

**Board for Contractors**  
**RESIDENTIAL TRADESMAN EXAM & LICENSE APPLICATION**

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.**

Select the designation(s) for which you are applying.

Trade Designations	Examination
	1005
	Fee \$130.00
Residential Plumber Tradesman (PLB)	<input type="checkbox"/>
Residential Heating, Ventilation, and Air Conditioning Tradesman (HVAC)	<input type="checkbox"/>

Any applicant performing work over \$1,000 must contact the Board for Contractors to obtain a Virginia Contractors License.

*Note: If more than one trade is selected, the license will not be issued until all exams/qualifications are met.*

- Provide a **current or previously** issued license by Department of Professional and Occupational Regulation or from the Virginia Board for Contractors - (if applicable)

Virginia License Number  Expiration Date \_\_\_\_\_

1. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

\_\_\_\_\_  
 Last (required) First (required) Middle Generation

**\*\*Required Attachment: Provide a copy of your government issued ID. Copy must be legible.**

2. Provide at least **one** of the following identification numbers\*:

Social Security Number and/or

-  -

Virginia DMV Control Number

➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

\* 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 \_\_\_\_\_ (Must be at least 18 years of age.)

MM/DD/YYYY

4. Maiden or Former Name(s) \_\_\_\_\_

5. Mailing Address (PO Box accepted)

The mailing address will be printed on the license.

\_\_\_\_\_  
 City State Zip Code

6. Street Address (PO Box not accepted)  Check here if Street Address is the same as the Mailing Address listed above.

**PHYSICAL ADDRESS REQUIRED**

\_\_\_\_\_  
 City State Zip Code

BOARD USE ONLY	ETS	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
						<b>2709</b>	

7. Contact Numbers \_\_\_\_\_  
Primary Telephone Alternate Telephone Fax

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

9. Employer's Name \_\_\_\_\_

Employer's Virginia Contractor's License No. (if available) 

2	7								
---	---	--	--	--	--	--	--	--	--

Employer's Street Address \_\_\_\_\_  
City State Zip Code

10. Do you hold a **current** Tradesman license, certification or registration issued by any (excluding Virginia) local, state or national regulatory body? This information may be used to qualify you for the tradesman examination.  
 No   
 Yes  If yes, complete the following table. Attach a copy of each Certification/Letter of Good Standing <sup>◆</sup> if you want this license reviewed for experience or reciprocity.

State/Jurisdiction	Trade Designation	Examination Yes (Y) or No (N)	Residential (R)	License, Certification or Registration No.	Expiration Date

<sup>◆</sup> *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.*

11. Which of the following requirements have you met in order to qualify for a **residential tradesman** exam license? Select only **one**.

**Indicate your experience, vocational training and education.**

- Two years of practical experience in the trade and 160 hours of formal vocational training in the trade.  
**Required attachments:** Attach a completed **Individual Experience Verification Form** and certification(s) of completion or official transcript(s)
- Three years of practical experience in the trade and 120 hours of formal vocational training in the trade.  
**Required attachments:** Attach a completed **Individual Experience Verification Form** and certification(s) of completion or official transcript(s).
- Four years of practical experience in the trade and 80 hours of formal vocational training in the trade.  
**Required attachments:** Attach a completed **Individual Experience Verification Form** and certification(s) of completion or official transcript(s).
- Five years of practical experience in the trade and 40 hours of formal vocational training in the trade.  
**Required attachments:** Attach a completed **Individual Experience Verification Form** and certification(s) of completion or official transcript(s).
- Six or more years of practical experience in the trade.  
**Required Attachments:** Attach a completed **Individual Experience Verification Form**.
- Individuals currently certified or licensed as a Residential Tradesman by a governing body outside the Commonwealth of Virginia.  
**Required Attachments:** Attach a Certification/Letter of Good Standing and a copy of a currently valid Residential Tradesman license or certification

<sup>◆</sup> *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.*

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 **non-marijuana misdemeanor**?  
 No   
 Yes  If yes, complete the [Criminal Conviction Reporting Form](#).
14. 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."

15. 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 \_\_\_\_\_

**\*\*Required Attachment: Provide a copy of your government issued ID. Copy must be legible.**