

8. Contact Numbers

Primary Telephone

Alternate Telephone

9. Email Address

Email address is considered a public record and will be disclosed upon request from a third party.

10. Applicants who hold a **current** license/certificate:

A. Do you hold a **current** (non-Virginia) license or certificate issued by a regulatory board or government entity?

No If no, skip to question #11.

Yes If yes, have you held this license/certificate for at least 3 years?

No If no, you do not qualify for the Universal license. You may apply using the Board's license application.

Yes

B. Did your current state or your state of original licensure/certification require you to pass an examination?

No If no, you do not qualify for the Universal license. You may apply using the Board's Exam & License Application.

Yes If yes, did that state require you to complete any education, training and/or experience requirements to obtain this license/certificate?

No If no, you do not qualify for the Universal license. You may apply using the Board's license application.

Yes

C. Complete the following table and include all **current** and **expired** licenses and/or certification issued from any state, territory, possession, or jurisdiction of the United States.

The *Certification of Licensure/Letter of Good Standing*[♦] must be submitted by from the state board/regulatory body directly to **Board for Contractor - Tradesmen Program** and must be dated within the last 90 days from each jurisdiction.

State/Jurisdiction	Trade Designation	Trainee (T) Journeyman (J) Master (M)	License or Certification Number	Did you pass an examination?	Expiration Date
				Yes <input type="checkbox"/>	
				Yes <input type="checkbox"/>	
				Yes <input type="checkbox"/>	
				Yes <input type="checkbox"/>	
				Yes <input type="checkbox"/>	
				Yes <input type="checkbox"/>	

- ♦ *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 date; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.) and the minimum requirement that were met to qualify for licensure; and 5) all closed disciplinary actions resulting in a violation or undetermined finding.*

Certification can be emailed to tradesmen@dpor.virginia.gov, faxed to 877-340-9616 or mailed to:
Board for Contractor - Tradesmen, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485

D. Do you have any unresolved complaints or investigations pending against you at the time you submitted this application?

No

Yes If yes, please give a brief description of this complaint/pending investigation:

Skip to question #12.

11. For applicants who **do not hold a current** license or certificate.

A. Do you work in a state, or jurisdiction of the United States (other than Virginia) that does not regulate your profession?

No If no, you do not qualify for the Universal license. You may apply using the Board's Exam & License Application.

Yes If yes, have you worked in this profession for a least three years?

No If no, you do not qualify for a Universal License at this time. You may apply using the Board's Exam & License Application.

Yes

B. Have you ever passed an examination for this profession in any state or territory of the United States?

No If no, you **will** be required to take the Virginia examination upon the Board's review of your application. Applicant will be notified by the Board when they are eligible to sit for the exam.

Yes If yes, provide the following information about the examination:

State/Jurisdiction: _____ Date of Examination _____
(MM/YYYY)

Required Documentation: Attach a copy of a certificate or other documentation showing successful completion of the National/Board-approved examination.

C. List all the state or jurisdiction of the United States where you have practiced this profession:

State/Jurisdiction	Profession/Occupation	Dates of Employment*	
		Start (MM/YY)	Finished (MM/YY)

*Show a minimum of 3 years of employment.

D. An Experience Verification Form* must be complete and submitted along with this application. Is one attached?

No Yes

* Tradesman Experience Verification Form is located here - https://www.dpor.virginia.gov/sites/default/files/boards/Tradesman/A501-27EXP_pdf.pdf.

12. Have you ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, complete the Disciplinary Action Reporting Form.

13. 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**? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the Criminal Conviction Reporting Form.

- B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor**? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

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."

14. 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 _____