

ATTENTION:

**TRADESMAN EXAMINATION
APPLICANTS**

Effective February 1, 2008, all individuals applying for a tradesman's license must submit an application directly to the Board for Contractors (the Board) BEFORE taking any required examination. The examination vendor, PSI, will no longer permit you to sit for the exam unless you have received prior approval from the Board.

The Board will review the application and, if it determines an applicant is eligible to sit for the examination, notification will be sent to the applicant via regular mail with instructions concerning how to register with PSI and schedule the examination.

Once an applicant passes the examination, PSI will notify the Board and the license will be sent to the individual's address of record.

11. Do you hold a current or expired Tradesman license, certification or registration from another state?

No

Yes If yes, complete the following table and **attach a copy of each license**.

State	Trade Designation (ELE, PLB, HVA, etc.)	Journeyman (J) Master (M)	License Number	Expiration Date

12. Are you applying for a Virginia Tradesman License by exchanging a tradesman card issued by the Virginia Department of Housing and Community Development prior to July 1, 1995 or a tradesman card issued by any local governing body prior to July 1, 1978?

No

Yes If yes, you may exchange your locally issued card only once. Skip to #20.

13. Did you successfully complete an apprenticeship program approved by the Virginia Apprenticeship Council that exempts you from the Virginia tradesman exam?

No

Yes If yes, you must attach a copy of the certificate of completion or other official document that verifies your successful completion of the apprenticeship program. Skip to #20.

14. Are you a contractor who held a Class B Registration in the trade prior to January 1, 1991 and has been continuously licensed as a Class B contractor?

No

Yes If yes, list your Virginia Contractor License Number, then skip to #20. 2 7

15. Did you pass a Class A Virginia Board for Contractors trade examination prior to January 1, 1991?

No

Yes If yes, list the trade(s) in which you were tested and the examination date(s) then skip to #20.

16. Have you passed a journeyman examination within the last 24 months in the trade you are requesting?

No

Yes If yes, list the trade(s) in which you were tested and the examination date(s).

17. Which of the following requirements have you met in order to qualify for a **journeyman** tradesman license? Check only **one**.

JOURNEYMAN APPLICANTS ONLY: Indicate your experience, vocational training and education.

Four years of practical experience in the trade and 240 hours of formal vocational training in the trade.

Required attachments: Tradesman Experience Form and Tradesman Vocational Training Form

Five years of practical experience in the trade and 160 hours of formal vocational training in the trade.

Required attachments: Tradesman Experience Form and Tradesman Vocational Training Form

Six years of practical experience in the trade and 80 hours of formal vocational training in the trade.

Required attachments: Tradesman Experience Form and Tradesman Vocational Training Form

Liquefied Petroleum & Natural Gas Fitters ONLY Four years of practical experience and 80 hours of vocational training for liquefied petroleum gas fitters and natural gas fitter providers.

Required attachments: Tradesman Experience Form and Tradesman Vocational Training Form

Associate degree or certificate of completion from at least a two-year program in a tradesman related field from an accredited community college or technical school and two years of practical experience in the trade for which licensure is requested.

Required attachments: College/school transcript and Tradesman Experience Form

Bachelor's degree received from an accredited college or university in an engineering curriculum related to the trade and one year of practical experience in the trade for which licensure is requested.

Required attachments: College/school transcript and Tradesman Experience Form

Ten years of practical experience in the trade as verified by individuals who have observed the applicant's work in the trade.

Required attachments: Tradesman Experience Form

Currently licensed in another state or jurisdiction.

Required attachments: Copy of your current license that reflects the designation you are requesting

Skip to # 20

18. Have you passed a master tradesman examination within the last 24 months?
No
Yes If yes, list the trade(s) in which you were tested and the examination date(s). Skip to #20.

19. Which of the following requirements have you met in order to qualify for a **master** tradesman license? Check only **one**.

MASTER APPLICANTS ONLY: Indicate your experience, vocational training and education.

- One year of practical experience as a licensed journeyman in the trade.
Required attachments: Tradesman Experience Form
- Ten years of practical experience in the trade verified by affidavits from individuals who observed the applicant's work in the trade.
Required attachments: Tradesman Experience Form
- Currently licensed in another state or jurisdiction
Required attachments: Copy of your current license that reflects the designation you are requesting
20. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?
No
Yes If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

21. A. Have you ever been convicted in any jurisdiction of **any felony**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

- No
Yes If yes, please provide the information requested in #21.C.

- B. Have you ever been convicted in any jurisdiction of **any misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

- No
Yes If yes, please provide the information requested in #21.C.

C. **Please read the following instructions carefully!**

If you answered "yes" to either question #21.A. or #21.B., list the felony and/or misdemeanor conviction(s). Attach your original criminal history record; a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision; **and** any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Virginia State Police, CCRE, Post Office Box 85076, Midlothian, Virginia 23261-5076. Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Note: If you have submitted the required documentation to the Virginia Board for Contractors with a previous application, which resulted in the issuance of a Tradesman or Contractors License, and you do not have any additional felony and misdemeanor convictions, you do not have to submit the information listed above. Instead, you must submit a document with your application package which includes 1) Tradesman or Contractor License Number(s) which were issued following the Board's review of the same criminal conviction documents, 2) a statement that you have not been convicted of any additional felonies and misdemeanors, 3) the date, and 4) your signature.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a valid state-issued Virginia Tradesman License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agency and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application, you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

§ 18-VAC-50-30-30.7 of the *Board for Contractors Tradesman Regulations* states, "Each non-resident applicant for a tradesman license or certificate shall file and maintain with the department an irrevocable consent for the department to serve as service agent for all actions filed in any court in this Commonwealth. In those instances where service is required, the director of the department will mail the court document to the individual at the address of record."

22. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action; or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to contractors licensure under the provisions of Title 54.1, Chapter 11 of the *Code of Virginia*, and the *Board for Contractors Tradesman Regulations*.

Signature _____

Date _____

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

