Women/Minorities Becoming Licensed Construction Contractors Webinar Series:

Having a Contractor's License

Presented by:

California Capital WBC
Womens Business Center

California Capital
Financial Development Corporation

City of SACRAMENTO

CSLB
CONTRACTORS STATE LICENSE BOARD

BIA FOUNDATION

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Being a Licensed Contractor Panel Discussion

Welcome

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Thank you to workshop sponsors:

LiUNA! NORTHERN CALIFORNIA DISTRICT COUNCIL OF LABORERS

Feel the Power

UNITED CONTRACTORS

Thank you to series sponsors:

Mary Teichert

President

Teichert Construction

Mary has been with Teichert since 2004. She started on the front lines, working in Teichert's QA lab, and went on to serve in a number of roles across the company including GM of Teichert Precast, GM of Teichert Readymix, President of Construction, and Chief Operating Officer of Teichert Inc. before assuming her current role of company President. Prior to Teichert, she was a consultant with Bain & Co and a director of product strategy at Apple.

A construction and materials company founded by Mary's great-great- grandfather Adolph Teichert in 1887, Teichert Inc. holds California State Contractor's License #8. The Company has always had a strong commitment to serving the growth and health of California and its residents. Teichert has built and supplied materials to thousands of miles of California's highways, bridges, dams, levees, and other essential infrastructure elements. Teichert has placed the highest value on safe production for generations, as the company's official safety program was started in 1959 by Henry Teichert – long before the Occupational Safety and Health Administration (OSHA) was established in 1970.

Mary holds an MBA from Harvard Business School and a Bachelor's degree from Harvard College. She is a board member of the California Building Industry Association and chair of the CBIA Governmental Affairs committee. Mary is a board member of California's Contractor State License Board, a governor's appointee to the State of California Public Works Contract Arbitration Committee, and a member of the executive committees of the Beavers (a heavy engineering construction association) and HomeAid (the charitable arm of the North State Building Industry Association). Her community activities include volunteering at St. John's Program for Real Change and spending time with her family.

Being a Licensed Contractor Panel Discussion

Moderated by: Mary Teichert, President, Teichert

Bryn Burke President Dees Burke Engineering	**Cindy Mitchell** President Citadel Premium Design	**Amber Stitt** President Jewell Construction

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Bryn Burke

President

Dees Burke Engineering

Bryn Burke is the President of Dees Burke Engineering Constructors, LLC, (Dees Burke) a California based construction company co-founded in 2015 by Burke. Dees Burke specializes in concrete barrier and bridge-deck repair work (structure barrier rail, slip form barrier rail, and polyester concrete overlay) throughout the state of California and Nevada. Dees Burke began with the core values of ensuring the safety of workers and the quality and efficiency of the work produced; a fully anticipated outcome following Burke's decades of in-depth, firsthand experience in the field of construction. Prior to owning Dees Burke, Burke founded Vertical Constructors, preceded by a decade at Mr. Crane as a management team member learning every facet of the business. Focusing her time and effort on Dees Burke since 2015, Bryn is once again demonstrating her commitment and contribution to this amazing industry. Just as amazing, Bryn was not only building a business, but also raising a family. She has, most importantly, been able to balance empathy with professional fortitude, explaining the satisfaction that Bryn has experienced throughout her career. She has managed to cultivate a familial culture without sacrificing professionalism in an industry that she cares about deeply.

Bryn holds a Class A general engineering contractor's license in California and Nevada.

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Cindy Mitchell

President,

Citadel Premium Design

Cynthia Mitchell, has served as president of Citadel Premium Design, Inc since 2008 and president of Citadel of Nevada since 2007. Previously she was the president of Marmitec, Corporation from 1993 to the present. As a licensed contractor for both California corporations, she currently holds a C-54 (Tile) and C-15 (Flooring) specialty contractor license and a B (General Building Contractor) license. As a license contractor in Nevada, she holds a C20 (Tiling) and C16 (Finishing Floors) license. She is currently certified as a State Women Business Enterprise (SWBE). Cynthia served on the Contractors State License Board as a board member from 2006 to 2011 serving as board chair in 2009. She has been a member of North State Building Industry Association since 1996 and served as a member of various committees and is currently the Secretary of the North State Building Industry Foundation. She has been a member of the California Association of Specialty Contractors since 2004 and served as board chair in 2007.

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Amber Stitt

President,

Jewell Construction, Inc

Amber got her start in the residential remodeling industry in 2009 as a carpenter's assistant. She quickly grew into the roles of lead carpenter and eventually estimator with residential remodeling firms. Her skills as a craftsperson and years of experience managing projects in the field, coupled with a solid estimating background, serve her well in the day-to-day management of her company Jewell Construction, Inc., of which she is founder and president.

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Becoming a Licensed Contractor Discussion

Moderated by: Mary Teichert, President, Teichert

Justin Paddock Licensing Chief CSLB	**Nancy Springer** Chief Building Official Sacramento County	**Shauna Krause** President/Owner Capitol Services Inc.

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Justin Paddock

President Licensing Chief

CSLB

Justin Paddock has been the CSLB Licensing Chief for three years and spent over a decade working for other licensing entities within the Department of Consumer Affairs. Mr. Paddock also grew up in a General Building Contractor family and has seen how the business is run from the ground up.

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Nancy Springer

Chief Building Official

Sacramento County

Nancy Springer was appointed to the Contractors State License Board in September 2013 and reappointed in July 2017. After serving in the U.S. Air Force, she settled in California and entered into an Electrical Apprenticeship Program with the National Electrical Contractors Association from 1984 to 1987, studying the National Electric Code. She obtained an Associate of Science degree in Building Inspection Technology from Butte College and has more than 29 years of experience in working with building codes, having served in the positions of Building Inspector, Plans Examiner, Assistant Building Official, and as the Building Official for Butte County, City of Gridley, and City of Biggs. She currently serves as the Chief Building Official for Sacramento County. Ms. Springer has served as a past president of the Counties Building Officials Association of California, and maintains membership with the California Building Officials, Sacramento Valley Association of Building Officials, and International Code Council.

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Shauna Krause

President/Owner

Capitol Services Inc.

Shauna Krause is the President/Owner of Capitol Services Inc., A consulting firm assisting Contractors in CA, NV or AZ obtain their license, make changes/updates to existing licenses, and provide expert guidance with anything regarding Contractor's Licenses. She has a Bachelor of Science degree in Criminal Justice and started working for Capitol Services in 2004. When the former owner retired in 2011, she purchased the Business and took over as Owner/President. She writes a weekly Question and Answer column which is published in many Builders Exchange/Construction magazines throughout California which can also be found on her website www.cutredtape.com

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Contractors State License Board

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What You'll Need to Get a License

- **CSLB Licenses Businesses/Entities (Not Individuals)**
  - License Qualifier Must Demonstrate Experience
- **Be at Least 18 Years-Old**
- **Have Either of the Following**
  1. Valid Social Security Number (SSN)
  2. Valid Individual Taxpayer Identification Number (ITIN)
- **Have Either of the Following Qualifying Experience (More Later)**
  1. You have at least four years' experience within the last 10 years (Since 2010) as a journeyperson, foreperson, supervising employee, or contractor in trade being applied for
  2. You get a qualifier for the license who has that experience

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What You'll Need to Get a License

- **You Can Substitute Education, Technical Training & Apprenticeship Training for Some of Required Experience**
  - CSLB cannot pre-judge your experience – Documents are reviewed after you apply
  - To get credit, course work must be directly related to work you'll be doing as contractor
  - Education can not be substituted for more than three years of required experience
  - You must provide written documentation
    - Copies of Apprenticeship Completion Certificate
    - Official Technical School or College Transcripts
      - Have them sent to you – Leave transcripts unopened and include with your application packet
    - No credit for High School courses

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What You'll Need to Get a License

- **Some of Your Military Service May Count**
  - Determined on Case-by-Case Basis
- **Pass Two Exams (Taken on Computer)**
  1. Law & Business
  2. Specific Trade
- **Limited Specialty Trades – Law & Business Exam Only**

Bonus Link *CSLB Military Application Assistance Program: https://www.cslb.ca.gov/Contractors/Applicants/Military/*

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More About Qualifiers

- **Before License is Issued**
  - Qualifier Must Take and Pass All Required Exams or Qualify for Waiver
  - Qualifier Must Undergo Criminal Background Check
- **After License is Issued**
  - Qualifier is Responsible for Exercising Direct Supervision and Control of the construction operations, as well as for all workmanship issues
  - Prime contractors are responsible for sub-contractor's work

Bonus Link *Exam Waiver Info: https://www.cslb.ca.gov/contractors/applicants/contractors_license/waiver_application/Applying_For_License.aspx*

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Application/Certification Forms

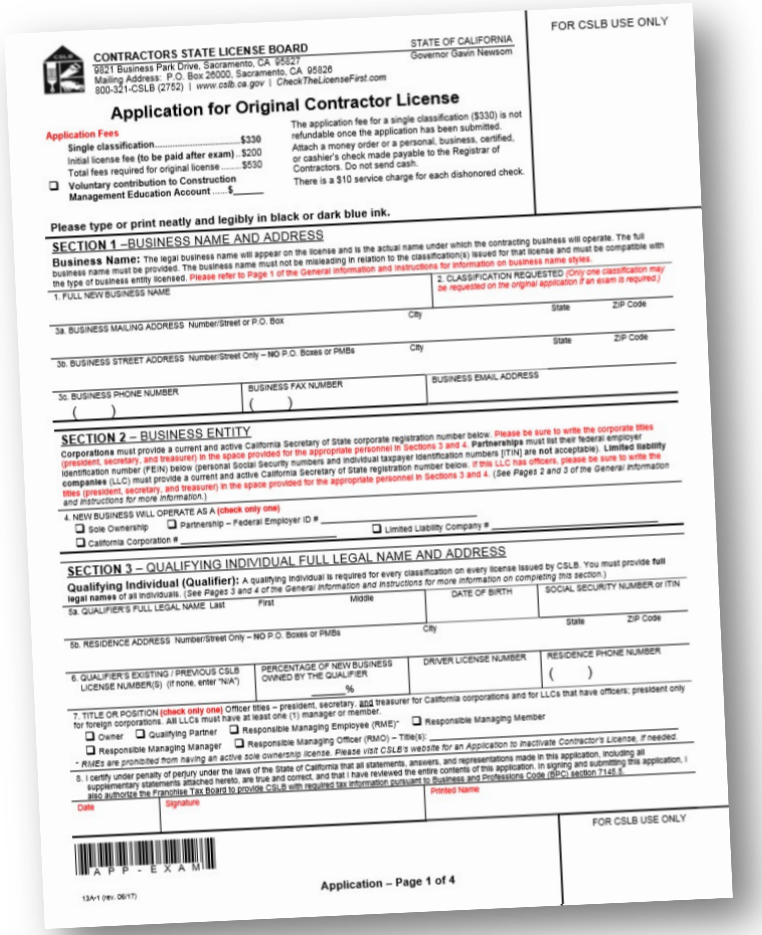
Bonus Links

CSLB Forms & Applications Page:
https://www.cslb.ca.gov/About_Us/Library/Forms_And_Applications.aspx

Original License:
https://www.cslb.ca.gov/Resources/FormsAndApplications/ApplicationForOriginalContractorsLicense.pdf

Original License – Waiver:
https://www.cslb.ca.gov/Resources/FormsAndApplications/ApplicationForOriginalContractorsLicense7065Waiver.pdf

Special Accommodation:
https://www.cslb.ca.gov/Resources/FormsAndApplications/SpecialAccommodationRequestForExamination.pdf



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Mailing Address: P.O. Box 26000, Sacramento, CA 95826
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STATE OF CALIFORNIA
Governor Gavin Newsom

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Application for Original Contractor License

Application Fees
- Single classification $330
- Initial license fee (to be paid after exam) $200
- Total fees required for original license $530
- ☐ Voluntary contribution to Construction Management Education Account ..... $_____

The application fee for a single classification ($330) is not refundable once the application has been submitted. Attach a money order or a personal, business, certified, or cashier's check made payable to the Registrar of Contractors. Do not send cash.

There is a $10 service charge for each dishonored check.

Please type or print neatly and legibly in black or dark blue ink.

SECTION 1 – BUSINESS NAME AND ADDRESS

Business Name: The legal business name will appear on the license and is the actual name under which the contracting business will operate. The full business name must be provided. The business name must not be misleading in relation to the classification(s) issued for that license and must be compatible with the type of business entity licensed. Please refer to Page 1 of the General Information and Instructions for information on business name styles.

1. FULL NEW BUSINESS NAME
2. CLASSIFICATION REQUESTED (Only one classification may be requested on the original application if an exam is required.)
3a. BUSINESS MAILING ADDRESS Number/Street or P.O. Box — City — State — ZIP Code
3b. BUSINESS STREET ADDRESS Number/Street Only – NO P.O. Boxes or PMBs — City — State — ZIP Code
3c. BUSINESS PHONE NUMBER ( ) — BUSINESS FAX NUMBER ( ) — BUSINESS EMAIL ADDRESS

SECTION 2 – BUSINESS ENTITY

Corporations must provide a current and active California Secretary of State corporate registration number below. Please be sure to write the corporate titles (president, secretary, and treasurer) in the space provided for the appropriate personnel in Sections 3 and 4. Partnerships must list their federal employer identification number (FEIN) below (personal Social Security numbers and individual taxpayer identification numbers [ITIN] are not acceptable). Limited liability companies (LLC) must provide a current and active California Secretary of State registration number below. If this LLC has officers, please be sure to write the titles (president, secretary, and treasurer) in the space provided for the appropriate personnel in Sections 3 and 4. (See Pages 2 and 3 of the General Information and Instructions for more information.)

4. NEW BUSINESS WILL OPERATE AS A (check only one)
☐ Sole Ownership ☐ Partnership – Federal Employer ID # _____ ☐ Limited Liability Company # _____
☐ California Corporation # _____

SECTION 3 – QUALIFYING INDIVIDUAL FULL LEGAL NAME AND ADDRESS

Qualifying Individual (Qualifier): A qualifying individual is required for every classification on every license issued by CSLB. You must provide full legal names of all individuals. (See Pages 3 and 4 of the General Information and Instructions for more information on completing this section.)

5a. QUALIFIER'S FULL LEGAL NAME Last First Middle — DATE OF BIRTH — SOCIAL SECURITY NUMBER or ITIN
5b. RESIDENCE ADDRESS Number/Street Only – NO P.O. Boxes or PMBs — City — State — ZIP Code
6. QUALIFIER'S EXISTING / PREVIOUS CSLB LICENSE NUMBER(S) (If none, enter "N/A") — PERCENTAGE OF NEW BUSINESS OWNED BY THE QUALIFIER % — DRIVER LICENSE NUMBER — RESIDENCE PHONE NUMBER ( )

7. TITLE OR POSITION (check only one) Officer titles – president, secretary, and treasurer for California corporations and for LLCs that have officers; president only for foreign corporations. All LLCs must have at least one (1) manager or member.
☐ Owner ☐ Qualifying Partner ☐ Responsible Managing Employee (RME)* ☐ Responsible Managing Member
☐ Responsible Managing Manager ☐ Responsible Managing Officer (RMO) – Title(s): _____
* RMEs are prohibited from having an active sole ownership license. Please visit CSLB's website for an Application to Inactivate Contractor's License, if needed.

8. I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to Business and Professions Code (BPC) section 7145.5.

Date — Signature — Printed Name

APP - EXAM

13A-1 (rev. 06/17)

Application – Page 1 of 4

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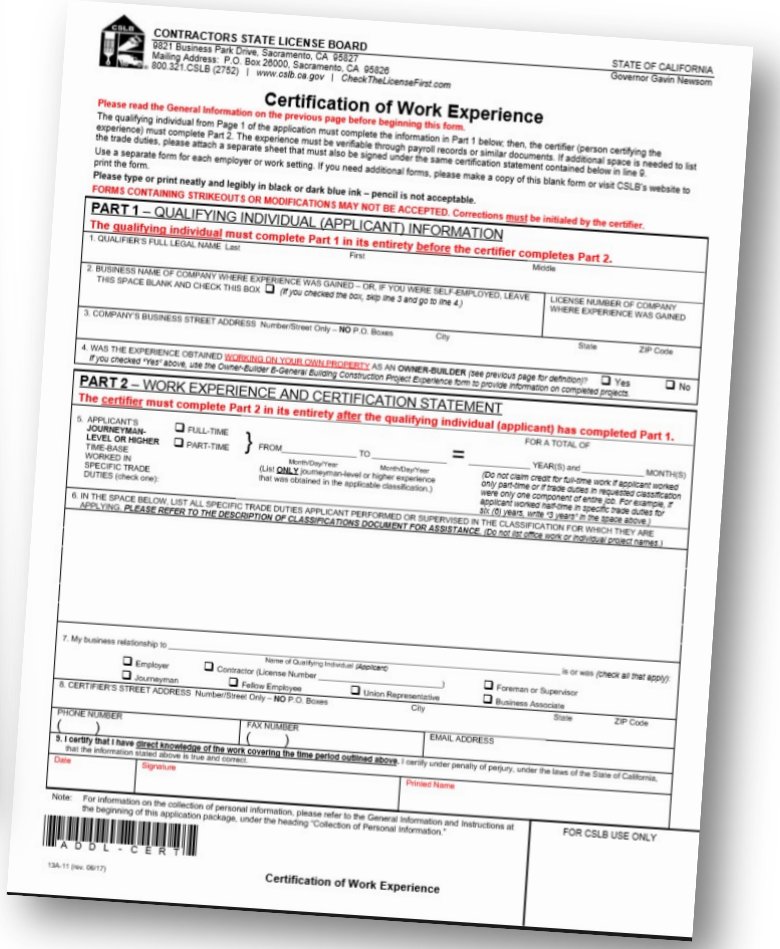

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Certification of Work Experience

Please read the General Information on the previous page before beginning this form.

The qualifying individual from Page 1 of the application must complete the information in Part 1 below; then, the certifier (person certifying the experience) must complete Part 2. The experience must be verifiable through payroll records or similar documents. If additional space is needed to list the trade duties, please attach a separate sheet that must also be signed under the same certification statement contained below in line 9.

Use a separate form for each employer or work setting. If you need additional forms, please make a copy of this blank form or visit CSLB's website to print the form.

Please type or print neatly and legibly in black or dark blue ink – pencil is not acceptable.

FORMS CONTAINING STRIKEOUTS OR MODIFICATIONS MAY NOT BE ACCEPTED. Corrections must be initialed by the certifier.

PART 1 – QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

The qualifying individual must complete Part 1 in its entirety before the certifier completes Part 2.

1. QUALIFIER'S FULL LEGAL NAME Last First Middle
2. BUSINESS NAME OF COMPANY WHERE EXPERIENCE WAS GAINED – OR, IF YOU WERE SELF-EMPLOYED, LEAVE THIS SPACE BLANK AND CHECK THIS BOX ☐ (If you checked the box, skip line 3 and go to line 4.) — LICENSE NUMBER OF COMPANY WHERE EXPERIENCE WAS GAINED
3. COMPANY'S BUSINESS STREET ADDRESS Number/Street Only – NO P.O. Boxes — City — State — ZIP Code
4. WAS THE EXPERIENCE OBTAINED WORKING ON YOUR OWN PROPERTY AS AN OWNER-BUILDER (see previous page for definition)? ☐ Yes ☐ No
If you checked "Yes" above, use the Owner-Builder B-General Building Construction Project Experience form to provide information on completed projects.

PART 2 – WORK EXPERIENCE AND CERTIFICATION STATEMENT

The certifier must complete Part 2 in its entirety after the qualifying individual (applicant) has completed Part 1.

5. APPLICANT'S JOURNEYMAN-LEVEL OR HIGHER TIME-BASE WORKED IN SPECIFIC TRADE DUTIES (check one): ☐ FULL-TIME ☐ PART-TIME } FROM _____ TO _____ = FOR A TOTAL OF _____ YEAR(S) and _____ MONTH(S)
(Month/Day/Year) (Month/Day/Year)
(List ONLY journeyman-level or higher experience that was obtained in the applicable classification.)
(Do not claim credit for full-time work if applicant worked only part-time or if trade duties in requested classification were only one component of entire job. For example, if applicant worked half-time in specific trade duties for six (6) years, write "3 years" in the space above.)

6. IN THE SPACE BELOW, LIST ALL SPECIFIC TRADE DUTIES APPLICANT PERFORMED OR SUPERVISED IN THE CLASSIFICATION FOR WHICH THEY ARE APPLYING. PLEASE REFER TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT FOR ASSISTANCE. (Do not list office work or individual project names.)

7. My business relationship to _____ (Name of Qualifying Individual (Applicant)) is or was (check all that apply):
☐ Employer ☐ Contractor (License Number _____) ☐ Foreman or Supervisor
☐ Journeyman ☐ Fellow Employee ☐ Union Representative ☐ Business Associate

8. CERTIFIER'S STREET ADDRESS Number/Street Only – NO P.O. Boxes — City — State — ZIP Code
PHONE NUMBER ( ) — FAX NUMBER ( ) — EMAIL ADDRESS

9. I certify that I have direct knowledge of the work covering the time period outlined above. I certify under penalty of perjury, under the laws of the State of California, that the information stated above is true and correct.

Date — Signature — Printed Name

Note: For information on the collection of personal information, please refer to the General Information and Instructions at the beginning of this application package, under the heading "Collection of Personal Information."

ADDL - CERT

13A-11 (rev. 06/17)

Certification of Work Experience

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GET LICENSED TO BUILD

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The Application Process

1. Identify Who will be the Qualifier for Your License

- If you're using RME qualifier, determine if he/she can get for an exam waiver
- Qualifier is responsible for exercising direct supervision and control of company (Business & Professions Code 7068.1)
- Be aware of companies that connect you with qualifiers
  - Not willing or don't understand their responsibilities as qualifier

2. Complete the Correct Application

- "Application for Original Contractor License"
- "Application for Original Contractor License – Examination Waiver (7065)"

Bonus Link

CSLB Forms & Applications Page
https://www.cslb.ca.gov/About_Us/Library/Forms_And_Applications.aspx
Duty of Individual Qualifying on Behalf of Another – Business & Professions Code 7068.1
http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=BPC&sectionNum=7068.1

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The Application Process

3. Determine Your Company Name (See Application for Examples)

- Your name cannot be misleading or imply that you qualify for a license classification other than what you are getting
- Corporate & LLC names must match exactly the name registered with the Secretary of State's Office
- The names of everyone on your Secretary of State registration must be listed on your CSLB application

4. Using a Doing Business As (DBA) Name

- Name cannot be misleading
- DBA must be used in all advertising, contracts, etc.

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The Application Process

5. **Get Certifications to Support Your Work Experience**
   - Even if you apply for an exam waiver
   - Use Multiple Pages if Necessary
6. **Be Sure to Note if You're a Military Veteran**
   - Some of your service may be applied to your experience qualifications
   - Your application may be expedited
     - Honorable Discharge
     - Send copy of your DD 214 (*Certificate of Release of Discharge from Active Duty*)
7. **Proofread for Any Missing Information**
8. **Don't Forget to Sign and Date the Application**
9. **Determine if You Need a Special Accommodation to Take Exam(s)**
   - If so, complete request form & submit with application

Bonus Link *CSLB Military Application Assistance Programs*
https://www.cslb.ca.gov/Contractors/Applicants/Military/

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Demonstrating Work Experience

- **Four Years (48 Months) Experience within the Last Ten Years (Since 2011)**
  - In Classification for Which You're Applying
  - Journeyman Level
  - Foreman
  - Supervising Employee
  - Contractor
  - Owner-Builder
- **Journeyman**
  - An experienced worker who is fully qualified, as opposed to a trainee, and can perform trade without supervision, or one who has completed an apprenticeship program

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Demonstrating Work Experience

- **Use More Pages if You Need To**
  - Attach additional page(s) at end of each work experience form
- **Use Different Forms for Each Certifier**
- **Be as Accurate as Possible**
- **Don't Simply "Cut & Paste"**

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Demonstrating Work Experience

"B" General Building Contractor – JOURNEYPERSON	
Description must include hands-on work	
BEST	**UNACCEPTABLE**
Bob performed rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.	Residential general building trades

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Demonstrating Work Experience

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Wage or Tax Documents and Paycheck Stubs Copies of state or federal income tax forms showing income from construction; end-of-year paycheck stubs; W-2; 1099; wage transcripts can be obtained from the IRS (800-829-1040)	✓	✓ tax documents only	
Employer Contact Information Address, telephone, email	✓		
Duty Statement Employer's description of scope of work performed	✓		
Proof of Employer's Out-of-State License Status	✓		
Notarized Certification of Work Experience Must be written in or translated into English	✓		
Permits/Inspections Accompanied by statement describing the work the applicant performed		✓	✓
Contracts Copies of completed and signed contracts, accompanied by statement describing time spent to complete project		✓	

Bonus Link

Get this publication:
https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf

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Demonstrating Work Experience

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Itemized Bills, Work Orders, & Invoices		✓	
Canceled Checks Copies of both sides from jobs the applicant performed, accompanied by a statement from the person who paid the check describing the work performed		✓	
Deeds & Proofs of Sales For work done on applicant's own property, accompanied by statement describing the work performed			✓
Receipts for Material Accompanied by letter from individuals for whom work performed and materials used		✓	✓
Education Sealed official transcripts (written or translated into English)	✓	✓	✓
Apprenticeship Certificate	✓	✓	✓

Bonus Link

Get this publication:
https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf

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Demonstrating Work Experience

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Union Journeyman Book or Letter from Union Copies of hour printouts maintained by union	✓	✓	✓
Military Training Copy of DD214 or discharge papers	✓	✓	✓
Electrician Certification Copy of Certified Electrician card	✓ Employed by C-10 licensee only		
Chlorofluorocarbon (CFC) Certification* Copy of either Type II or Universal CFC Certification	✓ Employed by C-20 or C-38 licensee only		
Work Experience and DOSH Registration	✓ Employed by C-22 or Asbestos Certification licensee only		

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Education for Experience

- **Credit Examples (Maximum Credit: 36 Months)**

Type of Credit	Amount of Credit
Construction Management – Bachelor of Science Degree	36 Months
Business – Masters Degree Business – Bachelors Degree Law Degree	24 Months
Construction Management – Associate in Science Degree	18 Months
Other Bachelor of Science / Bachelor of Arts Degree	18 Months (Average)
Other Associate in Science / Associate in Arts Degree	6 Months (Average)
Individual College Classes	Determined on Case-by-Case Basis *Usually Maximum of Six Months*
Apprenticeships	24 to 36 Months *Depending on Classification & Program*
Technical Training	Some Minimal Credit with Transcript

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Filling Out Your Application

- **Don't Cut & Paste This Presentation**
- **Don't try to get around trade test by applying for multiple subcategories under the C-61 Limited Specialty Classification**
- **Double-check your application for Any Missing Information**
- **Don't Forget to Sign and Date**
- **Don't forget to Include Application Fee**
  - Original Application (Exam or Waiver for One Class): $330
  - Initial License Fee ($200) is Paid Later
- **Mail or Hand Deliver to CSLB**

Bonus Link CSLB Office Locations: https://www.cslb.ca.gov/About_us/Contact_CSLB.aspx

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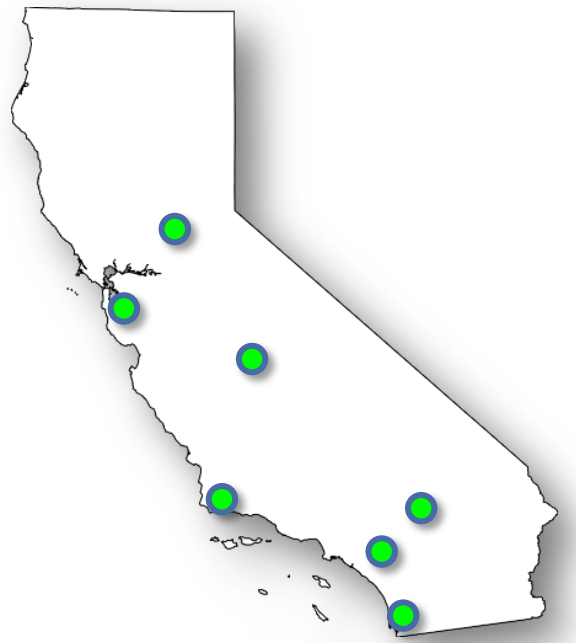
The Exam Process

Before the Exam

- **When Your Application Has Been Accepted, CSLB Will Send You a "Notice to Appear for Examination" and Study Guide**
- **You Should Get Your Exam Notice at Least Three Weeks Before Exam Date**
- **A CSLB Test Center will be assigned to you based on your address**

✓Sacramento
✓San Jose
✓Fresno
✓Oxnard
✓San Bernardino
✓Norwalk
✓San Diego



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The Exam Process

Before the Exam

- **Use of Translators**
  - CSLB may allow use of translator to read you the exam
  - Translator must be approved in advance
  - Don't show up on exam day with a translator if they haven't been pre-approved
- **If You Fail to Appear for Your Exam**
  - You must pay a non-refundable $60 rescheduling fee
  - Fee may be waived once with documented evidence of medical emergency or other circumstance beyond your control
- **CSLB Study Guides**
  - Lists the sections and topics covered by the exam
  - Includes sample questions
  - Shows how each section is weighted
  - Shows recommended resource materials to study

Bonus LInk *Study Guides:* https://www.cslb.ca.gov/Contractors/Applicants/Examination_Study_Guides/

FOR EXAMINATIONS SCHEDULED ON OR AFTER APRIL 26, 2017

CONTRACTORS STATE LICENSE BOARD
LICENSE EXAMINATION STUDY GUIDE

LAW AND BUSINESS

Content of the Examination

The Law and Business Examination is divided into eight major sections:

1. Business Organization (10%)
- Company organization
- Project organization

2. Business Finances (15%)
- Cash management
- Budget and planning
- Taxes
- Financial reporting

3. Employment Requirements (12%)
- Employment regulations
- Evaluation and record-keeping
- Payroll

4. Bonds, Insurance, and Liens (10%)
- Bonds
- Workers' compensation insurance
- Liens and other remedies
- Other insurance

5. Contract Requirements and Execution (23%)
- Bidding
- Cost control
- Contracts
- Payments

6. Licensing Requirements (8%)
- Business license
- Contractor's license
- Activity regulation

7. Safety (15%)
- Training and reporting requirements
- General safety
- Hazardous/unknown materials

8. Public Works (7%)
- Prevailing wage requirements
- Bonding requirements
- Insurance requirements

Percentages are approximate

Test Site Policy

This is a closed-book examination. No reference materials may be used during the examination. All materials brought to the examination site must be left in an unmonitored area at your own risk.

Test Strategy

This is a multiple-choice examination with four choices per question. Examination questions are written to provide only one BEST answer. Some questions require mathematical computation. A calculator will be provided.

There is no penalty for guessing. If you are unsure about a particular question, it is better to try to answer the question than to leave the question blank.

Plenty of time is provided to answer all examination questions, so be sure to read each question and its four choices completely and carefully before selecting the BEST possible answer to the question.

Sample Questions

Below are three typical examination questions. The correct answer is underlined.

1. What information must be included in a stop notice?

a. The kind of labor, services, equipment, or materials furnished or agreed to be furnished
b. The construction loan terms, interest rate, and deadline for project completion
c. The type of zoning, setback, and lot coverage limitations on the permit
d. The type of asbestos, toxic fumes, or hazardous materials found

2. Within how many days must an "agreement to arbitrate" be returned by the participants after being mailed by CSLB's Registrar?

a. Within 7 calendar days
b. Within 10 calendar days
c. Within 14 calendar days
d. Within 30 calendar days

3. According to California license law, how often must safety meetings be held?

a. At least once a week
b. At least every 10 working days
c. At least every 15 working days
d. At least once a month

All questions are written and reviewed by licensed contractors who are actively working in the trade

Resources

Publisher information for reference books and code is provided below. Other sources for reference books may be found online.
California code books can be viewed online: www.dgs.ca.gov/bsc

California Contractors License Law & Reference Book. Matthew Bender & Company, Inc.
PHONE: (800) 223-1940
INTERNET: www.lexisnexis.com

California Employer's Guide (DE 44). California Employment Development Department.
PHONE: (888) 745-3886
INTERNET: forms.edd.ca.gov/forms

California Labor Code. California Department of Industrial Relations.
INTERNET: leginfo.legislature.ca.gov/faces/codes.xhtml

Contractors Guide to Business, Law and Project Management. National Association of State Contractors Licensing Agencies (NASCLA).
PHONE: (623) 587-9354
INTERNET: www.nascla.org

Greenbook: Standard Specifications for Public Works Construction. BNI Publications, Inc.
PHONE: (888) 264-2665
INTERNET: www.bnibooks.com

Publication 15, (Circular E), Employer's Tax Guide. Internal Revenue Service.
PHONE: (800) 829-1040
INTERNET: www.irs.gov/publications/p15

State of California General Industry & Electrical Safety Orders (Cal/OSHA) and ***State of California Construction & Electrical Safety Orders (Cal/OSHA). 2019.*** California Code of Regulations, Title 8. Mancomm.
PHONE: (877) 626-2666
INTERNET: www.mancomm.com
VIEW ONLINE: www.dir.ca.gov/dosh/LawsAndRegulations.htm

Publisher information is current as of 11/19

Bonus LInks

List of Study Guides
https://cslb.ca.gov/Contractors/Applicants/Examination_Study_Guides/

Law & Business Study Guide:
https://cslb.ca.gov/Resources/StudyGuides/LawStudyGuide.pdf

FOR EXAMINATIONS SCHEDULED ON OR AFTER FEBRUARY 6, 2020

CONTRACTORS STATE LICENSE BOARD
LICENSE EXAMINATION STUDY GUIDE

GENERAL BUILDING (B)

Content of the Examination

The General Building (B) Examination is divided into five major sections:

1. Planning and Estimating (17%)
- Scope of work and code compliance
- Design and construction error identification
- Shop drawings, plans, and specifications
- Field inspection performance
- Coordination of project
- Cost estimation for materials, equipment, and labor

2. Framing and Structural Components (22%)
- Subfloor and wall framing
- Roof framing
- Seismic and load requirements
- Siding and stucco
- Decks

3. Core Trades (30%)
- Plumbing
- Electrical
- HVAC
- Concrete
- Earthwork and surveying
- Insulation, acoustical, and weatherproofing
- Roofing

4. Finish Trades (19%)
- Painting, staining, coating, and interior wall covering
- Tile and stone
- Floor covering
- Cabinetry and millwork
- Plaster, drywall, and ceilings
- Windows, skylights, and doors
- Landscaping

5. Safety (12%)
- Personnel safety
- Transportation and traffic control
- Environmental safety

Percentages are approximate

Test Site Policy

This is a closed-book examination. No reference materials may be used during the examination. All materials brought to the examination site must be left in an unmonitored area at your own risk.

Test Strategy

This is a multiple-choice examination with four choices per question. Examination questions are written to provide only one BEST answer. Some questions require mathematical computation. A calculator will be provided.

There is no penalty for guessing. If you are unsure about a particular question, it is better to try to answer the question than to leave the question blank.

Plenty of time is provided to answer all examination questions, so be sure to read each question and its four choices completely and carefully before selecting the BEST possible answer to the question.

Sample Questions

Below are three typical examination questions. The correct answer is underlined.

1. According to the California Residential Code, what is the MINIMUM allowable width of a residential hallway?

a. 44 inches
b. 40 inches
c. 36 inches
d. 32 inches

2. What is the volume of a cylinder if the diameter equals 3 feet and the length equals 12 feet?

a. 36.00 cubic feet
b. 84.78 cubic feet
c. 226.08 cubic feet
d. 339.12 cubic feet

3. In which direction should the face grain of plywood subfloor sheathing be installed?

a. In any direction
b. Parallel to the joists
c. Diagonal to the joists
d. Perpendicular to the joists

All questions are written and reviewed by licensed contractors who are actively working in the trade

Resources

Publisher information for reference books and code is provided below. Other sources for reference books may be found online. ***California code books can be viewed online: www.dgs.ca.gov/bsc***

2014 Architectural Woodwork Standards. Woodwork Institute, Architectural Woodwork Institute, and Architectural Woodwork Manufacturers Association of Canada.
PHONE: (916) 372-9943
INTERNET: www.woodworkinstitute.com

2019 California Building Code. California Code of Regulations, Title 24. International Code Council.
PHONE: (800) 786-4452
INTERNET: www.iccsafe.org

2019 California Electrical Code. California Code of Regulations, Title 24. BNI Publications, Inc.
PHONE: (888) 264-2665
INTERNET: www.bnibooks.com

2019 California Energy Code. California Code of Regulations, Title 24. International Code Council.
PHONE: (800) 786-4452
INTERNET: www.iccsafe.org

2019 California Fire Code. California Code of Regulations, Title 24. International Code Council.
PHONE: (800) 786-4452
INTERNET: www.iccsafe.org

2019 California Green Building S... Code. California Code of Regulations, Title 24. International Code Council.
PHONE: (800) 786-4452
INTERNET: www.iccsafe.org

2019 California Mechanical Code. California Code of Regulations, Title 24. International Association of Plumbing and Mechanical Officials (IAPMO).
PHONE: (909) 472-4100
INTERNET: www.iapmo.org

2019 California Plumbing Code. California Code of Regulations, Title 24. International Association of Plumbing and Mechanical Officials (IAPMO).
PHONE: (909) 472-4100
INTERNET: www.iapmo.org

2019 California Residential Code. California Code of Regulations, Title 24. International Code Council.
PHONE: (800) 786-4452
INTERNET: www.iccsafe.org

California Manual on Uniform Traffic Control Devices, 2014 Edition, Revision 4. State of California Department of Transportation (Caltrans).
PHONE: (916) 654-2852
INTERNET: www.dot.ca.gov/manuals

California Vehicle Code. State of California Department of Motor Vehicles.
INTERNET:
leginfo.legislature.ca.gov/faces/codes.xhtml

Fundamentals of Building Construction: Materials and Methods. Wiley.
PHONE: (877) 762-2974
INTERNET: www.wiley.com

Modern Carpentry. Goodheart-Willcox.
PHONE: (800) 323-0440
INTERNET: www.g-w.com

Olin's Construction Principles, Materials, and Methods. Wiley.
PHONE: (877) 762-2974
INTERNET: www.wiley.com

State of California General Industry & Electrical Safety Orders (Cal/OSHA) and ***State of California Construction & Electrical Safety Orders (Cal/OSHA). 2019.*** California Code of Regulations, Title 8. Mancomm.
PHONE: (877) 626-2666
INTERNET: www.mancomm.com
VIEW ONLINE:
www.dir.ca.gov/dosh/LawsAndRegulations.htm

Bonus LInks

List of Study Guides
https://cslb.ca.gov/Contractors/Applicants/Examination_Study_Guides/

General Building (B) Study Guide:
https://cslb.ca.gov/Resources/StudyGuides/BStudyGuide.pdf

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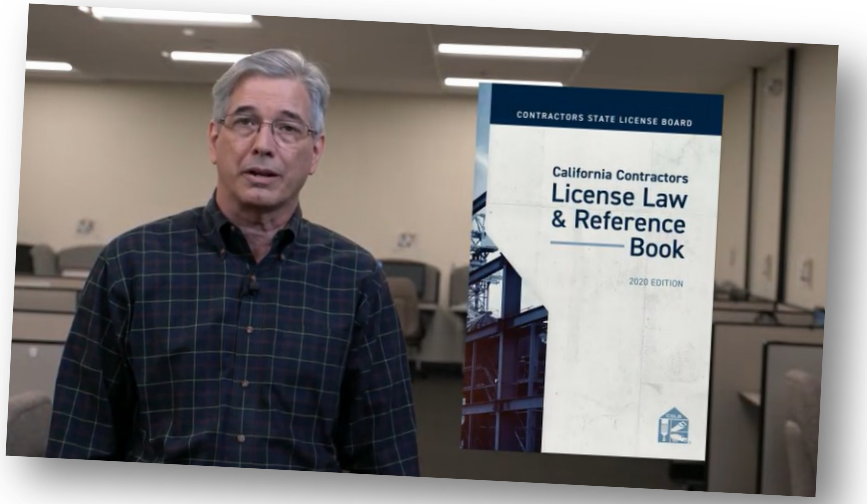
The Exam Process

Before the Exam

- **COVID-19 Procedures**
  - Arrive at least 15 minutes early – Allow extra time to get checked-in
  - You must wear a mask or other face covering
  - If you appear ill, you will have to reschedule your exam for at least five days later, at no additional charge
  - You will not be admitted into test center more than 15 minutes prior to the exam time
- **Watch "What to Expect on Test Day" Video**

Bonus Link *What to Expect on Test Day Video*
https://www.youtube.com/watch?v=fG9TGCllwU8&t=2s



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The Exam Process

During the Exam

- **You'll Take Your Exam(s) on Touchscreen Computers**
  - You'll see an on-screen tutorial before starting exam
  - Your exam will consist of multiple-choice questions
  - Each question has space if you want to submit a comment about that question
  - You'll get 3½ hours to complete each exam
    - Arriving late may reduce the time you have to finish your exam
  - You'll get your results at the end of the exam

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The Exam Process

During the Exam

- **If You Don't Pass**
  - You'll won't be allowed to review the questions you missed, but you'll get a statement showing how you did on each section of the exam
  - You can reschedule the exam as many times as you need within 18 months
    - Just pay a non-refundable $60 rescheduling fee

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The Exam Process

After the Exam

- **When You Pass All Exams, You'll Need to:**
  - Pay $200 for your initial license fee (Expires in two years)
  - Complete CSLB's Online Asbestos Open Book Exam
  - File Required Bond(s)
    - All Licensees: $15,000 Contractor's Surety Bond
    - Corporate/LLC: $12,500 bond of qualifying individual for every RME and all RMOs who own less than 10% of voting stock or equity
    - LLC: $100,000 LLC/worker bond
  - Get Required Insurance Policies (Filed by Insurance company/broker)
    - All Licensees: Workers' Compensation Insurance (See CSLB Website for Rules/Exemptions)
    - LLC: Liability Insurance (See CSLB Website for Amounts)
    - No Workers? File Workers' Compensation Insurance Exemption w/CSLB (Filed by Applicant)

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Contractors State License Board

For Licensing or License Application Questions/Issues:

Licensing@cslb.ca.gov

Be sure to include your phone number and other relevant information, such as license number, or application fee number, and any other information that will help staff provide you a thorough response.

To Reschedule a Cancelled Exam

Exams@cslb.ca.gov

Be sure to include your name and application number.

Contractors State License Board

Resources for Women in Construction

- *Woman in Construction: The State of the Industry in 2020*
  - https://www.bigrentz.com/blog/women-construction
- *National Association of Women in Construction*
  - National https://www.nawic.org/nawic/default.asp
  - Fresno Chapter http://www.nawicfresno.org/
  - Los Angeles Chapter http://www.nawicla.org/
  - Orange County Chapter https://www.nawicoc.org/
  - Sacramento Chapter http://nawicsacramento.com/
  - San Diego Chapter https://www.nawicsd.org/
  - San Francisco Chapter https://www.nawicsf.org/
  - Santa Clara Chapter http://www.nawicsantaclara99.org/
- *Tradeswomen, Inc.*
  https://tradeswomen.org/
- *Women in Construction USA*
  https://www.women-in-construction-usa.com/
- *Women Construction Owners & Executives*
  https://www.wcoeusa.org/
- *Women's Construction Coalition*
  https://www.wccsd.org/
- *California Apprenticeship Coordinators Association*
  http://calapprenticeship.org/women.php
- *National Association of Home Builders – Professional Women in Building Council*
  https://www.nahb.org/nahb-community/Councils/Professional-Women-in-Building-Council
- *North State Building Industry Association Foundation*
  https://www.biaworkforce.com/
- *National Association of Home Builders – Professional Women in Building Council*
  https://www.nahb.org/NAHB-Community/Councils/Professional-Women-in-Building-Council
- *Professional Women in Construction*
  https://www.srbx.org/women-in-construction.html
- *National Alliance for Partnerships in Equity (NAPE)*
  https://napequity.org/public-policy/frontline-legislation/womens-apprenticeships-nontraditional-occupations-act/
- *Women in Construction Operations*
  https://womeninoperations.com/
  A Guide to Mentoring – A Tool to Sharpen the Skills of Women in Construction
  https://womeninoperations.com/wp-content/uploads/2015/02/WiOPS-Guide-to-Mentoring.pd
- *North American Building Trades Unions*
  https://nabtu.org
  https://nabtu.org/about-nabtu/affiliates/
  https://nabtu.org/building-trades-academy/
  https://nabtu.org/apprenticeship-and-training/apprenticeship-readiness-videos/
- *Sacramento Regional Builders Exchange – Women in Construction*
  https://www.srbx.org/women-in-construction.html
- *Habitat for Humanity Sacramento Women Build*
  https://habitatgreatersac.org/get-involved/womenbuild/

Thank you for joining the MWBE:
Having a contractor's license webinar

Join us May 12, 5 – 6:30 pm, for our next discussion on getting into business.

Register on Eventbrite.