



## 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](mailto:CBU@cslb.ca.gov) or fax to 916-255-4135.

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.



## 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 to the applicant for correction or completion!**

**Please complete your application in its entirety to help 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*)

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. 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 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](http://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 \$150 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 7138 and Title 16, California Code of Regulations [T16 CCR] section 811*)
- **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 \$150 application fee if you wish to reapply. (*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, 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 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 the question has received your attention but 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 (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 service of 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 – the other contacts are for CSLB internal purposes and for service of official correspondence.

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

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

To change your existing license’s business name or address, you must complete and submit the Application to Change Business Name or Address form (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.**

### **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 \$75 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.

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

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

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.

### **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 that **direct 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)*) “Direct supervision and control” includes any one or any 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. (*T16 CCR section 823 (b)*)

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 5 – Full legal names are required.** You must provide the full legal name of the new qualifier. If the individual does not have a middle name, write “None” or “No Middle Name” in the space provided. If they have 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.** (*See note on Page 6 of the General Information and Instructions regarding collection of SSNs and ITINs.*)
- **Box 6 –** 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 7 –** 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.
- **Box 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) in accordance with contractors law, every person who is an officer must be listed on the application as an officer of the personnel of record must match those officers listed on SOS records. (*BPC 7065 (b)(1)*)
  - Limited liability company (LLC) entity** = any one of RMO, Responsible Managing Manager, Responsible Managing Member, or RME – identify the LLC officer title for an RMO, as appropriate. Officers, managers, and members on CSLB license records must match SOS records.
- 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. (*T16 CCR section 823 (a)*)
- **Box 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.

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# APPLICATION FOR REPLACING THE QUALIFYING INDIVIDUAL

## General Information and Instructions (*continued*)

### **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 to the applicant 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.

#### **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. 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. 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.

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

#### **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, the applicant's **educational institution must submit a certified official transcript directly to CSLB in a sealed envelope**. 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.

For apprenticeship programs, 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 to add a classification to their existing California license and who are licensed in the same classification in Arizona, Louisiana, Nevada, and/or Utah, as recognized by CSLB, may be eligible for the waiver of the trade examination if the qualifier meets the requirements for reciprocity (*BPC section 7065.4*). A Request for Verification of License form completed by the licensing agency from the other state must be submitted with this application. (*See CSLB's website for more information on reciprocity on the Applicants page.*)

#### **Military (Question 18)**

CSLB grants credit toward the experience requirements for current and former active duty military personnel under specific circumstances, as explained below.

Please see the military question (number 18) under Section 4 of the application. If you answer "Yes" to the question, please provide the documentation requested under the question, including evidence of your current military duty (copy of your military orders) or your previous military service (copy of your DD 214 – Certificate of Release or Discharge from Active Duty). (*BPC section 115.5*)

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

### **Credit for Military Experience and Training**

CSLB may 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 (*see Page 7 of the General Information and Instructions*) and must be supported by acceptable documentation, including 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 18 on the application, as discussed above.

### **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. 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** (*see Page 7 of the General Information and Instructions*). (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*).

#### **Re-Examination**

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 score on the exam(s). 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 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.

#### **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 based on licensure in the same classification in Arizona, Louisiana, Nevada, and/or Utah (*see CSLB's website for more information on reciprocity under the Applicants page*).

## **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 \$12,500 qualifying individual's bond, unless they were already a qualifier on the existing license and were 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 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 \$12,500 qualifying individual's bond, unless they were already a qualifier on the license and were already bonded. 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*, which can be viewed on the Guides and Publications page on CSLB's website. (*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 not less than \$1 million. For each additional member of the personnel, the amount increases \$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*)

### **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.

### **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, 7066, 7068.2, 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

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

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](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). 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](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.

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
800-321-CSLB (2752) | www.cslb.ca.gov | CheckTheLicenseFirst.com

FOR CSLB USE ONLY

Application for Replacing the Qualifying Individual

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

Application Fee .....\$150

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

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

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

The application fee of \$150 is not refundable once the application has been filed.

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

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

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.

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), 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.

\* 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.

Date, Signature of New Qualifying Individual (Mandatory), Printed Name of New Qualifying Individual (Mandatory)
Date, Signature of Owner, General Partner, or Current Officer, Manager, or Member (If Required), Printed Name of Owner, General Partner, or Current Officer, Manager, or Member (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 \$75 fee for each new qualifier.)



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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 question, the person involved must attach a separate sheet with a detailed explanation for each situation.

**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?**

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. Have you (or any company that you are or were a part of) 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)?**

Yes  No

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.

**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)?**

Yes  No

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.

**13. (This question must be answered by the qualifying individual.)** Direct supervision and control over construction operations 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

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

**14. (This question must be answered only if the qualifying individual is a responsible managing employee [RME].)** Title 16, California Code of Regulations (T16 CCR) section 823 states that an RME must be permanently employed by the applicant and actively engaged in the operation of the business for at least 32 hours per week or 80% of the total hours per week that the business is in operation. **Will you, as the responsible managing employee, meet the requirement of T16 CCR section 823 cited above?**  Yes  No

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

#### **SECTION 4 – QUALIFIER EDUCATION, APPRENTICESHIP, AND LICENSURE**

**Applicants must answer the following questions** and may be granted credit toward licensure requirements as noted below. Please refer to Page 4 of 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?**

If you checked "Yes" for this question, you may be granted credit for **completed training in an accredited school** if you:

- Submit transcripts for a four-year degree, two-year degree (or less), technical training (must include course hours and descriptions), and all other degrees in a business or construction-related field.

**Transcripts must be certified official and received directly from the educational institution in a sealed envelope.** (If you received your degree outside the United States, your transcripts must be translated, if in a language other than English, and evaluated by an accredited evaluation service that does business within the United States.)  Yes  No

You may be granted credit for a **completed apprenticeship program** if you:

- Submit a copy of your apprenticeship certificate; **AND**
- Enter the beginning and ending dates of your completed apprenticeship program:

From \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

*(The apprenticeship period cannot overlap the journeyman-level experience period being certified on the Certification of Work Experience.)*

**17. Are you licensed in another state in the same classification for which you are seeking licensure?** If you answer "Yes" to this question, you must provide a Request for Verification of License form that is completed by the licensing agency from the other state (Arizona, Louisiana, Nevada, or Utah only, depending on the classification).  Yes  No

**18. Are you serving in, or have you previously served in, the United States military?**

If you checked "Yes" for this question, please provide the following documentation:

- Evidence of your current military duty (copy of your military orders) or your previous military service (copy of your DD 214 – Certificate of Release or Discharge from Active Duty).  Yes  No

#### **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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## 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)*

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#### PART 1 – QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

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- **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.

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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) 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.
- 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, 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 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)*



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

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
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

PART 2 - WORK EXPERIENCE AND CERTIFICATION STATEMENT

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

5. APPLICANT'S JOURNEYMAN-LEVEL OR HIGHER TIME-BASE WORKED IN SPECIFIC TRADE DUTIES (check one): FULL-TIME PART-TIME FROM TO YEAR(S) and MONTH(S)
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.
7. My business relationship to Name of Qualifying Individual (Applicant) is or was (check all that apply): Employer Contractor (License Number) Foreman or Supervisor Journeyman Fellow Employee Union Representative Business Associate
8. CERTIFIER'S STREET ADDRESS Number/Street Only - NO P.O. Boxes City State ZIP Code
PHONE NUMBER FAX NUMBER EMAIL ADDRESS
9. I certify that I have direct knowledge of the work covering the time period outlined above. I certify under penalty of perjury, under the laws of the State of California, that the information stated above is true and correct. Date Signature Printed Name

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

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