



## Instructions for Expedited Application

### Who is eligible?

Expedited processing is currently available only for businesses seeking a **Class A Contractor** license. In order to qualify for an expedited application, the business **MUST** be able to provide the following:

- ✓ Documentation (either in the form of a completed Financial Statement Form provided within the application or a CPA-reviewed Balance Sheet) demonstrating that the business's net worth is at least \$45,000.00
- ✓ Virginia State Corporation Commission (SCC) number, if the business entity is a limited partnership, limited liability company, or corporation

To register a business/trade name(s), contact the SCC at (804) 371-9733.

- ✓ Copy of the Certificate of Completion for the Designated Employee or Responsible Manager who completed the board approved business course.

For course information—including fees, schedules, and locations—review the list of **Approved Pre-License Education Providers** available under the *Education & Exams* tab on the Board website at <http://www.dpor.virginia.gov/Boards/Contractors/>

- ✓ Proof that the Designated Employee passed the Class A Contractor exam.

For exam information, contact PSI Examination services at 3210 East Tropicana, Las Vegas, NV 89121; [www.psiexams.com](http://www.psiexams.com); telephone 800-733-9267 or facsimile 818-247-3853.

- ✓ Proof that the Qualified Individual(s) passed the required exam or has the necessary license/certificate.

For exam information, contact PSI Examination services at 3210 East Tropicana, Las Vegas, NV 89121; [www.psiexams.com](http://www.psiexams.com); telephone 800-733-9267 or facsimile 818-247-3853.

- ✓ Certification that the business and any members of the business (Designated Employee, Responsible Manager, and Qualified Individual) have **NO** disciplinary action(s), criminal conviction(s), or adverse financial history.

### Cost

The cost for expedited service is **\$250.00** in addition to the required application fee. All costs must be paid by a credit card at the time the application is submitted. The costs are not refundable under any circumstances, regardless of whether the license is issued or if the license is issued within the expedited period.

### Submitting an Expedited Application

The Expedited Class A Contractor application is an online application found in the Online Renewal & Services of our website. To start the online registration process, go to:

<https://www.dporlicensehome.dpor.virginia.gov/datamart/languageChoice.do>

- Select the link to create a *New Online Profile* and register as an organization.
- Once registered, select the link to *Apply for a New License* and then select the "*Class A Contractor Expedited Application*".

The application **MUST be submitted online**. Additional documentation should be faxed to the Board for Contractors at 866-430-1033 with a cover sheet indicating the Business Name and referencing "Expedited Application."

Expedited applications will **NOT** be accepted by fax, e-mail, regular mail, or in-person.

## **Processing Time**

The Board for Contractors will process complete applications within two (2) working days from the date of receipt, or as soon thereafter as possible.

A complete application means that the Expedited Class A Contractor application form is properly completed, all requested information has been provided, payment for the application fee and expedite fee is successfully processed, and no additional information is required to process the application.

Applications submitted after 4:45 p.m. EST on a business day will be received by the Department of Professional & Occupational Regulation (the Department) at 8:15 a.m. EST on the next business day.

The schedule for the anticipated completion of expedited services is based on full business days (8:15 a.m. – 5:00 p.m. EST). When the Department is closed for all or part of a day due to a holiday or emergency (e.g., inclement weather), the schedules will be extended for a like period of time. Service may be limited under extraordinary circumstances.

The Board for Contractors will notify the applicant's contact person via phone and/or email if the application is approved for licensure. Licensing information will be available on the Department's website 24 hours after the license is issued. Expedited service does not include any costs of mailing above the normal level of service regularly provided by the Department. Therefore, the license will be sent by regular mail after issuance.

## **Deficiencies and/or Corrections**

In order for the Board for Contractors to make a timely and appropriate review of the application, the information and documents you submit must be thorough, clear, and complete.

If the application contains a deficiency, the applicant's contact person will be notified of identified deficiencies in the following order of priority: phone (messages will be left on voice mail), email, or in writing by fax.

The time needed to submit additional information to the Department is not included in the expedited application processing time. The clock will stop when staff notifies the applicant of the deficiencies. The clock will restart when the Department receives the information requested. If the additional information is submitted after 4:45 EST on a business day, the clock will restart at 8:15 a.m. EST on the next business day.

## **Questions**

For questions regarding licensure requirements, please contact the board section by email at [Contractor@dpor.virginia.gov](mailto:Contractor@dpor.virginia.gov) or phone at (804) 367-8511. Information on rules and regulations, as well as applications and instructions, are available on the Board for Contractors' website at <http://www.dpor.virginia.gov/Boards/Contractors/>.