Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8511
www.dpor.virginia.gov

Trade Designations



Board for Contractors TRADESMAN EXAM & LICENSE APPLICATION

Methods of Licensure

Reciprocity

1021

Fee \$130.00

Apprenticeship

Program

1022

Fee \$130.00

Card

Exchange

1023

Fee \$95.00

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, or a completed <u>credit card insert</u> must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

Select the designation(s) for which you are applying and one method of licensure for each.

Examination

1005

Fee \$130.00

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	Journeyman E	Electrical (ELE)									
	Master Electri					一一				Ħ	
		Plumbing (PLB)								Ħ	
	Master Plumb										
			on & Air Condition	ing (HV/A)		+					-
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		Gas Fitting (GFC)	di Conditioning (i	177)		+					_
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	Master Gas F		O F:# /I D/	0/		+ $+$					_
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		l Gas Fitter Provi									
	Any applica	nt performing wo	rk over \$1,000 mu	ust contact t	he Board for C	ontractors to	obtain a	Virginia Contr	actors	License.	
	Note:	f more than one	trade is selecte	d. the licens	se will not be	issued until a	all exams	s/qualification	s are n	net.	
V	irginia Board fo	Г	- (if applicable	e)			_	· "			
	Virginia Licer	nse Number		1 1			E	xpiration Da	ite		
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5.	Mailing Address (PO The mailing addre printed on the	ess will be	City										State		Zip Code
6.	Street Address (PO I	Box not accepted)		Check here if S	treet /	Addre	ss is t	he <u>sa</u>	ı <u>me</u> as t	ne Maili	ng Ad			above.	2.p 0000
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7	Contact Numbers		City										State		Zip Code
7.	Contact Numbers	Primary Teleph	one			Alterr	nate T	eleph	one					Fax	:
8.	Email Address														
		Email address	is co	nsidered a public	reco	rd ar	nd will	be o	disclose	d upor	req	uest	from a	third	party.
9.	Employer's Name				_	_					_	=		1	
	Employer's Virginia (Contractor's License N	lo. (if available)	2	7						\perp			
	Employer's Street Ac	ldress													
		C:4.										_	C1-1-		Zin Cada
10.		City Mt Tradesman license								,			State		Zip Code
	No ☐ Yes ☐ If ye	ody? This information s, complete the follow t this license reviewed	ing '	table. Attach a	ı cop	оу о	f eac								anding [◆] if you
	State/Jurisdiction	Trade Designation		Examination Yes (Y) or No (N			eyma ster (l			ense, Regis					Expiration Date
					+										
•	registration number; 2) to	re/Letter of Good Standing he initial date of licensure; nd 5) all closed disciplinary	3) th	ne expiration date	of th	ne lic	ense	or re	newal i						
11.	of Housing and Com prior to July 1, 1978? No	a Virginia Tradesman munity Development	prior	to July 1, 199	5 or	a tr	ades	sma	n card	l issu	ed b	y ai	ny loc	-	•
12.	For Journeyman app	olicante only:													
12.	•	essfully complete an a	nnre	enticeshin nroc	ıram	ı in \	/irair	nia?							
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	Yes	If yes,													
		your registered A an exemption to example an exemption to example an exemption to example an exemption.					_				•				•
		2) attach a copy of the (Skip to question #17		pprenticeship .	Actio	on F	orm	with	n a cor	npleti	on a	appr	oval	stam).

	B. Dia ya	ou successium complete an apprenticeship pro-	gram in anomer	State?				
	No Yes	programs) verifying the apprenticeship document signed by the apprenticeship	program sponso	or is registe	ered in their st	ate an	id; 2) a	ttach
		question #17)						
13.	•	ontractor who held a Class B Registration in the a Class B contractor?	e trade prior to Ja	anuary 1, 1	991 and has	been	continuo	ously
	Yes	If yes, list your Virginia Contractor License Nu	ımber:	2 7		П		
	- г	,,			(Skip to question	1 #17)		
14.	Did you pass	s a Class A Virginia Board for Contractor trade e	examination prior	r to January	/ 1, 1991?			
	Yes	If yes, select the trade(s) in which you were to (Skip to question #17)	ested and give th	ne examina	tion date(s).			
		Electrical (ELE)	Exam Date					
		Plumbing (PLB)	Exam Date					
		Gas-Fitting (GFC)	Exam Date					
		Heating, Ventilation & Air Conditioning (HVA)	Exam Date					
		Liquefied Petroleum Gas Fitter (LPG)	Exam Date					
		Natural Gas Fitter Provider (NGF)	Exam Date					
	☐ Four year	IAN APPLICANTS ONLY: Indicate your expers of practical experience in the trade and 240 head attachments: Attach a completed Individual Experience of Individual Experience (Individual Experience)	nours of formal vo	ocational tr	aining in the t	rade.	completi	ion or
	_ ,	rs of practical experience in the trade and 160 h ed attachments: Attach a completed Individual Ex official transcript(s).			•		completi	ion or
		s of practical experience in the trade and 80 hou ad attachments: Attach a completed <u>Individual Ex</u> official transcript(s).			•		completio	on or
		more years of practical experience in the trade ed attachments: Attach a completed Individual Exofficial transcript(s).				-		
	vocationa	d Petroleum & Natural Gas Fitters ONLY F al training for liquefied petroleum gas fitters and ed Attachments: Attach a completed Individual Ex official transcript(s).	natural gas fitter	r providers.				
	an accred	es degree or certificate of completion from at le dited community college or technical school and is requested. Ed Attachments: Attach a completed Individual Ex	d two years of p	ractical exp	perience in the	e trade	e for wh	ich
	curriculur	official transcript(s). 's degree or certificate of completion from a m related to the trade and one year of practical of ed Attachments: Attach a completed Individual Ex official transcript(s).	experience in the	e trade for v	which licensur	e is re	quested	d.

	in the trade. Required Attachment: Attach a completed Individual Experience Verification Form.
	☐ Individuals currently certified or licensed as a journeyman or master by governing body located outside the Commonwealth of Virginia. **Required Attachments: Attach a Certification/Letter of Good Standing and a copy of a currently valid journeyman or master license or certification.
	 Certifications of Licensure/Letter of Good Standing prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fee; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.) and 5) all closed disciplinary actions resulting in violations or undetermined.
16.	Which of the following requirements have you met in order to qualify for a master exam tradesman license? Select only one .
	MASTER APPLICANTS ONLY: Indicate your experience, vocational training and education.
	One year of practical experience as a licensed journeyman in the trade. Provide your VA License Number 2 7
	Three years of practical experience as a licensed residential HVAC tradesman or licensed residential plumber tradesman in the trade. Required Attachment: Attach a completed Individual Experience Verification Form.
	Nine years of practical experience in the trade verified by individuals who observed the applicant's work in the
	trade.
	Required Attachment: Attach a completed Individual Experience Verification Form.
	 ☐ Individuals currently certified or licensed as a journeyman or a master by governing body located outside the Commonwealth of Virginia. Required Attachments: Attach a Certification/Letter of Good Standing and a copy of a currently valid master license or certification.
	 Certifications of Licensure/Letter of Good Standing prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fee; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.) and 5) all closed disciplinary actions resulting in violations or undetermined.
17.	Have you ever been subject to a <u>disciplinary action</u> taken by <u>any</u> (including Virginia) local, state or national regulatory body? No
	Yes If yes, complete the <u>Disciplinary Action Reporting Form.</u>
18.	A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any felony ? <i>Any plea of nolo contendere shall be considered a conviction.</i>
	No
	B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any <u>misdemeanor</u> ? <i>Any plea of nolo contendere shall be considered a conviction.</i>
	No Yes If yes, complete the <u>Criminal Conviction Reporting Form</u> .
19.	If the requested exam is offered in a different language, which language would you prefer? ☐ English or ☐ Spanish
	➤ If this question is not answered, the exam language will default to English.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Contractors 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 on 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 Individual License and Certification Regulations* states, "Each non-resident applicant for a 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."

- 20. By signing this application, I certify the following statements:
 - I am aware that submitting false information or omitting pertinent or material information in connection with this
 application will delay processing and may lead to license revocation or denial of license.
 - I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
 - I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
 - I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
 - I have read, understand and complied with all the laws of Virginia related to this profession under the provisions
 of Title 54.1, Chapter 11, of the Code of Virginia and the Virginia Board for Contractors Individual License and
 Certification Regulations.

Signature	Date	