

**STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING**

APPLICATION FOR LICENSURE

**CONTRACTOR'S QUALIFYING INDIVIDUAL
REPLACEMENT OR ADDITION/SUPPLEMENTAL**

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Division desires to provide courteous and timely service to all applicants for licensure. To maximize its efficiency and level of service, the Division will process complete applications only. **A complete application includes all applicable supporting documents and fees.** The fees are for processing your application and will not be refunded. Failure to complete the application and supply all necessary information will delay processing and may result in a denial of licensure. Please read all instructions carefully.

Address of Record: The address listed on the application will be your address of record. All correspondence from the Division will be sent to that address. It is your responsibility to directly notify the Division of any change in address.

Social Security Number: A social security number is classified as a private record pursuant to Title 63, Chapter 2, Utah Government Records Access and Management Act (GRAMA). It is used as an individual identifier for DOPL's licensing database and for purposes of the child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements the requirements of 42 U.S.C. 666(a)(13). If a social security number is not provided when required, the application will be incomplete and cannot be processed.

SUPPORTING DOCUMENTS AND FEES:

In addition to submitting a completed application, complete the following:

1. **Original Test Score Letter(s):** Submit the original letters from DOPL's approved examination provider verifying the applicant's qualifying individual's passing score(s) for the Utah Contractor Business - Law Examination **and** any required trade examination(s). Keep copies for your records. For examinations taken prior to January 1, 2008, the approved provider was Thomson Prometric; for examinations taken after that date the provider is PSI Examination Services.

If the qualifier on this application has already passed the required Utah Contractor Business-Law Examination and any trade examination(s) (if applicable) for the classification(s) of licensure requested, the qualifier does not have to retake the exams.

However, if the qualifier on this application has been out of the construction trades for more than ten (10) years and has not remained employed in the applicable license classification(s), the qualifier would have to re-qualify for the experience portion of the qualifier requirements, but would not have to retake the examinations. (See the Affidavit of Qualifying Experience found in this application for guidelines on these requirements.)

Waiver of trade examination: A trade exam may be waived if the qualifier passed certain specific trade exams for license classifications in the reciprocity states of Arizona, California, Louisiana, Nevada, or South Carolina. A list of states and their license classifications that may be reciprocated can be viewed at www.dopl.utah.gov.

In order to verify a trade exam from a reciprocal state, submit a completed, original “Request for Verification of License” form (attached to this application).

2. **Qualifying Experience:** You must document qualifying experience according to the following for each classification for which you are applying. Complete each option that is applicable to your circumstances.

Critical Note: You must review #5, #6, and #7 of “Additional Important Information” below (pages 4-6) for an outline of the qualifying experience requirements.

- A. For Utah Qualifiers Only – Complete Page 11: If you are or have been a qualifier in the state of Utah within the past 10 years, complete the “Utah Qualifier Verification” form (attached to this application).
- B. For Utah Employees Only – Employers Complete Page 13: If you are or have been an owner or employee, but not the qualifier, of a licensed Utah contractor within the past 10 years, complete the “Affidavit of Qualifying Experience Working under a Licensed Utah Contractor” form (attached to this application).

NOTE: To support the experience claimed for all license classifications (except for trades requiring a master electrician license or a journeyman plumber license) each individual listed as a qualifier on the application must submit one of the following, in addition to the requirements listed above:

- W-2’s (If the W-2’s list the PEO as the employer, include a statement from the PEO, on their letterhead, stating the contractor(s) worked for and the year and number of hours worked per year.)
 - company tax returns including K-1’s
- C. For Endorsement States Only – Complete Pages 15 and 16: If you are or have been a qualifier, RME, or RMO of a licensed contractor in Arizona, California,

Louisiana, Nevada, or South Carolina and have passed certain trade exams for the classifications reciprocated with, submit a completed “Request for Verification of License” form (attached to this application).

NOTE: You cannot reciprocate a license from a state where you have not tested. Applicants from Arizona, California, Louisiana, Nevada or South Carolina must have held their license the number of years equivalent to the Utah experience requirement for the license classification(s) for which they are applying. (A list of states and their license classifications that may be reciprocated can be viewed at www.dopl.utah.gov.)

D. If none of the options listed above (A, B, or C) apply to you, submit one of the following in addition to the requirements listed above:

- W-2’s (If the W-2’s list the PEO as the employer, include a statement from the PEO, on their letterhead, stating the contractor(s) worked for and the year and number of hours worked per year.)
- company tax returns including K-1’s

Additionally, **you must also submit the following:**

1. For supervisory experience, provide at least two letters from building officials.
2. For non-supervisory experience, provide at least two letters from building officials, building inspectors, and/or contractors with whom you have worked.

NOTE: Letters must be on official letterhead, must be dated and signed, must state how long the building official, building inspector, or contractor has known the individual to be an employee of the licensed contractor, and what the individuals’ specific responsibilities were during that period of time. If you were a contractor, the person writing your letter needs to state the kind and extent (size of projects) of construction work you did.

3. **Licensing Fees:** Submit the applicable non-refundable, application-processing fees, which can be submitted in one check made payable to “DOPL.”

- \$210.00 to add an E100 General Engineering Contractor classification
- \$210.00 to add a B100 General Building Contractor classification
- \$210.00 to add an R100 Residential & Small Commercial Building Contractor classification
- \$110.00 (per classification) to add any classification other than the three listed above
- \$50.00 for a Contractor’s Qualifying Individual Replacement or Addition

ADDITIONAL IMPORTANT INFORMATION:

1. **Specific Trade Examination(s):** Certain license classifications require passing a trade examination. Applicants must apply directly to PSI Examination Services at www.psiexams.com or 1-800-733-9267 to register for a trade examination.
2. **Utah Contractor Business and Law Exam:** All qualifiers must pass the Utah Contractor Business and Law Examination. Applicants must apply directly to PSI Examination Services at www.psiexams.com or 1-800-733-9267 to register for the law examination.

The following applicable laws and rules are available on the Internet at www.dopl.utah.gov:

- Division of Occupational & Professional Licensing Act
 - General Rules of the Division of Occupational & Professional Licensing
 - Utah Construction Trades Licensing Act
 - Utah Construction Trades Licensing Act Rules
 - Utah Residence Lien Restriction and Lien Recovery Fund Act
 - Utah Residence Lien Restriction and Lien Recovery Fund Rules
3. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
 4. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
 5. **Qualifying Experience: Qualifying Experience:** You must document qualifying experience according to the following for each classification for which you are applying.

General Requirements for All License Classifications:

- All experience must be under the direct supervision of the applicant's employer.
- All experience must have been directly related to the scope of practice of the classification the applicant is applying for, as determined by DOPL.
- One year of work experience is equivalent to 2,000 hours.
- No more than 2,000 hours of experience may be claimed during any 12 months.
- Experience obtained under the supervision of a construction trades instructor as a part of an educational program does not qualify.

A. Additional Requirements for the Following License Classifications:

E100 (General Engineering)

B100 (General Building)

R100 (Residential and Small Commercial)

- A minimum of four years experience, within the past ten years, must have been obtained as an employee of a contractor licensed in the license classification applied for or the substantial equivalent of a contractor licensed in that license classification as determined by DOPL.
- Two of the required four years of experience must have been obtained in a supervisory or managerial position.
- A person holding a four-year bachelor's degree or a two-year associate degree in Construction Management may have one year of experience credited towards the supervisory or managerial experience requirement.

B. Additional Requirements for the Following License Classifications:

S220 (Carpentry)	S320 (Steel Erection)
S280 (General Roofing)	S350 (Heating, Ventilating, and Air Conditioning)
S290 (General Masonry)	S360 (Refrigeration)
	S370 (Fire Suppression Systems)

- A minimum of four years experience, within the past ten years, must have been obtained as an employee of a contractor licensed in the license classification applied for or the substantial equivalent of a contractor licensed in that license classification as determined by DOPL.

C. Additional Requirements for All Classifications NOT listed in A or B above:

- A minimum of two years experience, within the past ten years, must have been obtained as an employee of a contractor licensed in the license classification applied for or the substantial equivalent of a contractor licensed in that license classification as determined by DOPL, except for plumbing and electrical qualifiers. (See #6 below.)
- The trade test for the S202 Solar Photovoltaic Contractor license classification is a current certificate by the North American Board of Certified Energy Practitioners (NABCEP). NABCEP can be contacted by E-mail at info@nabcep.org.
- Please note as of the November 26, 2007 the following license classifications have been eliminated: S271, S274, S281, S282, S283, S284 and S285.

6. **Electrical and Plumbing Qualifiers:** For each of the following contractor license classifications, the qualifier must meet the requirements specified. Additionally, an active electrician or plumber license must be held by the qualifier prior to the issuance of a contractor license and must remain active as long as the person is a qualifier.

- S200 General Electrical Contractor qualifier must be a Utah licensed master electrician.
- S201 Residential Electrical Contractor qualifier must be either a Utah licensed master electrician or a Utah licensed residential master electrician.

- S210 General Plumbing Contractor qualifier must be a Utah licensed journeyman plumber.
- S217 Residential Plumbing Contractor qualifier must be either a Utah licensed journeyman plumber or a Utah licensed residential journeyman plumber.

7. **Trades Instructors:** For each of the following trades instructor license classifications, the qualifier must meet the requirements specified.

I101 (General Engineering Trades Instructor) I104 (Plumbing Trades Instructor)
I102 (General Building Trades Instructor) I105 (Mechanical Trades Instructor)
I103 (Electrical Trades Instructor)

- An applicant for construction trades instructor license shall have the same experience that is required for the license classifications for the construction trade they will instruct.
- Each applicant for licensure as an I103 (Electrical Trades Instructor) must also be licensed as either a journeyman or master electrician or a residential journeyman or residential master electrician.
- Each applicant for licensure as an I104 (Plumbing Trades Instructor) must also be licensed as a journeyman plumber or a residential journeyman plumber.

8. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at www.dopl.utah.gov.

9. **Mail Complete Application to:**

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 4th floor
Salt Lake City, Utah 84111

10. **Telephone Numbers:** (801) 530-6628
(866) 275-3675 – Toll-free in Utah

11. **Fax Number:** (801) 530-6511

**REMEMBER TO KEEP COPIES OF EVERYTHING
SUBMITTED TO DOPL FOR FUTURE REFERENCE
OR RESUBMISSION, IF NECESSARY.**

APPLICATION FOR QUALIFYING INDIVIDUAL REPLACEMENT OR ADDITION/SUPPLEMENTAL

APPLICATION FOR SUPPLEMENTAL: (Check all that apply.)

_____ General Engineering Contractor (E-100)

_____ General Building Contractor (B-100)

_____ Residential and Small Commercial Contractor (R-100)

_____ Specialty: Number: _____ Title: _____

 Number: _____ Title: _____

 Number: _____ Title: _____

APPLICATION FOR: _____ Replacement of Qualifying Individual

 _____ Addition of Qualifying Individual

BUSINESS LEGAL NAME: _____

Name of Qualifying Individual Being Replaced (if applicable): _____

Utah Contractor License Number: _____

Utah Division of Corporations Registration Number: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone(s): _____ Email: _____

QUALIFIER'S NAME: First _____ Middle _____ Last _____

Qualifier's Address: _____

Qualifier's Phone Number(s): _____

Qualifier's Social Security Number: _____ Date of Birth: _____

Qualifier's Position: (Check all that apply.) ___ owner ___ officer ___ manager

AFFIDAVIT FOR UTAH LAWS AND RULES

I understand that it is my responsibility to read and understand all statutes and rules pertaining to my practice as a contractor in the state of Utah, and I agree to comply with such.

Signature of Applicant: _____ Date: _____

LICENSES:

List all licenses issued by any state other than Utah which the applicant's qualifying individual(s) and/or Owner(s) now hold or have ever held in a construction related occupation or profession. (Use additional sheets if necessary.)

Issuing State: _____ Profession: _____

Company Name: _____

License Number: _____ Status: _____

Effective Date: _____

Issuing State: _____ Profession: _____

Company Name: _____

License Number: _____ Status: _____

Effective Date: _____

Issuing State: _____ Profession: _____

Company Name: _____

License Number: _____ Status: _____

Effective Date: _____

CONTRACTOR QUALIFYING QUESTIONNAIRE

GENERAL QUESTIONS

Answer “yes” or “no” to each question. Do not leave any question blank.

Answer each question on behalf of the applicant, any officer, director, partner, proprietor, shareholder (unless publicly traded), member, owner, qualifying managing employee, or manager associated with or employed by the applicant.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever applied for or become registered with the Residence Lien Recovery Fund under any name other than the name listed on this application?
3. _____ Have you ever been denied the right to sit for a licensure examination?
4. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
5. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency or criminal or administrative jurisdiction?
6. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency or government agency?
7. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
8. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
9. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
10. _____ Have you ever been involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
11. _____ Have you ever been terminated from a position because of drug use or abuse?

(Questions continue on following page.)

12. _____ Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?
13. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
14. _____ Do you currently have any criminal action pending?
15. _____ Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
16. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
17. _____ Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (i.e. plea in abeyance or deferred sentence)?
18. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?

If you answered “yes” to questions 14, 15, 16, 17, or 18 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.

If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

UTAH QUALIFIER VERIFICATION FORM

List all Utah current or prior contractor licenses for which the qualifier(s) listed on this application are currently qualifier(s) or have previously been qualifier(s).

(Use additional sheets if necessary.)

Name of Qualifier: _____

Qualifier's Current or Prior Utah Contractor License(s):

1. Company Name: _____

Classification: _____ License Number: _____

2. Company Name: _____

Classification: _____ License Number: _____

3. Company Name: _____

Classification: _____ License Number: _____

4. Company Name: _____

Classification: _____ License Number: _____

5. Company Name: _____

Classification: _____ License Number: _____

6. Company Name: _____

Classification: _____ License Number: _____

AFFIDAVIT AND RELEASE AUTHORIZATION

I am authorized to sign this Affidavit and Release Authorization on behalf of the applicant described and identified in this application for licensure in the State of Utah.

The applicant is qualified in all respects for the license, certificate, or registration for which it is applying in this application.

To the best of applicant's knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact. To the best of applicant's knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

Applicant will ensure that any information subsequently submitted to the Division of Occupational and Professional Licensing in conjunction with this application or its supporting documents meet the same standard as set forth above.

Applicant understands that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division of Occupational and Professional Licensing or any licensing board or commission through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

Applicant understands that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

Applicant authorizes all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate the applicant's qualifications for licensure/certification/registration by the State of Utah.

Printed Name of Authorized Signer: _____

Position of Authorized Signer: _____

Signature of Authorized Signer: _____

Date of Signature: ____/____/____

Utah Division of Occupational & Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741

AFFIDAVIT OF QUALIFYING EXPERIENCE WORKING UNDER A LICENSED UTAH CONTRACTOR

TO BE COMPLETED BY THE EMPLOYER VERIFYING THE EXPERIENCE WITHIN THE PAST 10 YEARS: (Use a separate form for each employer. Make copies of this form as necessary.)

Name of Employee: _____

Date Employment Began: ____/____/____ Date Employment Ended: ____/____/____

Total Hours Worked: _____ Total Hours of Supervisory Experience*: _____
(*if applying for an E100, B100, or R100)

Position(s) Held: _____

Description of Experience: (Use additional pages if necessary.) _____

Name of Contractor/Employer: _____

License Number: _____ Contractor's Telephone Number: _____

Address of Employer: _____

I declare under penalty of perjury as follows:

I am the qualifier or authorized signer of a licensed contractor that is engaged in construction activities in the classification specified above, or I am lawfully exempted from licensure, or I am not required to be licensed in the state or jurisdiction in which I perform contracting activities but nevertheless certify that I am a qualified contractor in the classification specified above.

I certify that the employee named herein has obtained qualifying experience as defined herein while employed during the periods of time specified below and the work was satisfactorily performed.
(Additional explanation of the work performed may be submitted on separate pages.)

I understand that "Qualifying Experience" means full-time related work performed in lawful employment as an employee of a contractor lawfully engaged in construction activities in the classification for which the applicant has applied and for which the applicant received W-2 wages. I understand that the experience of persons working for a contractor as an independent contractor paid on a 1099 form is not acceptable.

Printed Name of Employer's Authorized Signer: _____ Position: _____

Signature of Employer's Authorized Signer: _____ Date: ____/____/____

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(FOR TWO-SIDED PRINTING)

REQUEST FOR VERIFICATION OF LICENSE

(Use this form to verify licensure from Arizona, California, Louisiana, Nevada, or South Carolina ONLY.)

TO BE COMPLETED BY APPLICANT'S QUALIFYING INDIVIDUAL:

If the qualifier has passed certain trade exams for license classifications that are specifically reciprocated with Arizona, California, Louisiana, Nevada, or South Carolina, complete the first section of this form, submit it to the applicable state, and request that the state include the examination information on this form and return it to you for submission with your application.

NOTE: Applicants from Louisiana or South Carolina must have held their license the number of years equivalent to the Utah experience requirement for the license classification(s) for which they are applying. (A list of states and their license classifications that may be reciprocated can be viewed at www.dopl.utah.gov)

Name of Applicant's Qualifier: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

I am requesting licensure in the state of Utah as a: _____

I am/have been licensed in your state under the name: _____

My social security number is: _____

My date of birth is: ____/____/____

My license number in your state is/was: _____

Signature of Applicant's Qualifier: _____

(Continued on the reverse.)

TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, place the completed form in a sealed envelope, and provide it to the qualifier in person or by mail. The qualifier will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State: _____

Name of Licensee (as it appears in verifying state's records): _____

Name of Qualifying Person: _____

Classification of License Issued: _____

License Number: _____ Current Status: _____

Original Date of Licensure: ___/___/___ Expiration Date: ___/___/___

Continuously Licensed:

____ Yes ____ No, please explain: _____

Licensed By:

____ Exam, Type: _____ Score: _____ Date: ___/___/___

____ Endorsement: from what state? _____

Examination Scores: _____

Education Required for Licensure: _____

Disciplinary Action or Pending Disciplinary Action:

____ No ____ Yes, please provide certified copies of all Petitions, Orders, etc.

Signature: _____ Date: ___/___/___

Name and Title (please print): _____

(SEAL) Agency: _____

Phone Number(s): _____