the BOE and provide verification that you are in compliance with the terms of that agreement, if applicable.

❑ Yes ❑ No

13. ***(This question must be answered by the qualifying individual.)*** Supervision and control means direct supervision or control or monitoring and being available to assist others to whom direct supervision and control has been delegated. Direct supervision or control means any of the following activities: supervising construction operations, managing construction activities by making technical and administrative decisions, checking jobs for proper workmanship, and/or supervision on construction job sites. **Will you, as the qualifying individual, perform one or more of these duties?**

❑ Yes ❑ No

14. (***This question must be answered only if the qualifying individual is a responsible managing employee [RME].)*** Business and Professions Code Section 7068 (c) states in part that a RME is a bona fide employee that is permanently employed by the applicant and is actively engaged in the operation of the business, meaning working at least 32 hours per week or 80% of the total hours per week that the applicant's business is in operation. **Will you, as the responsible managing employee, meet the requirements of Business and Professions Code Section 7068 (c)?**

❑ Yes ❑ No

15. The examinations are administered in English. Will you require the use of a CSLB-approved translator? ❑ Yes ❑ No

If yes, in what language will your translator read the exam? _____

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Licensee's Business Name (as listed in Section 1 of this application): _____

SECTION 4 – QUALIFIER EDUCATION, APPRENTICESHIP, AND LICENSURE

Applicants must answer the following questions and may be granted credit toward licensure requirements or receive expedited processing as noted below. Please refer to the General Information and Instructions for more information. If you checked "Yes" in response to any question, please provide the requested documentation.

16. Have you completed an educational or apprenticeship program? ❑ Yes ❑ No

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.)

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.)

17. Are you licensed in another state in an equivalent classification for which you are seeking licensure? ❑ Yes ❑ No

If you checked "Yes" for this question, and are looking to be eligible for reciprocity, you must provide a License Verification Request form that is completed by the licensing agency from an acceptable state.
See CSLB's website for qualifying classifications and the most current list of approved states.
See details in the General Information and Instructions under Reciprocity for required documents to be submitted with the application .

18. Are you seeking a B-General Building classification trade examination waiver based on your NASCLA Commercial General Builders examination results and have you completed the following three requirements? ❑ Yes ❑ No

- You have been the qualifier of a license in another state in an equivalent general building license in good standing for at least the previous 5 years. (Submit a License Verification Request form (13L-25) with your application that has been completed by the licensing agency from the licensing state.)
- You have passed the NASCLA Commercial General Builders Examination.
- You have requested your NASCLA transcripts be released and sent to the State of California through the NASCLA website.

See details in the General Information and Instructions under Reciprocity for required documents to be submitted with the application.

19. Are you seeking a B-2 Residential Remodeling classification trade examination waiver based on being licensed in another state in a general building classification or a residential remodeling classification for the previous 5 years? ❑ Yes ❑ No

- You have been the qualifier of a license in another state in an equivalent general building or residential remodeling license that has been in good standing for at least the previous 5 years. (Submit a License Verification Request form (13L-25) with your application that has been completed by the licensing agency from the licensing state.)

Read the full classification description for the B-2 Residential Remodeling classification covering the trade scope of this classification. The B-2 Residential Remodeling Classification description can be accessed through the link:
https://www.cslb.ca.gov/about_us/library/licensing_classifications/Licensing_Classifications_Detail.aspx?Class=B-2
or on the website under the tabs: Applicants/License Classifications/B-2 Residential Remodeling Contractor

See details in the General Information and Instructions under Reciprocity for required documents to be submitted with the application.

Licensee's Business Name (as listed in Section 1 of this application): _____

20. Are you serving in, or have you previously served in, the United States Armed Forces? ❑ Yes ❑ No

If you checked "Yes" for this question, please provide the following documentation for review to potentially receive expedited processing:

- Evidence of your current military duty (copy of your military orders) or your previous military service (copy of your latest DD 214 long form – Certificate of Release or Discharge from Active Duty showing discharge status or Copy of Driver's License with "Veteran" endorsement) or National Guard discharge (form GNB 22) or Reserves discharge (form DD 256), or proof of enrollment in Skillbridge. See details in the General Information and Instructions under Military Service.

21. The CSLB will expedite the licensure process and waive the licensure fees charged by the board for an applicant who is the spouse of an active-duty member of the Armed Forces stationed in California and meets both of the following requirements: ❑ Yes ❑ No

Are you married to, or in a domestic partnership or other legal union with, an active-duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active-duty military orders?

AND

Do you hold a current license in another state, district, or territory of the United States in the profession or vocation for which you seek a license from the board?

If you checked "Yes" for this question, please provide documentation of current licensure AND, marriage, partnership or legal union AND active-duty military orders as described in the General Information and Instructions under Military Service.

If all required documentation is submitted with the application, the application fee and initial license fee will be waived. All other fees will still be required.

22. Were you admitted to the United States of America under one of the circumstances described below? ❑ Yes ❑ No

1. Admitted as a refugee pursuant to section 1157 of title 8 of the United States Code; 2. Granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; 3. You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

If you checked "Yes" for this question, please provide documentation as described in the General Information and Instructions Immigration Status Expedites.

STATE TAX AND OTHER OBLIGATIONS NOTICE

The State Board of Equalization and Franchise Tax Board may share taxpayer information with CSLB. You are obligated to pay your state tax obligation. CSLB may suspend or refuse to issue, reactivate, reinstate, or renew a license if your state tax obligation, child support obligation, or any outstanding final liability to CSLB, the Department of Industrial Relations, or the Employment Development Department is not paid. (BPC sections 30, 31, and 7145.5)

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CONTRACTORS STATE LICENSE BOARD STATE OF CALIFORNIA
9821 Business Park Drive, Sacramento, CA 95827
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CERTIFICATION OF WORK EXPERIENCE
General Information

- **This form must be filled in completely in order to document applicant's work experience, or the application will be returned for correction or completion. The qualifying individual on the application (as listed on Page 1 of the application) and certifier (a qualified and responsible person who verifies the experience in the classification for which the applicant is seeking licensure) must 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 on the Certification of Work Experience forms must be initialed by the certifier.**
- **Original signatures are required** – faxed, photocopied, or stamped signatures are not acceptable.
- All qualifying individuals and certifiers must be at least 18 years old.
- All Certification of Work Experience forms must be submitted with the application.
- The Certification of Work Experience form, when filed with an application, becomes the property of CSLB and is kept as a matter of record. **Keep a copy of the completed and signed form for your records** – you may be asked to provide further documentation or testimony to verify your experience. A random three percent (3%) of applications are subject to review, and experience must be verifiable through payroll records and similar documents. CSLB staff may contact the certifier or other parties to verify experience.
- If you have ever served as a qualifier on a license in the classification for which you are now applying, you may not need to complete this form. However, if you are applying for a waiver of the examination pursuant to Business and Professions Code (BPC) sections 7065.1(b) or 7065.1(c), you do need to complete this form. *(Please refer to CSLB's website for more information on exam waivers.)* **NOTE: If you had a previous application that was denied on the basis of a lack of qualifying work experience, you must complete this form, regardless of whether or not you passed the examination.**
- **Anyone who knowingly procures or offers false or forged documents to be filed, registered, or recorded in any public office in California is guilty of a felony.** *(Penal Code section 115)*

PART 1 – QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

- **The qualifying individual (qualifier) must complete Part 1 in its entirety before the certifier completes Part 2.**
- Lines 2 and 3 request the business name of company, license number of company, and company's business street address of the place where your experience was gained, which may or may not have been your employer.

PART 2 – WORK EXPERIENCE AND CERTIFICATION STATEMENT

- **The certifier must complete Part 2 in its entirety after the qualifying individual has completed Part 1.**
- **The qualifying individual must document at least four (4) years of journeyman-level or higher experience in the classification for which they are applying. The experience must have been obtained within the last 10 years.**
- **The qualifying individual's work experience must have been completed at the level of journeyman, foreman, supervising employee, or contractor**, as defined below *(Title 16, California Code of Regulations [T16 CCR] section 825)*. Also defined below are "owner-builder" and "self-employed individual."
  - A **"journeyman"** is an experienced worker who is fully qualified (as opposed to a trainee) and is able to perform the trade without supervision, or a person who has completed an apprenticeship program. *(T16 CCR section 825)*
  - A **"foreman"** or **"supervising employee"** is a person who has the knowledge and skills of a journeyman and directly supervises construction projects.
  - A **"contractor"** is an individual who is currently a licensed California contractor, a former licensed California contractor, or an out-of-state licensed contractor. A contractor has the skills necessary to manage the daily activities of a construction business, including field supervision.
  - An **"owner-builder"** (a person who performs B-General Building classification work solely on their own property, pursuant to BPC section 7044) or a **"self-employed individual"** must have the knowledge and skills of a journeyman as listed above and the skills necessary to manage the daily activities of a construction business, including field observation. Owner-builders must complete and submit an Owner-Builder B-General Building Construction Project Experience form for each owner-builder project on their own property, in addition to the Certification of Work Experience form.
- The Description of Classifications document may be used as a reference only and is available through a link on the Applicants page of CSLB's website.
- **The certifier (a qualified, responsible person who is able to verify the work experience of the qualifier) must complete and date and sign under the certification statement on line 9 at the bottom of the form.** The certifier can be an employer, fellow employee, journeyman, union representative, contractor, or business associate. This form will help CSLB determine whether the qualifier has the experience necessary to become a qualified contractor.
- **The certifier must have direct knowledge of the qualifier's experience during the time period listed.** "Direct knowledge" means personal knowledge of the experience that does not depend on outside information or hearsay. The certifier must be able to certify that the qualifier demonstrated a level of knowledge and skills expected of a journeyman or higher in the classification for which they are applying.
- **Any licensee whose signature appears on a falsified Certification of Work Experience form, or who otherwise certifies false or misleading experience claims submitted by an applicant to obtain a contractor license, will be subject to disciplinary action.** *(BPC section 7114.1)*

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STATE OF CALIFORNIA

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 _____ TO _____ = FOR A TOTAL OF _____ 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.)
(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 _____ 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 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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