

Board for Contractors

TRADESMAN ADDITIONAL DESIGNATION & LICENSE UPGRADE 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 method of licensure you are applying for:

| X | Trans | Adding Designation by: | Fee | X | Trans | Upgrading to a Masters by: | Fee |
|--------------------------|-------|------------------------|----------|--------------------------|-------|----------------------------|----------|
| <input type="checkbox"/> | 5005 | Examination | \$105.00 | <input type="checkbox"/> | 5006 | Examination | \$150.00 |
| <input type="checkbox"/> | 5021 | Reciprocity | \$105.00 | <input type="checkbox"/> | 5024 | Reciprocity | \$150.00 |
| <input type="checkbox"/> | 5022 | Apprenticeship Program | \$105.00 | | | | |

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

- Do you currently hold a **valid** Virginia Tradesman License?
 No ☐ If no, you can not complete this application. Complete the [Virginia Tradesman Exam & License Application](#).
 Yes ☐ Virginia License Number

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 Expiration Date _____
- 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.

- Provide at least **one** of the following identification numbers*:
☐ **Social Security Number** and/or

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☐ **Virginia DMV Control Number**

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 ➤ 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.

- Date of Birth _____ (Must be at least 18 years of age.)
MM/DD/YYYY

- Maiden or Former Name(s) _____

- Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license.

 City State Zip Code

- Street Address (PO Box not accepted)
PHYSICAL ADDRESS REQUIRED

☐ Check here if Street Address is the same as the Mailing Address listed above.

 City State Zip Code

- Contact Numbers

Primary Telephone Alternate Telephone Fax

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

| OFFICE USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | FILE #/LICENSE # | ISSUE DATE |
|-----------------------|------|-----|------------|----------|------------------|------------|
| | | | | | 2710 | |

10. Select the Tradesman Designation you are requesting to **add** or **upgrade**: (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Journeyman Electrical (ELE) | <input type="checkbox"/> Master Electrical (ELE) |
| <input type="checkbox"/> Journeyman Plumbing (PLB) | <input type="checkbox"/> Master Plumbing (PLB) |
| <input type="checkbox"/> Journeyman Heating, Ventilation & Air Conditioning (HVA) | <input type="checkbox"/> Master Heating, Ventilation & Air Conditioning (HVA) |
| <input type="checkbox"/> Journeyman Gas Fitting (GFC) | <input type="checkbox"/> Master Gas Fitting (GFC) |
| <input type="checkbox"/> Journeyman Liquefied Petroleum Gas Fitter (LPG) | <input type="checkbox"/> Master Liquefied Petroleum Gas Fitter (LPG) |
| <input type="checkbox"/> Journeyman Natural Gas Fitter Provider (NGF) | <input type="checkbox"/> Master Natural Gas Fitter Provider (NGF) |

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

11. Employer's Name _____

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

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Employer's Street Address _____

City _____ State _____ Zip Code _____

12. Do you hold a current Tradesman license, certification or registration issued by any (outside of 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* if you want this license reviewed for experience or reciprocity.

| State/Jurisdiction | Trade Designation | Examination Yes (Y) or No (N) | Journeyman (J) Master (M) | License, Certification or Registration No. | Expiration Date |
|--------------------|-------------------|----------------------------------|------------------------------|---|--------------------|
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◆ *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.*

13. Are you applying for a Virginia Tradesman License by exchanging a tradesman card issued by the Virginia Department of Housing and Community Development prior to July 1, 1995 or a tradesman card issued by any local governing body prior to July 1, 1978?

No ☐

Yes ☐ If yes, you may exchange your locality issued card only once. (Skip to question #19)

14. For Journeyman applicants only:

A. Did you successfully complete an apprenticeship program in Virginia?

No ☐

Yes ☐ If yes,

1) your registered Apprenticeship Sponsor in Virginia **MAY** be a sponsor that has been granted an exemption to examination. **DPOR will verify that status.** Provide name of the sponsor:

2) attach a copy of the **Apprenticeship Action Form** with a completion approval stamp.
(Skip to question #19)

B. Did you successfully complete an apprenticeship program in another state?

No ☐

Yes ☐ If yes, 1) attach official document from the other state's regulating entity (for apprenticeship programs) verifying the apprenticeship program sponsor is registered in their state and; 2) attach document signed by the apprenticeship sponsor verifying your experience and training. (Skip to question #19)

15. Are you a contractor who held a Class B Registration in the trade prior to January 1, 1991 and has been continuously licensed as a Class B contractor?

No ☐

Yes ☐ If yes, list your Virginia Contractor License Number:

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(Skip to question #19)

16. Did you pass a Class A Virginia Board for Contractor trade examination prior to January 1, 1991?

No ☐

Yes ☐ If yes, select the trade(s) in which you were tested and give the examination date(s).
(Skip to question #19)

☐ Electrical (ELE) Exam Date _____ ☐ Heating, Ventilation & Air Conditioning (HVA) Exam Date _____

☐ Plumbing (PLB) Exam Date _____ ☐ Liquefied Petroleum Gas Fitter (LPG) Exam Date _____

☐ Gas-Fitting (GFC) Exam Date _____ ☐ Natural Gas Fitter Provider (NGF) Exam Date _____

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

JOURNEYMAN APPLICANTS ONLY: Indicate your experience, vocational training and education.

- ☐ Four years of practical experience in the trade and 240 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 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).

- ☐ Six 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).

- ☐ Seven or more 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).

- ☐ **Liquefied Petroleum & Natural Gas Fitters ONLY** Four years of practical experience and 80 hours of formal vocational training for liquefied petroleum gas fitters and natural gas fitter providers.

Required attachments: Attach a completed **Individual Experience Verification Form** and certification(s) of completion or official transcript(s).

- ☐ Associates degree or certificate of completion from at least a two-year program in a tradesman related field from an accredited community college or technical school and two years of practical experience in the trade for which licensure is requested.

Required attachments: Attach a completed **Individual Experience Verification Form** and certification(s) of completion or official transcript(s).

- ☐ Bachelor's degree or certificate of completion from an accredited college or university in an engineering curriculum related to the trade and one year of practical experience in the trade for which licensure is requested.

Required attachments: Attach a completed **Individual Experience Verification Form** and certification(s) of completion or official transcript(s).

- ☐ Eight years of practical experience in the trade as verified by individuals who have observed the applicant's work in the trade.

Required attachments: 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 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.

18. 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 Virginia licensed journeyman in the trade.
Required Attachment: Attach a completed **Individual Experience Verification Form**.
- ☐ Three years of practical experience as a Virginia licensed residential HVAC or plumber tradesman.
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 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.

19. 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](#).
20. 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**?
- 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](#).

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.

21. 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 *Board for Contractors Individual License and Certification Regulations*.

Signature _____ Date _____