



Board for Contractors  
**INDIVIDUAL - RESIDENTIAL BUILDING ENERGY ANALYST LICENSE APPLICATION**  
Fee \$130.00

A check or money order payable to the TREASURER OF VIRGINIA,  
or a completed credit card insert must be mailed with your application package.  
**APPLICATION FEES ARE NOT REFUNDABLE.**

1. Name \_\_\_\_\_  
Last First Middle Generation
2. Provide **one** of the following identification numbers.  
 Social Security Number or  Virginia DMV Control Number \*  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\* 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.
3. Date of Birth \_\_\_\_\_  
MM/DD/YYYY
4. Mailing Address (PO Box accepted) \_\_\_\_\_  
If a mailing address is submitted, the mailing address will be printed on the license.  
\_\_\_\_\_  
City State Zip Code
5. Street Address (PO Box not accepted)  Check here if Street Address is the same as the Mailing Address listed above.  
**PHYSICAL ADDRESS REQUIRED**  
**if mailing address is a PO Box.**  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code
6. E-mail Address \_\_\_\_\_
7. Contact Numbers \_\_\_\_\_  
Primary Telephone Alternate Telephone Fax
8. Have you successfully completed a Board approved residential building energy analyst training program\* ?  
No   
Yes  If yes, attach a certificate of completion or other documentation certifying the completion of the course.  
\* Residential building energy analyst courses must be completed through programs that meet or exceed the standards set forth by the U.S. Environmental Protection Agency, the U.S. Department of Energy, or the Home Performance with Energy Program. Other programs could be approved after board review.
9. Have you successfully completed a minimum of five (5) residential building energy analyses under the direct supervision of a licensed residential building energy analyst?  
No   
Yes  If yes, attach a completed Experience Verification Form.

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|-----------------------|------|-----|------------|----------|------------------|------------|--|
| BOARD<br>USE<br>ONLY  | ETS  |     |            |          |                  |            |  |
| OFFICE<br>USE<br>ONLY | DATE | FEE | TRANS CODE | ENTITY # | FILE #/LICENSE # | ISSUE DATE |  |
|                       |      |     | 1020       |          | 2722             |            |  |

10. Are you currently a member (in good standing) with a certified organization that is board approved?  
 No   
 Yes  If yes, provide documentation of your current membership information.
11. Are you currently employed by a company that holds a valid residential building energy analysts firm license?  
 No  If no, provide a copy of your certificate of liability insurance showing a minimum of \$100,000 with this application. The Applicant's name must be listed as the policy holder.  
 Yes  If yes, provide the Virginia License number and expiration date below:  
 Virginia License Number 

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 Expiration Date \_\_\_\_\_  
 Company Name \_\_\_\_\_
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, 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.
13. Have you ever been convicted in any jurisdiction of a ***misdemeanor and/or 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, list the **misdemeanor and/or any felony conviction(s)**. Attach your original criminal history record 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 Virginia state police at [www.vsp.virginia.gov](http://www.vsp.virginia.gov) or by phone at (804)674-6718. Applicants with convictions from other jurisdictions, other than Virginia; must provide an original criminal history record from each state/jurisdiction in which they have been convicted.*
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14. During the past five years, **have you ever** had any outstanding/past-due debts; judgments; outstanding tax obligations; defaults on bonds; or pending/past bankruptcies?  
 No   
 Yes  IF YES, YOU MUST ATTACH ALL SUPPORTING DOCUMENTS that directly relates to the practice of residential building energy analysis as defined in the §54.1-1144 of the *Code of Virginia*. Failure to provide adequate documentation will result in a delay in the processing of your application.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Contractor Individual 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 agent 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 nonresident 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."

15. 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 certify that I will notify the Department if I am subject to any disciplinary action; or convicted of any felony or misdemeanor (in any jurisdiction) prior to receiving the receipt of the requested license. I also certify that I understand, have complied with, all the laws of Virginia related to contractor license 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*.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_