

## **Board for Contractors REQUIREMENTS FOR QUALIFIED INDIVIDUALS**

The Virginia Board for Contractors requires licensed contracting firms to identify a Qualified Individual for each license classification and specialty designation printed on the license. The Qualified Individual in a Class C business must have at least 1 year of experience in the appropriate classification or specialty designation. The Qualified Individual in a Class B business must have at least 3 years of experience in the appropriate classification or specialty designation. The Qualified Individual in a Class A business must have at least 5 years of experience in the appropriate classification or specialty designation.

For all new applications for licensure, applications for specialties to existing licenses, or changes to an existing Qualified individual, received after December 1, 2012: In addition to the number of years of experience required, Qualified Individuals will be required to hold a valid Individual License or Certification issued by the Board for Contractors, hold a valid certification from another agency, board or third-party organization, or successfully complete a technical examination in order to meet the requirements set forth in the Board for Contractors Regulations.

### **Requirements for Trade-Related License Classifications and Specialties**

Qualified Individual for the electrical (ELE), plumbing (PLB), and HVAC (HVA) license classifications, as well as the gas-fitting (GFC), liquefied petroleum gas contracting (LPG), and natural gas fitting provider contracting (NGF) specialty designations, must hold a current Master Tradesman Card issued by the Board for Contractors in the appropriate classification/specialty.

### **Licensure and Certification Requirements for Non-Trade Related Classifications and Specialties**

Qualified Individuals for the asbestos (ASB), accessibility services (ASC), accessibility services with LULA (ASL), blast/explosive (BEC), fire sprinkler (SPR), elevator/escalator (EEC), lead abatement (LAC), manufactured home (MHI), radon mitigation (RMC), alternative disposal systems (ADS), conventional disposal systems (CDS), and water well/pump (WWP) specialty designations are required to meet the following additional requirements:

#### **Alternative Disposal System Contracting (ADS)**

Business applying for ADS specialty designation must:

1. Employ a Qualified Individual who has a valid Master Alternative Onsite Sewage System Installer License issued through the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals, telephone 804-367-8595.
2. Upon receipt of the Master Alternative Onsite Sewage System Installer license, submit a Contractor license application or Additional License Classification / Specialty Designation Application along with the required fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233.

## **Asbestos Contracting (ASB)**

Business applying for ASB specialty designation must:

1. Employ a Qualified Individual who has a valid Asbestos Supervisor's License issued through the Board for Asbestos, Lead, and Home Inspectors (ALHI); telephone 804-367-8595.
2. Upon receipt of the Qualified Individual's Asbestos Supervisor's License submit a Contractor's License application or Additional License Classification/ Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485
3. Upon issuance of the Contractor's License, contact the Board for Asbestos, Lead, and Home Inspectors (ALHI) at 804-367-8595 to apply for a (ALHI) Contractors License.

## **Accessibility Services (ASC)**

Business applying for ASC specialty designation must:

1. Submit an Accessibility Mechanic Certification application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.
2. Upon approval by the Board, you may then schedule your Qualified Individual for the Certified Accessibility Mechanic exam, contact PSI Examination Services at 3210 E. Tropicana, Las Vegas, NV 89121; [www.psiexams.com](http://www.psiexams.com); telephone 1-800-733-9267; and facsimile 702-932-2666.
3. Upon successful completion of examination and issuance of Accessibility Mechanic Certification, submit a Contractor License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 (if applicable).

## **Accessibility Services with LULA (ASL)**

Business applying for ASL specialty designation must:

1. Submit a Limited Use/Limited Application Endorsement application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233- 1485. This endorsement requires the individual to already hold an Accessibility Mechanic Certification.
2. Upon approval by the Board, you may then schedule your Qualified Individual for the Limited Use/Limited Application Endorsement exam, contact PSI Examination Services at 3210 E. Tropicana, Las Vegas, NV 89121; [www.psiexams.com](http://www.psiexams.com); telephone 1-800-733-9267; and facsimile 702-932-2666.
3. Upon successful completion of examination and issuance of Accessibility Mechanic Certification with the LULA Endorsement, submit a Contractor's License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 (if applicable).

## **Blast/explosive Contracting (BEC)**

Business applying for BEC specialty designation must:

1. Employ a Qualified Individual who has a valid Blaster Certification issued through the State Fire Marshal's Office. To schedule your Qualified Individual for the Blaster Certification exam, contact Prometric at 1260 Energy Lane, St. Paul, MN 55108, telephone 1.800.899.3971 or [www.prometric.com/virginia](http://www.prometric.com/virginia). Additional inquiries contact State Fire Marshal's Office at 1005 Technology Park Drive, Glen Allen, VA 23059, telephone 804- 371-0220 or [www.vafire.com/index.htm](http://www.vafire.com/index.htm).
2. Upon receipt of the Qualified Individual's Blaster Certification submit a Contractor's License application or Additional License Classification/ Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.

## **Conventional Disposal System contracting (CDS)**

Business applying for CDS specialty designation must:

1. Employ a Qualified Individual who has either a valid Master Conventional Onsite Sewage System Installer license or a valid Master Alternative Onsite Sewage System Installer license from the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals, telephone 804-367-8595.
2. Upon receipt of the Master Conventional Onsite Sewage System Installer license, submit a Contractor license application or Additional License Classification / Specialty Designation Application along with the required fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233.

## **Elevator/Escalator contracting (EEC)**

Business applying for EEC specialty designation must:

1. Submit an Elevator Mechanic Certification application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.
2. Upon approval by the Board, you may then schedule your Qualified Individual for the Certified Elevator/Escalator Mechanic exam, contact PSI Examination Services at 3210 E. Tropicana, Las Vegas, NV 89121; [www.psiexams.com](http://www.psiexams.com); telephone 1-800-733-9267; and facsimile 702-932-2666.
3. Upon successful completion of examination and issuance of Elevator Mechanic Certification, submit a Contractor's License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 (if applicable).

### **Fire sprinkler contracting (SPR)**

Business applying for SPR specialty designation must:

1. Employ a Qualified Individual who has a valid NICET Level III certificate or higher issued through National Institute for Certification in Engineering Technologies. Contact NICET at 703-684-2835 or 1-800-787-0034.

2. Employ a Qualified Individual who has a valid Virginia Professional Engineer License who possesses experience in automatic fire sprinkler layout and installation as verified by their employer(s), client(s) or building official(s).

3. Upon issuance of a valid Virginia Professional Engineer License OR a NICET Level III certificate or higher, submit a Contractor's License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.

### **Lead abatement contracting (LAC)**

Business applying for LAC specialty designation must:

1. Employ a Qualified Individual who has a valid Asbestos Supervisor's License with the Board for Asbestos, Lead, and Home Inspectors (ALHI); telephone 804-367-8595.

2. Upon receipt of the Qualified Individual's Lead Abatement Supervisor's License submit a Contractor's License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.

3. Upon issuance of the Contractor's License, contact the Board for Asbestos, Lead and Home Inspectors (ALHI) at 804-367-8595 to apply for a (ALHI) Contractors License.

### **Manufactured Home Contractor (MHC)**

Business applying for MHC specialty designation must:

1. Employ a Qualified Individual who has a valid Manufactured Housing Installer Certification issued through the Department of Housing and Community Development; telephone 804-371-7160.

2. Upon receipt of the Manufactured Housing Installer Certification, submit a Contractor's License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.

## **Miscellaneous Contracting (MSC)**

Business applying for MSC specialty designation must:

1. Employ a Qualified Individual with the requisite years of experience (2, 3, or 5 years), based on license class, for the particular activity that meets the MSC definition outlined in 18 VAC 50-22-30 of the regulations.
2. NOTE: Applicants for this specialty are required to have their application and all supplemental documentation reviewed by the Board for Contractors in accordance with the provisions of the Administrative Process Act (§ 2.2-4019 and §2.2-402 of the Code of Virginia). Licensing staff may not approve this specialty without the prior authorization of the Board.

## **Radon mitigation contracting (RMC)**

Businesses applying for the RMC specialty designation must:

1. Qualify for the Residential Building (RBC) license classification, or Commercial (CIC), Farm (FIC), or Home (HIC) improvement specialty designation.
2. Designate a qualified individual who is certified by the National Radon Proficiency Program (NRPP) or the National Radon Safety Board (NRSB). To obtain certification you must contact NRPP at [www.nrpp.info](http://www.nrpp.info), 1-800-269-4174 or NRSB at [www.nrsb.org](http://www.nrsb.org), 1-866-329-3474. For more information on Mitigation Guidelines and Protocols, contact the Virginia Department of Health at 1-800- 468-0138 or visit the Radon Program web site at [www.vdh.virginia.gov](http://www.vdh.virginia.gov).

## **Waterwell/pump contracting (WWP)**

Business applying for WWP specialty designation must:

1. Submit a Water Well Systems Provider Certification application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 then upon approval by the Board, you may then schedule your Qualified Individual for the Certified Water Well Systems Provider exam, contact PSI Examination Services at 3210 E. Tropicana, Las Vegas, NV 89121; [www.psiexams.com](http://www.psiexams.com); telephone 1- 800-733-9267; and facsimile 702-932-2666.
2. Upon successful completion of examination and issuance of Water Well Systems Provider Certification, submit a Contractor's License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 (if applicable).

## Examination Requirements for Other Specialties

Qualified Individuals for the following specialties, in addition to the experience requirements, must successfully complete a technical examination that has been approved by the Board for Contractors:

Alternative Energy Systems (AES)	Highway Heavy (H/H)
Asphalt Paving and Sealcoating (PAV)	Home Improvement (HIC)
Billboard/Sign (BSC)	Industrialized Buildings (IBC)
Commercial Building (CBC)	Insulation & Weather Stripping Contracting (INS)
Commercial Improvement (CIC)	Landscape Irrigation (ISC)
Concrete (CEM)	Landscape (LSC)
Drug, Lab, Remediation (DLR)	Marine Facility (MCC)
Drywall Company (DRY)	Masonry (BRK)
Electronic/Communication Service (ESC)	Painting and Wallcovering (PTC)
Environmental Monitoring Well (EMW)	Recreational Facility (RFC)
Environmental Specialties (ENV)	Refrigeration (REF)
Equipment/Machinery (EMC)	Residential Building (RBC)
Farm Improvement (FIC)	Roofing (ROC)
Finish Carpentry Contracting (FIN)	Steel Erection Contracting (STL)
Fire Alarm Systems (FAS)	Swimming Pools (POL)
Fire Suppression (FSP)	Tile, Marble, Ceramic & Terrazzo Contracting (TMC)
Flooring & Floor Covering Contracting (FLR)	Underground Utility & Excavating Contracting (UUC)
Framing Sub Contractor (FRM)	Vessel Construction (VCC)
Glass & Glazing Contracting (GLZ)	