



## IMPORTANT NOTICE REGARDING CONVICTIONS PLEASE READ CAREFULLY

**Failure to accurately report a conviction (except as explained below) may result in an application being denied.** In this notice and on the application, the term “conviction” includes pleading guilty or nolo contendere or being convicted by a court of any misdemeanor or felony in this state or elsewhere.

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

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 that resulted in a conviction. Even if you have had your record expunged (charges reduced or dismissed), the past conviction will still be reported to CSLB and must be disclosed on the application. **However, some convictions should NOT be disclosed, including the following:**

- Convictions that were adjudicated in a juvenile court;
- Convictions under California Health and Safety Code §11357 (b), (c), (d), or (e) or §11360 (b) that are two years old or older;
- Under certain circumstances, some arrests/convictions relating to specified marijuana offenses that occurred prior to January 1, 1976, as provided in Health and Safety Code §11361.5 (b); and
- Under certain circumstances, some arrests/convictions relating to specified drug offenses as provided in Penal Code §1000.

**If you have ever been convicted of a crime (except in the four circumstances outlined above), you MUST answer “Yes” to the criminal conviction question on the application and provide a detailed explanation of the circumstances resulting in your conviction.** To help ensure that you provide the required information, you should complete and submit the Disclosure Statement Regarding Criminal Plea/Conviction form that is available on CSLB’s website.

Applicants with criminal convictions are not automatically denied licensure, as 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.

For rehabilitation evaluation, pursuant to the California Code of Regulations §869, CSLB is generally looking for **three (3) years** to have passed after a misdemeanor conviction and **seven (7) years** to have passed after a felony conviction, without further violations of law. These timeframes are calculated from the applicant’s date of release from incarceration or from the end of probation if no time was served and are subject to reduction or extension based on several factors, including the nature of the applicant’s conviction history as a whole. In addition, any type of conviction could be considered substantially related to the qualifications or duties of a contractor when evaluated in the context of the applicant’s entire conviction record.

**Failure to accurately report any and all disclosable convictions is falsification of your application and is grounds for denial.** If your application is denied, you will be prevented from filing another application for a minimum of one (1) year, and up to a maximum of five (5) years.



## IMPORTANT NOTICE

Dear Applicant:

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

**Please be aware that nearly half of all applications submitted to CSLB are incomplete and must be rejected!**

**You must complete your application in its entirety for it to be accepted by CSLB.** After an application has been accepted by CSLB as complete (also known as “posted”), each individual listed on the application will be sent instructions on the process for obtaining and submitting fingerprints as required by law.

An incomplete application can needlessly delay your license. Delays can last several weeks or even months and possibly result in the application being voided and the application fee being forfeited.

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

Before you submit your application, follow these simple directions.

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

**Carefully read the General Information section** that immediately precedes the application package and follow the specific instructions that are contained throughout the application package to help ensure that your application is complete.

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



## APPLICATION FOR LIMITED LIABILITY COMPANY (LLC) REPLACING THE QUALIFYING INDIVIDUAL General Information

Listed below is general information to assist you as you complete the attached application. Detailed instructions are provided throughout the application package. Please refer to the Contractors State License Board's (CSLB) publication *Blueprint for Becoming a Licensed Contractor* for more detailed information about the licensing process. To receive a copy of *Blueprint*, please contact CSLB or visit the Guides and Pamphlets page on CSLB's website.

**Do not submit this General Information section with your completed application** – the actual application begins immediately following this section on Application – Page 1 of 2 and includes the Certification of Work Experience. Before you submit your application, please review and check off the following items.

- Enclose the nonrefundable \$75 application fee with your completed application.** CSLB cannot process your application without the appropriate fee made payable to the Registrar of Contractors.
- Your application may be returned to you if it is insufficient or incomplete.** You must provide any missing information, make corrections, and resubmit your completed application to CSLB within **90 days** after the date that it was returned to you or your application will become void. You cannot reinstate a void application – you must submit a new application and \$75 application fee if you wish to pursue licensure.
- Complete the application and all accompanying forms legibly in black or dark blue ink, with a typewriter, or on CSLB's website using the form-fill feature.** Forms completed in pencil will be returned to you. Please make sure that you and other appropriate individuals sign and date the forms, where applicable.
- Full legal names are required.** You must provide the full legal name of all personnel. If an individual does not have a middle name, write "None" or "No Middle Name" in the space provided. If an individual has only an initial for his or her first or middle name, write "(Initial Only)" after the initial.
- Leave no space blank.** If a particular question or request for information does not apply to you, write "N/A" in the blank space to indicate that the question has received your attention but that it is not applicable.
- Your license must be in good standing before the qualifying individual(s) can be changed.
- You must provide a street address for both your business and residence. P.O. Boxes and private mail boxes (PMBs) are **not** acceptable for the street address.
- If you are adding personnel with this application, you must ensure that the LLC license continues to be in compliance with the \$1 million liability insurance minimum requirement.** LLC licenses are required to carry liability insurance with the aggregate limit of \$1 million for licensees with five or fewer persons listed as personnel; plus an additional \$100,000 required for each additional personnel; not to exceed \$5 million total.

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 the employer's or principal's construction operations. 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. (See *California Contractors License Law & Reference Book, Ch. 1*; or *Blueprint for Becoming a Licensed Contractor*, Questions 49-53.)

If you need additional copies of forms (e.g., Section 2 – New Qualifying Individual Full Legal Name and Address, Certification of Work Experience), please make copies of the blank forms before you begin or print additional copies from CSLB's website.

### **FINGERPRINT REQUIREMENT**

**All applicants for licensure are required to submit a full set of fingerprints for the purpose of conducting a criminal background check.** Fingerprints will be compared to the records of the California Department of Justice and the Federal Bureau of Investigation to determine whether a criminal history exists. After an application has been accepted by CSLB as complete (also known as "posted"), each individual listed on the application will be sent instructions on the process for obtaining and submitting fingerprints as required by law. For more information, please visit CSLB's website and view information under the Applicants tab.

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

# APPLICATION FOR LLC REPLACING THE QUALIFYING INDIVIDUAL

## General Information

### **EXAMINATION ELIGIBILITY REQUIREMENTS**

The qualifying individual for a contractor license is required to pass the written Law and Business Examination and a specific trade examination if required, unless he or she meets the requirements for a waiver (see below for information regarding examination waivers).

To be eligible to take an examination, the qualifying individual must have had, within the last 10 years, at least four (4) full years of experience in the classification for which he or she is applying. The experience must be at no less than a journeyman level, or as a foreman, supervisor, contractor, or owner-builder. A "journeyman" is defined as an experienced worker who is fully qualified (as opposed to a trainee, helper, laborer, assistant, apprentice, etc.) and is able to perform the trade without supervision, or a person who has completed an apprenticeship program. **Experience is documented on the Certification of Work Experience form (see below).**

CSLB may grant up to three (3) years of credit toward the four-year requirement for completed education and/or apprenticeship programs. **Education/apprenticeship is documented in Section 4 of the application.**

### **CERTIFICATION OF WORK EXPERIENCE**

The Certification of Work Experience form must be completed by the qualifier and certified by a 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, the Description of Classifications document is available through a link on the home page of CSLB's website. This document may be used as a reference only – the certifier should not copy directly from the document when listing the specific trade duties that the qualifier has performed or supervised in the classification for which he or she is 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 he or she is applying; or
- has passed both the Law and Business Examination and the trade exam for the same classification within the last five (5) years.

### **RE-EXAMINATIONS**

If you are required to take an examination, subject to some limitations, you have 18 months after the approval of your application in which to achieve a passing grade on the exam. During that time period, you may take the exam an unlimited number of times. A \$60 fee is required each time you reschedule an exam. (See *Business and Professions [B&P] Code Section 7074* for more detailed information on re-examinations.)

### **TRANSLATOR FOR EXAMINATION**

If you have difficulty understanding or reading the English language, CSLB may allow you to use a translator to read the examination for you. The translator you choose must be approved in advance by CSLB. If you would like to use a translator during your examination, please check the box near the bottom of Section 2 on page 1 of the application and information will be sent to you regarding the process.

### **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 requesting 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 documents should be submitted as soon as possible.

### **EXAMINATION WAIVERS**

The examination is 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. (See *B&P Code Sections 7065.1-7065.4*.) In addition, the trade examination may be waived if the qualifier meets the requirements for reciprocity (see next page).

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

# APPLICATION FOR LLC REPLACING THE QUALIFYING INDIVIDUAL

## General Information

### **RECIPROCITY**

If the qualifier is licensed in the same classification in Arizona, Nevada, and/or Utah, it may be possible to have the trade examination waived. Please check the appropriate box under Section 3 on page 2 of the application and submit a Request for Verification of License form completed by the other state. For more information, refer to the Apply for Reciprocity option under the Applicants tab on CSLB's website.

### **CONTRACTOR CLASSIFICATIONS**

Listed below are the contractor license classifications. For a complete description of the classifications, refer to the Description of Classifications document available through a link on the home page of CSLB's website.

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

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

### **RESPONSIBLE MANAGING EMPLOYEE / OFFICER / MEMBER / MANAGER – QUALIFYING INDIVIDUAL**

If the qualifier for the new classification will be a responsible managing employee (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 \$12,500 Bond of Qualifying Individual, unless he or she was previously on the license and is already bonded. 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 LLC member, manager, or officer.

If the qualifier for the new classification will be a responsible managing officer (RMO), responsible managing member, or responsible managing manager who owns less than 10% of the membership interest of the LLC, he or she must submit a \$12,500 Bond of Qualifying Individual, unless he or she was previously on the license and is already bonded. An RMO, responsible managing member, or responsible managing manager can act as the qualifier on up to three active licenses at a time provided that he or she owns at least 20% of each business for which he or she acts as the qualifier.

Bonds may be submitted electronically by the issuing surety company. For information on bonds, refer to *A Guide to Contractor License Bonds*, which can be viewed on the Guides and Pamphlets page on CSLB's website.

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# APPLICATION FOR LLC REPLACING THE QUALIFYING INDIVIDUAL

## General Information

### **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 B&P Code Section 7139, Article 8.5.)

### **COLLECTION OF SOCIAL SECURITY NUMBERS**

With the exception of the driver license numbers, all information requested on the application is mandatory, including disclosure of U.S. Social Security numbers (SSN). Collection of the SSN is authorized by B&P Code Section 30 and Public Law 94-455 (42 U.S.C.A. 405(c)(2)(C)). SSNs are used exclusively for the purpose of tax enforcement and/or compliance with any judgment or order for family support in accordance with Family Code Section 17520. If you fail to disclose your SSN, you will be reported to the Franchise Tax Board, and they may assess a \$100 penalty against you. The official responsible for the maintenance of this information is the Registrar of Contractors, Contractors State License Board. The information may be transferred to other state or government agencies. Individuals have the right to review files or records about them maintained by the agency, unless the records are identified as confidential information and exempted from the Information Practices Act, Civil Code Section 1798.3.

### **COLLECTION OF PERSONAL INFORMATION**

CSLB collects the personal information requested on the following forms as authorized by B&P Code Section 30 and California Code of Regulations (CCR) Section 816. CSLB uses this information to identify and evaluate applicants for licensure, 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 or renewal unless you provide all of the requested information. You may review the records maintained by CSLB that contain your personal information, as permitted by the Information Practices Act. CSLB makes every effort to protect the personal information you provide us; however, it may be disclosed in response to a Public Records Act request as allowed by the Information Practices Act; to another government agency as required by state or federal law; or in response to a court or administrative order, a subpoena, or a search warrant. The application contains an applicant authorization for the Franchise Tax Board to disclose to CSLB any outstanding final liabilities for the purpose of administering B&P Code Section 7145.5. For more information on the Information Practices Act, visit the Office of Privacy Protection's website at [www.privacy.ca.gov](http://www.privacy.ca.gov), call (866) 785-9663.

### **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 CSLB's website ([www.cslb.ca.gov](http://www.cslb.ca.gov)), by writing to CSLB at the address listed below, or by calling the 24-hour automated phone system at (800) 321-CSLB (2752).

CSLB publications that can help you understand the licensing process include *Blueprint for Becoming a California Licensed Contractor*, *Description of Classifications*, *Building Your Career*, and *A Guide to Contractor License Bonds*. 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*.

### **APPLICATION PROCESSING**

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](http://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. After an application has been accepted by CSLB as being complete (also known as "posted"), a fingerprint package will be sent to the applicants, as required by law. 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

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



CONTRACTORS STATE LICENSE BOARD

9821 Business Park Drive, Sacramento, CA 95827
Mailing Address: P.O. Box 26000, Sacramento, CA 95826
800-321-CSLB (2752) | www.cslb.ca.gov | CheckTheLicenseFirst.com

STATE OF CALIFORNIA
Governor Edmund G. Brown Jr.

FOR CSLB USE ONLY

Application for Limited Liability Company (LLC)
Replacing the Qualifying Individual

Application Fee .....\$75.

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

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

The application fee of \$75 is not refundable once the application has been filed.

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

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

SECTION 1 - LLC BUSINESS NAME AND ADDRESS

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

1. FULL BUSINESS NAME CSLB LICENSE NUMBER CLASSIFICATION(S) REQUESTED (See page 3 of the General Information section.)

2a. BUSINESS MAILING ADDRESS Number/Street or P.O. Box City State ZIP Code

2b. BUSINESS STREET ADDRESS Number/Street Only - NO P.O. Boxes or PMBs City State ZIP Code

3. 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)

5a. IF QUALIFIER WHO IS BEING REPLACED IS NOW AND WILL CONTINUE TO BE AN LLC MEMBER, MANAGER, OR OFFICER, PLEASE CHECK THIS BOX. A former responsible managing member/manager/officer will be changed to "member," "manager," or "officer," respectively, unless otherwise requested in written notification.

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

SECTION 2 - NEW QUALIFYING INDIVIDUAL FULL LEGAL NAME AND ADDRESS

Qualifying Individual (Qualifier): A qualifying individual is required for every classification on every license issued by CSLB. See NOTE below about multiple qualifiers. You must provide full legal names of all individuals. (See page 1 of the General Information section for more information.)

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

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

7b. PERCENTAGE OF BUSINESS OWNED BY NEW QUALIFIER RESIDENCE PHONE NUMBER DRIVER LICENSE NUMBER

8. TITLE OR POSITION (check only one) Officer titles - president, secretary, and treasurer for LLCs that have officers. RME\* Responsible Managing Member Responsible Managing Manager 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. THE EXAMINATIONS ARE ADMINISTERED IN ENGLISH. IF YOU WILL REQUIRE THE USE OF A TRANSLATOR, PLEASE CHECK THIS BOX.

Both signatures are required if the qualifier is an RME, or the qualifier is an RMO, responsible managing member, or responsible managing manager who is not currently 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 accurate, and that I/we have reviewed the entire contents of this application. (The definition of "perjury" is telling a lie while under oath.) I/we authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to B&P Code Section 7145.5.

Date Signature of Qualifying Individual (Mandatory) Printed Name of Qualifying Individual (Mandatory)
Date Signature of Current LLC Member, Manager, or Officer (If Required) Printed Name of Current LLC Member, Manager, or Officer (If Required)

(NOTE: If this license will have multiple qualifiers for multiple classifications, please make a copy of this blank page and complete the first line of Section 1 and all of Section 2 for each additional qualifier.)



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Applicant's Business Name (as listed in Section 1 of this application): \_\_\_\_\_

### SECTION 3 – REQUIRED LLC APPLICATION QUESTIONS

**All questions in this section must be answered.** Questions 10, 11, and 12 pertain to all individuals listed on this application (qualifying individual and additional person who signed Section 2 of the application, if applicable). If you checked "Yes" in response to any question, the person involved must attach a separate sheet with a detailed explanation for each situation.

10. **To the best of your knowledge, is anyone listed on this application (or any company the person is or was a part of, or any immediate family member of the applicant) named in or responsible for any entered and unsatisfied judgments, liens, and/or claims against any bond or cash deposit pertaining to a construction project?** (*Immediate family member is defined by BPC Section 7075.1 as a spouse, father, mother, brother, sister, son, daughter, stepson, stepdaughter, grandson, granddaughter, son-in-law, or daughter-in-law.*)  Yes  No

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.

11. **Has any individual listed on this application ever been convicted of or plead guilty or nolo contendere to ANY misdemeanor or felony in the United States or a foreign country?** **NOTE:** Convictions that were later expunged from the records of the court or set aside pursuant to California Penal Code Section 1203.4, 1203.4a, or 1203.41 or an equivalent non-California law **MUST be disclosed.** However, some convictions **should NOT be disclosed**, including the following

- Convictions that were adjudicated in a juvenile court;
- Convictions under California Health and Safety Code Sections 11357 (b), (c), (d), or (e) or Section 11360 (b) that are two years old or older;
- Under certain circumstances, some arrests/convictions relating to specified marijuana offenses that occurred prior to January 1, 1976, as provided in Health and Safety Code Section 11361.5 (b); and
- Under certain circumstances, some arrests/convictions relating to specified drug offenses as provided in Penal Code Section 1000.

Yes  No

If you checked "Yes" for this question, you are required to attach a statement disclosing **all** pleas/convictions, including violated law sections, and thoroughly explain the acts or circumstances which resulted in the plea/conviction. In addition, the following information must be included for **each** plea/conviction: date of the plea/conviction, level of the plea/conviction (i.e., misdemeanor or felony), county and state where the violation took place, name of the court, court case number, sentence imposed, jail/prison term served, terms and conditions of parole or probation, parole or probation completion dates, and parole agent/probation officer names and phone numbers. **You may submit the required information using the Disclosure Statement Regarding Criminal Plea/Conviction form that is available on the Forms and Applications page on CSLB's website.**

**The information provided will be verified through CSLB's fingerprinting requirement. Failure to report a disclosable plea/conviction is considered falsification of your application and is grounds for denial of your application.**

12. **To the best of your knowledge, has anyone on this application (or any company the person was a part of, or any immediate family member of the applicant) ever received a citation from the Contractors State License Board or had a contractor license or other professional or vocational license or registration denied, suspended, or revoked by this state or elsewhere?** (*Check "No" if the license was suspended due to lack of a bond, workers' compensation insurance, a qualifying individual, or family support.*)  Yes  No

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

13. (*This question must be answered by the qualifying individual.*) The Registrar of Contractors has determined that direct supervision and control includes any one or a combination of the following activities: supervising construction, managing construction activities by making technical and administrative decisions, checking jobs for proper workmanship, or direct 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].*) CCR Section 823 states that an RME must work at least 32 hours per week or 80% of the total operating hours per week for the entity for which he or she acts as the qualifier. **Will you, as the Responsible Managing Employee, meet the requirement of CCR Section 823 cited above?**  Yes  No

### SECTION 4 – LLC QUALIFIER EDUCATION, APPRENTICESHIP, LICENSURE, AND MILITARY

15. HAVE YOU COMPLETED AN EDUCATIONAL OR APPRENTICESHIP PROGRAM?  Yes  No

If you checked "Yes," you may be granted credit for completed **education** in a business, technical, or construction-related field if you submit **sealed official transcripts** from your college/university. If you received your degree outside of the United States, your transcripts must be translated and evaluated by an accredited evaluation service that does business within the United States.

For **apprenticeship** programs, you may be granted credit if you submit a copy of your **apprenticeship certificate**, **AND** enter the beginning and ending dates of your completed apprenticeship program: From \_\_\_\_\_ to \_\_\_\_\_  
(*The apprenticeship period cannot overlap the journey-level experience period being certified.*) Month/Day/Year Month/Day/Year

**RECIPROCITY** – If you are seeking a waiver of the trade exam because you are licensed in one of the specified classifications in **Arizona, Nevada, and/or Utah**, please check this box. For more information, refer to page 3 of 4 in the General Information section.

**MILITARY** – If you are currently serving in the military (California National Guard or United States Armed Forces) or previously served, please check this box. For information about the services that CSLB offers military personnel, their families, and veterans, including expedited application processing and experience credit for military duties, refer to CSLB's website.

FOR CSLB USE ONLY



## CERTIFICATION OF WORK EXPERIENCE General Information

- **This form must be filled in completely in order to document work experience or the application will be returned. You must type or print neatly and legibly in black or dark blue ink – pencil is not acceptable.**
- **FORMS CONTAINING STRIKEOUTS OR MODIFICATIONS MAY BE REJECTED.**
- **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. **Make 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.
- If, within the last five (5) years, you have passed an examination in the classification for which you are now applying, you may not need to complete this form. Such applicants should complete the Application for Original Contractor License – Examination Waiver (7065). However, if you are applying for a waiver of the examination pursuant to B&P Code Sections 7065.1(b) or 7065.1(c), you do need to complete this form. *(Please refer to Blueprint for Becoming a Licensed Contractor for more information on exam waivers.)* **NOTE: If your previous application 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 exam.**
- **Anyone who knowingly obtains 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)**

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### PART 1 – QUALIFYING INDIVIDUAL INFORMATION

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

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### PART 2 –WORK EXPERIENCE AND CERTIFICATION STATEMENT

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- **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) full years of journeyman-level or higher experience in the classification for which he or she is 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, supervisor, or contractor, or as an owner-builder or self-employed individual, as defined below:**
  - A “journeyman” is an experienced worker who is fully qualified (as opposed to a trainee, helper, laborer, assistant, apprentice, etc.) and is able to perform the trade without supervision, or a person who has completed an apprenticeship program. *(CCR Section 825)*
  - A “foreman” or “supervisor” 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, personnel of record on a California license, 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 work solely on his or her own properties) 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 the Construction Project Experience form.
- The Description of Classifications document may be used as a reference only and is available through a link on the home page of CSLB’s website. You should not copy directly from the document when listing the specific trade duties the qualifying individual performed or supervised in the classification for which he or she is applying.
- **The Certification Statement at the bottom of the form must be completed by a qualified, responsible person who is able to certify the work experience of the qualifier.** The certifier can be an employer, fellow employee, journeyman, union representative, contractor, business associate, or a client if the applicant is/was self-employed. This form will help CSLB determine whether the qualifier has the experience necessary to become a capable, 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 he or she is 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. (B&P Code Section 7114.1)**



CONTRACTORS STATE LICENSE BOARD

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STATE OF CALIFORNIA
Governor Edmund G. Brown Jr.

Certification of Work Experience

Please read the General Information section on the previous page before beginning.

The qualifying individual must complete the information in Part 1; the individual certifying the experience (certifier) 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. Use a separate form for each employer. If you need additional forms, please make a copy of this blank form or visit CSLB's website.

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

FORMS CONTAINING STRIKEOUTS OR MODIFICATIONS MAY NOT BE ACCEPTED.

Corrections on the Certification of Work Experience forms must be initialed by the certifier.

PART 1 - QUALIFYING INDIVIDUAL INFORMATION

The qualifying individual must complete Part 1 in its entirety.

1. QUALIFIER'S FULL LEGAL NAME Last First Middle

2. BUSINESS NAME OF EMPLOYER - 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 EMPLOYER

3. EMPLOYER'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 ENCLOSED CONSTRUCTION PROJECT EXPERIENCE FORM TO PROVIDE A LIST OF COMPLETED PROJECTS.

PART 2 - WORK EXPERIENCE AND CERTIFICATION STATEMENT

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

5. APPLICANT'S JOURNEYMAN-LEVEL OR HIGHER TIME-BASE WORKED WAS (check one): [ ] FULL-TIME [ ] PART-TIME } FROM ... TO ... = ... YEAR(S) and ... MONTH(S) FOR A TOTAL OF (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. For example, if applicant worked half-time 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 HE/SHE IS APPLYING. PLEASE REFER TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT FOR ASSISTANCE. (Do not list office work or individual project names.)

My relationship to ... is or was (check all that apply): [ ] Employer [ ] Fellow Employee [ ] Foreman or Supervisor [ ] Journeyman [ ] Business Associate [ ] Union Representative [ ] Contractor (License Number ...) [ ] Client (if qualifier was self-employed)

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

PHONE NUMBER ( ) FAX NUMBER ( ) EMAIL ADDRESS

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. (The definition of "perjury" is telling a lie while under oath.)

7. Date Signature Printed Name

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

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