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Message From the Board Chair



On behalf of every member of the Contractors State License Board (CSLB), as well as our more than 400 staff around the state, welcome to the Summer 2018 edition of the *California Licensed Contractor* newsletter.

For more than 80 years, this newsletter has served as an important connection between CSLB and its licensees. But, it's by no means the only way for you to learn things that may affect your business, so we

encourage you to visit our website (www.cslb.ca.gov) regularly to stay informed about the latest happenings, as well as to track issues that come before the Board or any of its committees.

Our hope is, as the summer begins, that we won't see a repeat of the natural disasters that hit California during 2017. As you're likely aware, the state was struck by unprecedented wildfires and mudslides that killed at least 67 people and destroyed more than 10,000 structures.

CSLB played an important role in the weeks and months after the wildfires, helping provide information to prepare survivors for the rebuilding process. Our educational efforts continue, as well as our significant commitment to enforcement of contractor laws in the various fire areas. I encourage you to read a more extensive story on these efforts elsewhere in this newsletter.

There are currently more than 282,000 licensed contractors in California. In 2017, CSLB initiated several successful technological changes to improve efficiencies in completing and processing applications and various license modification requests, including the use of electronic easy-fill forms and online submission of workers' compensation recertification information.

CSLB continues to strengthen its collaboration with state, local, and industry partners to address workers' compensation insurance compliance, building permit compliance, and its ongoing enforcement of California contractors'

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state license law. In fiscal year 2016-17, CSLB helped recover approximately \$47 million in ordered restitution for consumers.

CSLB sponsored two pieces of legislation in the 2016-17 Legislative session, both of which Governor Brown signed into law. One of these bills ([Senate Bill 800](#)) clarified that a contractor license cannot be acquired in an "asset sale," while the other ([Senate Bill 486](#)) authorizes CSLB to issue a letter of admonishment in lieu of an administrative citation for less egregious offenses. This newsletter has more on these and other bills that could affect your business.

As far as numbers, CSLB's Licensing and Testing units processed more than 28,000 applications and scheduled more than 45,000 license exams in 2017; nearly 500 of those exams scheduled were for military veterans.

Licensed contractors play an important role in fueling California's economic growth. We are proud of our hard-working licensees whose professionalism provides a secure route to meet consumer's construction needs throughout the state.

We welcome your feedback on this newsletter, as well as on any other issue. Please contact us through our website feedback form ([LINK](#)).

Respectfully,



A handwritten signature in black ink, appearing to read "Kevin J. Albanese".

Kevin J. Albanese
CSLB Board Chair



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Here's What You Need to Know About 2018 Laws



In 2017, CSLB worked with lawmakers to further ensure that licensees meet the minimum standards of law for the protection of the public.

Below are some of the bills passed by California legislators that licensed contractors should become familiar with, as they may affect their business.

For a full list and review of relevant 2016-17 legislation, please read the [New Construction Industry Law Update](#).

[Senate Bill 242](#)

Adds Chapter 29.1 to Part 3 of Division 7 of the Streets and Highways Code relating to the Property Assessed Clean Energy (PACE) program. The provisions of this bill apply exclusively to residential properties with four or fewer units and require that program administrators orally provide specified information before executing a contract and record that oral confirmation. Further, an administrator shall not permit contractors or other third parties to advertise the availability of assessment contracts, unless certain requirements are met.

[Senate Bill 1070](#)

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Enables CSLB to work with the Public Utilities Commission to develop a "solar energy system disclosure document" that must be provided to a consumer prior to completion of a sale, financing, or lease of a solar energy system. This disclosure will include information about the installation of the system, the total costs of installation, anticipated savings, the assumptions and inputs used to estimate the savings, and the implications of various financing options.

[**Assembly Bill 1278**](#)

Provides that when an unsatisfied judgment is issued against a license the qualifying individual or personnel of record on that license are prohibited from working in the same capacity on another license until that judgment is satisfied. This rule, which amended section 7071.17 of the BPC code, applies to the qualifying individuals or personnel of record who worked for a licensee during the timeframe covered by the judgment.

[**Assembly Bill 1357**](#)

Amends section 7197 of the BPC and section 1102.4 of the Civil Code. This bill authorizes a licensed C-39 roofing contractor to perform repairs identified as a result of a home inspection conducted by the licensee for the specific purpose of providing a roof certification. The authorization is valid if the licensed contractor meets specified conditions.

[**Assembly Bill 1284**](#)

Requires that Property Assessed Clean Energy (PACE) administrators be licensed under the California Financing Law (effective January 1, 2019), and that program administrators meet certain requirements before PACE assessment contracts can be funded and recorded by a public agency (effective April 1, 2018). This bill also provides that program administrators comply with the requirements of the California Financial Information Privacy Act.



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New Tool for CSLB to Address Minor Violations

CSLB is responsible for enforcing California's contractors' state license law. In this role, CSLB is committed to using new enforcement tools to help educate contractors while keeping them in compliance with state regulations.

Prior to this year, CSLB had issued administrative citations for less serious violations, which can result in a civil penalty. To further support business growth for licensees, CSLB sponsored [Senate Bill 486](#), which grants the registrar authority to issue a Letter of Admonishment for minor violations.

The letter will be disclosed on a license record for twelve months from the date of issuance and may require the licensee to brush up on the law or make a *corrective action plan* using guidelines provided by CSLB.

CSLB expects to start using the letter this summer. Be sure to sign-up for our [industry bulletins](#) to receive up-to-date information on this and other subjects.

More information on the new Letter of Admonishment can be found in [Business and Professions Code §7099.2](#).



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Protecting California's Disaster Survivors

In its role protecting California consumers by regulating California's construction industry, CSLB also has a responsibility to protect those whose homes and property are directly affected by natural disasters.

CSLB's post-disaster mission is to help ensure that home and business owners are not victimized by unlicensed or unscrupulous contractors who might try to take advantage of them during the rebuilding process.



2017 will long be remembered as a year when natural disasters changed the face of several California communities. The year began with one of the wettest winters in almost 100 years, officially ending one of the worst droughts in the state's history.

The rain was followed by flooding and fears of a potential catastrophic dam break. Summer and fall brought the most devastating string of wildfires in California history. Finally, in December and January more heavy rain led to deadly mudslides and debris flows.

By the end of the year, disasters were responsible for the deaths of at least 67 people, the destruction of at least 10,700 structures, and damage to another 1,750 structures.

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CSLB Post-Disaster Efforts



The 2017 wildfires and 2018 mudslides prompted one of the largest coordinated disaster response efforts in CSLB's almost 90-year history.

CSLB's effort was multi-pronged, with contributions from each division and unit. The sheer number of homes destroyed in Napa and Sonoma counties compelled a good deal of attention, however CSLB's response demonstrated its commitment to serving survivors in every affected county by dedicating staff to make sure adequate support was provided.



Relief Center Staffing



CSLB staffed almost two dozen Local Assistance Centers, established by the Governor's Office of Emergency Services, and Disaster Relief Centers, established by the Federal Emergency Management Agency (FEMA), in 15 different counties (Butte, Lake, Los Angeles, Mariposa, Mendocino, Napa, Nevada, Orange, San Diego, Santa Barbara, Santa Clara, Sonoma, Trinity, Ventura, and Yuba).

These centers provide a single facility at which individuals, families, and businesses can access a variety of disaster assistance programs and services. In some instances (Butte, Los Angeles, and Mariposa counties) multiple disasters during the year necessitated the opening of multiple centers.

CSLB distributed thousands of pages of educational information, which included those produced by CSLB, the California Architects Board, and

FEMA. The primary consumer education messages encouraged people to only hire licensed contractors for rebuilding work and to be aware that unlicensed or unscrupulous contractors may try to perpetrate a scam. CSLB staff also posted signs warning unlicensed contractors not to work in the fire zones.

Wildfire Workshops For Contractors and Fire Survivors



CSLB has begun conducting two distinct wildfire rebuilding workshops in the various fire areas: one for fire survivors and one for contractors who plan to work on the rebuilding effort. Board members have joined CSLB staff to present important information at these workshops. CSLB is also assisted by partner agencies, including the California Department of Insurance, the California Architects Board, the State Compensation Insurance Fund, and FEMA.

The fire survivor workshop includes essential consumer protection tips, information about contractor licensing and other requirements, insurance issues, how to work with an architect, and an update on the rebuild provided by the local building department.

The contractor workshop includes a building department update on the local rebuild and any special rules established for plan approvals and inspections. Licensing requirements are also covered, as are bonds and insurance, how to obtain a workers' compensation policy, contract requirements, how to prevent complaints, and how the selection of building materials and choice of building methods can help prevent future disasters.



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Since launching its first website 23 years ago, CSLB has always strived to offer useful online services to applicants, licensees, and consumers.

License applicants can track the status of their application online; licensees can check on the real-time status of their license at any time; and consumers can use the "Instant License Check" feature to review a contractor's credentials.

Now, CSLB has launched a new feature that will help consumers who are searching for a licensed contractor. The feature will also help contractors search for possible subcontractors and awarding agencies looking for bidders for contracts.

The "Find My Licensed Contractor" CSLB website feature launched on January 8, 2018.

The feature allows you to search for licensed contractors by classification within a specific geographic area using either a city or zip code and based on a licensee's address of record. For example, you can search for all C-10 Electrical Contractors in Fresno. You're presented with a list of contractors in that classification, displayed in random order, which also includes a link to each contractor's license information. You can also download part or all of the results to either a PDF or Excel file. CSLB hopes to enhance this feature in the future to allow searches by geographic radius, as well.

In its first four months in operation, the new "Find My Licensed Contractor" feature accessed more than 231,000 times.



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CSLB Taking a Closer Look at Workers' Compensation Insurance Issues



In California, all companies, in whatever industry, are required to cover employees with workers' compensation (WC) insurance. This includes construction.

A WC insurance policy provides covered employees with medical and wage replacement benefits in case of workplace injuries that happen in the normal course of business.

Generally, all businesses with employees must purchase a workers' compensation insurance policy from a private insurance company or the State Compensation Insurance Fund. Some large businesses are self-insured and do not purchase insurance policies from an insurance company. Businesses can also choose to use workers from a labor agency, whose WC insurance policy covers those workers.

To maintain an active contractor license in California, licensees are required to have on file with CSLB either a Certificate of Workers' Compensation Insurance or a Certificate of Self-Insurance (issued by the Department of Industrial Relations), or an exemption stating that the business does not have any employees and, therefore, does not need workers' compensation

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insurance. (All C-39 Roofing contractors must have workers' compensation, whether or not they have employees.)

Unfortunately, there appears to be a significant number of contractors who bypass this requirement, or possibly commit fraud in the process by underreporting or misreporting their workers.

The link below will take you to a chart, broken down by license classification, that shows the percentage of active contractors with a WC exemption on file with CSLB, as of June 1, 2018:

[Click here to view Workers' Compensation Exemption Percentage Breakdown](#)

Last November, CSLB created an advisory committee of two Board members to work with staff and stakeholders to develop strategies to address this problem. These strategies include:

- Continue to share licensee workers' compensation data with interested parties.
- Request a meeting with state agency enforcement partners to discuss information-sharing opportunities, including how to utilize the Workers' Compensation Insurance Rating Bureau to identify licensees who did not cooperate in an insurance audit for possible issuance of a CSLB advisory notice.
- Have CSLB issue a letter of admonishment when a licensee is subject to the WC suspension program, which will serve as a flag to insurance carriers that the licensee has been found to employ workers without a WC policy.
- Provide feedback to the State Compensation Insurance Fund (SCIF) as it relates to the auditing process for C-39 (Roofing) licensees who get workers' compensation through SCIF.

There are also several possible legislative proposals under consideration. These include:

- Adding a mandatory workers' compensation requirement for a limited number of other license classifications.
- Precluding licensees from filing a new workers' compensation exemption with CSLB for a period of one year if they are found to have violated [Labor Code 3700](#) (employed workers without a workers' compensation insurance policy).

Other Resources:

[Department of Industrial Relations' Division of Workers' Compensation](#)



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Reminder: Building Permits Are Not Optional



CSLB is currently exploring options to try and reduce the number of licensed contractors who fail to pull required building permits. Over the past four years, CSLB investigated almost 4,400 building permit violations, and took legal action against licensees in almost 1,200 of those cases.

These violations can jeopardize public safety and put those contractors who do properly pull permits at a competitive disadvantage.

CSLB has formed a Building Permit Advisory Committee of two Board members to work with staff and building department officials to develop strategies to increase contractor compliance with local building permit requirements.

In the meantime, there is no ambiguity in the law - contractors working in trades that require a building permit for their project must "pull" it at the building department before starting a job.

Do not be fooled into thinking that no one will know if a permit is not pulled. CSLB enforcement staff often catch contractors who lack a building permit when investigating a complaint. Be aware that anyone can file an

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anonymous complaint against a contractor with CSLB solely for his or her failure to obtain a required building permit.

In such cases, the contractor who performed the work will be responsible for bringing the project into compliance at his or her expense, including any penalties imposed by the building department. Permit enforcement by CSLB has been and remains an enforcement priority, and contractors who continue to perform work without permits will be subject to formal disciplinary action, which could result in license revocation.

Complaints of unpermitted construction work are increasing among licensees. CSLB encourages you to report any violators, whether licensed or unlicensed, using our [Building Permit Violation form](#).



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A CSLB Most Wanted Suspect Pleads Guilty

Adan Rivas, who spent months on CSLB's "Most Wanted" list, has begun serving a lengthy sentence at San Quentin state prison.

Rivas was added to the Most Wanted list for victimizing consumers in Contra Costa County. He and his sisters solicited landscaping work in affluent neighborhoods, often targeting elderly homeowners. They would collect hefty down payments and money for materials but would then abandon the jobs after doing little or no work.

With the Contra Costa District Attorney closing in, Rivas moved his criminal operations to Santa Clara County under a different name.

Rivas was eventually taken into custody in Medford, Oregon, brought back to California, and charged with 25 counts of financial elder abuse, grand theft, larceny, unlicensed contracting, and failure to provide workers' compensation insurance.

Last September Rivas pled guilty to eight of the 25 counts against him and was sentenced to five years and eight months in state prison.

"The Perfect Yard" Was Anything But "Perfect": Suspect Arrested During CSLB Sting Operation

A suspected unlicensed contractor advertising online in Sonoma County as "The Perfect Yard" and "The Best of the West Landscapes" now faces four felonies and seven misdemeanors.

Tony Van Dang, 30, of Santa Rosa was arrested without incident by CSLB and detectives from the Santa Rosa Police Department's Property Crimes Investigations Unit.

The charges came after three separate homeowners complained to CSLB that Dang's work was neither "perfect" nor "the best".

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In fact, it was alleged that Dang took more than \$26,500 from homeowners, provided minimal landscaping work, and then abandoned his jobs. It was also alleged that Dang was not paying his workers and bounced at least one check to a materials supplier.

The felony charges against Dang include diversion of construction funds and fraudulent use of a contractor license, the latter charge based on Dang's use of someone else's license number in his ads without the licensee's knowledge.

Dang was taken into custody in late January 2018, after being invited by a CSLB investigator to discuss a potential landscaping job. When Dang arrived, he was immediately arrested.

Swimming Pool Contractor Facing Pending Criminal Charges

In Imperial County, a C-53 (Swimming Pool) contractor is facing 10 felonies and 15 misdemeanors, including grand theft and diversion of construction funds.

In late 2016, CSLB began receiving complaints against T&T Pools of Calexico. The allegations included: requiring excessive deposits and advance payments and leaving jobs unfinished. The estimated financial injuries to five homeowners totaled \$66,500.

CSLB's investigation led to the revocation of owner Adan Torres' license in November 2017, and a criminal complaint filed by the Imperial County District Attorney's Office the next month. The criminal case is now pending.



Revoked Licensee Again Revoked for Five Years

A contractor whose license had been revoked three times in the last 16 years, has been given the strongest administrative penalty possible.

Panfilio Armas, owner of American Roofing Company, has a long history with CSLB's Enforcement division, including:

- License revocation in September 2001
- License revocation in November 2010
- Seven license suspensions due to bond violations
- License suspension for unpaid judgment

Unfortunately, the revocations barely slowed Armas down. A few weeks after his November 2010 revocation, a license with a different name and address was changed to American Roofing Company with Armas' address.

Armas filed for bankruptcy in November 2014, which "resolved" the outstanding judgments that were part of his 2010 license revocation. The day after filing bankruptcy Armas applied for reinstatement of his license. Since CSLB no longer had an active cause for denying that request, CSLB reissued Armas' license in January 2015.

After receiving a new complaint, CSLB investigators were able to piece together Armas' continued illegal activities, including the misuse of a license shortly after the 2010 revocation. That licensee admitted to investigators that he turned over his license to Armas and later qualified a corporate license, even though he wasn't actively involved with the company.

Last December, the American Roofing licenses were revoked for a third time. In his decision, the Administrative Law Judge prohibited Armas from applying for reissuance or reinstatement of a contractor license for five years, the maximum period allowed.

Unlicensed and Deceitful Individual Spends Two Years in State Prison

Unlicensed contractor Salomon Calderon Medina, 54, of Greenfield will spend the next two years and 180 days in state prison for burglary, unlicensed contracting, and not having workers' compensation insurance.

An elderly couple gave evidence that Medina solicited for work in a grocery store parking lot without disclosing that he did not have a state issued license. The couple hired Medina to do a bathroom remodel for \$3,600; in turn Medina did not complete the task.

The couple reported Medina to the Monterey County District Attorney's Consumer Protection Unit, who referred the case to CSLB. As a result, CSLB conducted an undercover sting operation in Monterey in June 2017, to catch Medina in the act of illegal contracting.

During the undercover operation, Medina bid \$2,600 for painting the exterior of the home. The bid landed him with a notice to appear in court for three violations of California contracting law.

In August, the District Attorney's Workers' Compensation Fraud Unit filed felony charges for residential burglary and misdemeanor charges for unlicensed contacting and not having workers' compensation coverage. In March 2018, Medina pled guilty to the burglary and the two misdemeanor charges.



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Undercover sting operations are one of the most effective tools CSLB has to catch unlicensed contractors. But, in order to conduct more operations CSLB needs people in the industry to allow us to use residential and/or commercial properties as sting sites.

Licensed contractors have long been one of CSLB's main sources to find properties - whether occupied or unoccupied - for the one - and two-day operations. It's hoped that more licensees will back CSLB's commitment to leveling the playing field for contractors who follow the rules and allow their properties to be used for a good cause.

The stings are conducted by CSLB's [Statewide Investigative Fraud Team \(SWIFT\)](#), with the assistance of state and local law enforcement agencies. Every year investigators arrest hundreds of unlicensed contractors through these undercover operations, which are staged unannounced year-round throughout the state.

To offer a property, or for more information, contact:

| | | |
|---|--|---|
| Northern California (916) 255-2924 SWIFTNorth@cslb.ca.gov | Central California (559) 490-0580 SWIFTCentral@cslb.ca.gov | Southern California (562) 345-7600 SWIFTSouth@cslb.ca.gov |
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No one benefits from unlicensed contracting. That's why CSLB has an Enforcement division that focuses on unlicensed activity and welcomes tips from licensed contractors to help catch those illegally taking away work.

Your tips could lead to an unlicensed operator being invited to an undercover sting operation or help with the investigation of a consumer complaint.

Please note that it's important that you provide our Statewide Investigative Fraud Team (SWIFT) with complete and detailed information about the activity on an active job site and indicate if there are employees on the project. The more information and evidence (including photos), the better.

There are three types of forms that can be used to share information with CSLB:

1. [Lead Referral Form](#)
2. [Advertising Complaints](#)
3. [Building Permit Complaints](#)

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For Central California Tips

To Leave Recorded Message:
(559) 490-0580

For Southern California Tips

To Leave Recorded Message:
(562) 345-7600

- [Number](#)

- [Become Lead-Safe Certified Today!](#)

- [Tools for Deterring Equipment Thieves](#)

- [CSLB Licensing Stats by the Numbers](#)

- [Take Your Expertise Beyond the Construction Zone](#)

- [Free Licensing Workshops Now Offered Monthly in Northern and Southern California](#)

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To Fax Tip Form:
(916) 369-7265
To Email Tip Form:
swiftnorth@cslb.ca.gov

To Fax Tip Form:
(559) 447-1492
To Email Tip Form:
swiftcentral@cslb.ca.gov

To Fax Tip Form:
(562) 466-6065
To Email Tip Form:
swiftsouth@cslb.ca.gov

PLEASE NOTE: Complaints are processed according to the date of receipt, priority, and staff availability if the job site is in a remote area. The complaint will be assigned to an Enforcement Representative who will follow-up on the information provided.



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The Rules About Displaying Your License Number

CSLB investigators see it time and time again, a commercial vehicle with a contractor logo parked at a local hardware store, for example, but no sign of a contractor license number anywhere. This begs the question, is the person a licensed contractor?

CSLB wants you to know that the quick rule of thumb for any type of advertising is to always display your CSLB license number.

According to [Business and Professions Code \(BPC\) §7029.6](#), your business name and contractor license number should be clearly visible on your vehicle in print type of at least 72-point font, or three-quarters of an inch in height and width.

Not that consumers are walking around measuring the side of your car, but give them an opportunity to see your license number so they can refer to it when looking to hire a contractor. This can help boost your business and also combat the underground economy.

For those contractors holding a C-36 Plumbing, C-45 Sign, or C-57 Well-Drilling license, the rules are a little different. Parameters outlined in [BPC §7029.5](#) say that those licensed in these specified classifications must display their name, permanent business address, and contractor license number in letters and numerals not less than 1.5 inches high.

[BPC §7029.5](#) requires that you include your license number in all construction contracts, sub-contracts, bids, and all forms of advertising. This includes business cards, fliers, and online ads.

Remember, displaying your license number gives you and your business credibility and shows that you have taken the proper steps to become licensed.

For more details on advertising, please refer to [CSLB's advertising guidelines](#).

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Become Lead-Safe Certified Today!

The California Environmental Protection Agency (EPA) would like to remind lead-safe certified contractors of the [Lead Laws and Regulations](#), which by federal law and for health and safety reasons, contractors need to follow.

As a contractor, you play a critical role in helping to prevent lead exposure. Ordinary renovation and maintenance activities can create toxic lead dust that can harm your customers, your workers, and even yourself. By following lead-safe work practices you can prevent lead hazards.

Become lead-safe certified if you are working in places built before 1978.

Learn More:

National Lead Information Center
1-800-424-LEAD (5323)
EPA's website: www.epa.gov/lead



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Tools for Detering Equipment Thieves



Construction tools and equipment become more advanced and valuable each year, making them easy targets for thieves looking to make a quick dollar off your property. CSLB is reminding contractors that taking precautionary measures can help alleviate theft of their costly items.

Tool boxes affixed to vehicles and storage containers housing equipment are magnets for lawbreakers that evidently use bolt cutters to remove security locks. These thieves target construction vehicles and worksites in the darkest hours of the night through early morning.

A small investment in security cameras and parking in well-lit areas can help protect vehicles and worksites and can also aid in catching unwanted robbers. With the use of surveillance footage, authorities might be able to identify suspects and their vehicles and use the tape as evidence for potential criminal conviction.

To further protect equipment, contractors might consider permanently labeling their items. One method includes engraving tools and equipment with a personal name, business name, or CSLB license number. The engraved information could ultimately lead to the tool's recovery or could deter thieves since they may have a difficult time grinding off the information.

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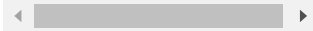
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Lastly, every power tool should be immediately logged by photo and serial number. By taking the time to inventory tools, you will have a record if something goes missing, which may help when filing insurance claims.

Contact your local non-emergency dispatch office to report questionable behavior.



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CSLB Licensing Stats by the Numbers

As of June 1, 2018, CSLB licensed 282,972 business entities. Just over 80 percent of those licenses are active; just under 20 percent are inactive.

Here's how these numbers breakdown by business type:

| Business Type | Active | Inactive | Total |
|--------------------------|----------------|---------------|----------------|
| Sole Ownerships | 136,919 | 50,696 | 187,615 |
| Corporations | 81,222 | 3,853 | 85,075 |
| Partnerships | 6,144 | 1,118 | 7,262 |
| Limited Liability | 2,380 | 108 | 2,488 |
| Joint Ventures | 463 | 69 | 532 |
| Grand Total | 227,128 | 55,844 | 282,972 |

The following link will take you to a breakdown of classifications held by the 282,972 licensed contractors. Note that a contractor license can include more than one classification, so the total number of classifications is more than the total number of business entities.

[Click here to get a breakdown of classifications](#)

Below is the number of license applications received by CSLB for each of the last six calendar years.

| Year | Total Applications Received |
|-------------|-----------------------------|
| 2012 | 31,580 |
| 2013 | 31,773 |
| 2014 | 35,215 |
| 2015 | 40,441 |
| 2016 | 38,893 |
| 2017 | 31,950 |

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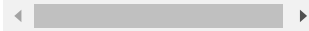
CSLB's Testing Unit administers 46 different computer-based examinations at eight test centers around the state. As shown below, between May 2017 and April 2018, CSLB scheduled over 46,000 exams.

| Test Center | # of Examinations Scheduled |
|----------------|-----------------------------|
| Berkeley | 6,058 |
| Fresno | 2,593 |
| Norwalk | 12,081 |
| Oxnard | 5,149 |
| Sacramento | 5,349 |
| San Bernardino | 6,743 |
| San Diego | 4,339 |
| San Jose | 3,771 |
| Total | 46,080 |

The Testing Unit is also responsible for updating all of CSLB's licensing exams. Each is updated every five-to-seven years, a process that includes an occupational analysis and development of the exam.

The **Occupational Analysis Phase** determines what information is relevant to each contractor classification, and in what proportion it should be tested. The cycle starts with interviews of a sample of active California licensees statewide. Staff then conducts two workshops with these subject matter experts, along with online surveys about job tasks and relevant knowledge. The result is a validation report that includes an examination outline, which serves as a blueprint for constructing examination versions/forms.

The **Examination Development Phase** involves numerous workshops to review and revise existing test questions, write and review new test questions, and determine the passing score for examinations from that point forward.



As of June 1, 2018, five exams are undergoing an occupational analysis and five other exams are currently in the development phase.

| Occupational Analysis | | Examination Development | |
|-----------------------|--------------------|-------------------------|------------------------------|
| C-10 | Electrical | C-21 | Building Moving, Demolition |
| C-13 | Fencing | C-45 | Sign |
| C-22 | Asbestos Abatement | C-47 | General Manufactured Housing |
| C-34 | Pipeline | C-50 | Reinforcing Steel |
| C-60 | Welding | C-55 | Water Conditioning |



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Take Your Expertise Beyond the Construction Zone

CSLB has two programs available for licensees to use their expertise to give back to the state's construction industry. One program involves the development of licensing exams; the other involves assisting CSLB's Enforcement division.

In the first program, subject matter experts (SME) assist CSLB's Testing unit develop new and improved test questions for license exams. To participate as a SME, you must be the qualifier for a license in good standing (i.e., current, active, and unrestricted).

CSLB maintains a SME database for each license classification. Qualified licensees who wish to be considered as a SME should contact CSLB's Testing unit through its recruitment line: (916) 255-3221.

In the other program, industry experts (IE) assist CSLB's Enforcement division during the investigation of consumer complaints. IE's provide their professional, unbiased opinion on the quality of work rendered on a project, if it meets industry standards, has been performed according to specifications, and meets contract terms and agreements. IEs also testify in criminal hearings, arbitration proceedings and administrative hearings, and submit written testimony for reports.

To participate as an IE or for more information, review CSLB's [Industry Expert publication](#) or email mary.miller@cslb.ca.gov.

Contractors in both programs are paid for the work they do for CSLB.



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Free Licensing Workshops Now Offered Monthly in Northern and Southern California



CSLB has launched a series of free workshops for those looking to become a licensed contractor. The monthly workshops are now offered in both southern and northern California.

English and Spanish sessions are held in Norwalk and Sacramento. Current licensees are encouraged to pass this information along to those who might be interested in learning more about the application process.

Attendees will get an overview of:

- How to use a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) to apply for a license
- How to apply for a license
- Required work experience
- Both required licensing exams
- Fees

Please [visit our website](#) for locations, times, and dates.