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

Apprenticeship

Program

1022

Card

Exchange

1023

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 \$1		ee \$175.00	Fee \$175.00	Fee \$13	
	Journeyman I	Electrical (ELE)		1 00 \$1	1		1 00 \$17 0.00	100010	
	Master Electri				i	Ti I			
		Plumbing (PLB)							
	Master Plumb	ping (PLB)							
	Journeyman I	Heating, Ventilation	on & Air Conditioni	ng (HVA)					
	Master Heatin	ng, Ventilation & A	Air Conditioning (H	VA)					
		Gas Fitting (GFC)]				
	Master Gas F								
			um Gas Fitter (LPG	G)					
		ied Petroleum Ga							
		Natural Gas Fitter							
		al Gas Fitter Prov							
		<u> </u>	<u> </u>	st contact the Board					ense.
	Note:	If more than one	trade is selected	l, the license will <u>n</u> e	ot be issue	d until all exa	ms/qualificatio	ns are met.	
➤ P	rovide a <i>curre</i>	nt or previou	sly issued licer	nse by Departme	nt of Prof	essional an	d Occupation	nal Regulat	tion or from the
		•	- (if applicable					3	
V	•	r	(ii applicable	1 1					
	Virginia Lice	nse Number					Expiration D	ate	
1.	Full Legal Nan	ne (As it anne	ears on your gove	ernment issued ID	or other le	gal documer	tation)		
	Tan Logar Han	110 (710 it appo	ard on your gove	THITOTIC IOOGCG ID	01 011101 10	gai accamoi	tation.)		
	Last (required)		First	(required)		Middle			Generation
	,	Attachment:			issued ID		be legible.		Generation
	Required		Provide a copy o	f your government			be legible.		Generation
2.	Required		Provide a copy o				be legible.		Generation
2.	Required Provide at leas	st <u>one</u> of the fo	Provide a copy o	f your government			be legible.		Generation
2.	Required Provide at leas		Provide a copy o	f your government			be legible.		Generation
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2.	Required Provide at leas Social S Virginia	st <u>one</u> of the fo ec <i>urity Numbe</i> DMV Control No	Provide a copy o ollowing identifi or and/or umber	f your government	: 	Copy must	-		Generation
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3. 4. BOARD USE	Provide at lease Social	ost one of the forecurity Number DMV Control Nume identification nuquires every application nonwealth to provide	Provide a copy of collowing identifier and/or comber comber as used on example as social security not combe as social security not c	f your government cation numbers* amination, previous applificate, registration or our output of the control number or a control number of a cont	olications or I	Copy must	- lith the departmer in a business, trac	de, profession	
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3. 4. BOARD USE ONLY	Provide at lease Social	ost one of the forecurity Number DMV Control Nume identification nuquires every application nonwealth to provide	Provide a copy of collowing identifier and/or comber comber as used on example as social security not combe as social security not c	f your government cation numbers* amination, previous applificate, registration or our output of the control number or a control number of a cont	olications or I	- Copy must	- lith the departmer in a business, trac	de, profession	
3. 4. BOARD USE	Provide at lease Social S Virginia Enter the sa State law reby the Common Date of Birth Maiden or Fore	of the forecurity Number DMV Control Nume identification numeridentification number of the provident of the	Provide a copy of collowing identifier and/or umber umber as used on example a social security number (M	f your government cation numbers* amination, previous applificate, registration or oumber or a control numust be at least 18 years.	olications or I	- Copy must	rith the departmer in a business, tracepartment of Moto	de, profession	or occupation issued

5.	Mailing Address (PO Box accepted) The mailing address will be printed on the license.		City					State	Zip Code
6.	Street Address (PO I	Box not accepted)			eet Address i	is the <u>sam</u>	e as the Mailing	Address listed ab	•
	,	RESS REQUIRED							
			0:1						7: 0 1
7	Contact Numbers		City					State	Zip Code
7.	Contact Numbers	Primary Telepho	one		Alternate	e Telepho	ne		Fax
8.	Email Address								
		Email address	is co	nsidered a public r	ecord and v	will be dis	sclosed upon re	quest from a th	ird party.
9.	Employer's Name								· ·
	Employer's Virginia (Contractor's License N	lo. (if available)	2 7				
	Employer's Street Ac	ldress							
									7: 0
		City				.		State	Zip Code
10.	national regulatory be No	nt Tradesman license ody? This information s, complete the follow t this license reviewed	may ving t	be used to quate	alify you f	or the t	radesman e	xamination.	^
	State/Jurisdiction	Trade Designation		Examination Yes (Y) or No (N)	Journeyn Master		License, Ce Registra	ertification or ation No.	Expiration Date
			,						
•	registration number; 2) ti	re/Letter of Good Standing he initial date of licensure; nd 5) all closed disciplinary	3) th	ne expiration date	of the licens	se or ren	ewal fee; 4) th		
11.	of Housing and Com prior to July 1, 1978? No	a Virginia Tradesman munity Development p you may exchange yo	prior	to July 1, 1995	or a trad	lesman	card issued	by any local	•
12.	For Journeyman app	olicants only:							
	A. Did you succe	essfully complete an a	ppre	enticeship progr	am in Vir	ginia?			
	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 (Skip to question #17		oprenticeship A	ction Fori	<u>m</u> with	a completion	approval sta	amp.

	B. Dia ya	ou successium complete an app	orenticeship program in ano	ther state?	
	No				
	Yes	programs) verifying the	al document from the other apprenticeship program spee apprenticeship sponsor was apprenticeship spons	oonsor is registered in thei	r state and; 2) attach
13.		ntractor who held a Class B Re Class B contractor?	gistration in the trade prior	to January 1, 1991 and h	as been continuously
	Yes	If yes, list your Virginia Contra	ctor License Number:	2 7 Skip to ques	stion #17)
14.	Did you pass	a Class A Virginia Board for Co	entractor trade examination	prior to January 1, 1991?	
	Yes	If yes, select the trade(s) in what (Skip to question #17)	nich you were tested and gi	ve the examination date(s).
		Electrical (ELE)	Exam Date	AV	
		Plumbing (PLB)	Exam Date		
		Gas-Fitting (GFC)	Exam Date		
		Heating, Ventilation & Air Co	onditioning (HVA) Exam Date		
		Liquefied Petroleum Gas Fitt			
		Natural Gas Fitter Provider (
15.	Select only of JOURNEYM Four year	AN APPLICANTS ONLY: Indices of practical experience in the	cate your experience, voc trade and 240 hours of form	ational training and eductional vocational training in the	cation. e trade.
	•	ad attachments: Attach a complete official transcript(s	5)		., ,
	_ ,	s of practical experience in the t d attachments: Attach a complete official transcript(s	ed <u>Individual Experience Ve</u>	•	
	•	of practical experience in the trade datachments: Attach a complete	ed <u>Individual Experience Ve</u>	•	
		official transcript(s more years of practical experier d attachments: Attach a complete official transcript(s	nce in the trade and 40 hou ed Individual Experience Ve		•
	vocationa	d Petroleum & Natural Gas Fin Il training for liquefied petroleum d Attachments: Attach a complet official transcrip	tters ONLY Four years or gas fitters and natural gas red Individual Experience Ve	fitter providers.	
	an accred	es degree or certificate of compl dited community college or tech is requested. In Attachments: Attach a complet	letion from at least a two-ye nical school and two years led <i>Individual Experience Ve</i>	of practical experience in	the trade for which
	curriculur	official transcrip s degree or certificate of cor n related to the trade and one ye d Attachments: Attach a complet official transcrip	mpletion from an accredit ear of practical experience i ed <i>Individual Experience Ve</i>	n the trade for which licen	sure is requested.

	Ten years of practical experience in the trade as verified by individuals who have 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 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
	☐ Ten years of practical experience in the trade verified by individuals who observed the applicant's work in the
	trade. Required Attachment: Attach a completed <u>Individual Experience Verification Form</u> .
	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? Any plea of nolo contendere shall be considered a conviction.
	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.
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.
	Figure 40000011 10 Hot anowered, the examinanguage 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.

