

CONTRACTOR CERTIFICATION FREQUENTLY ASKED QUESTIONS (FAQ'S)

WHAT IS OUR ADDRESS, PHONE AND FAX NUMBER? Contractors Certification, 2300 N. Jog Road, West Palm Beach, Florida 33411-2741. Phone (561) 233-5525 FAX (561) 233-5554.

HOW DO I GET TO THE OFFICE? We are located on Jog Road just north of Okeechobee Boulevard.

HOW DO I GET THE APPLICATION? Visit our website at [www.contractorscertification.com](#) or send a self addressed stamped envelope with \$1.26 in stamps on the envelope and a note requesting the application and book list, (For the trade you wish to be examined in) to the address above. When we receive the envelope, we will promptly insert the requested information in your envelope and mail it to you.

DO I NEED TO COMPLETE THE WHOLE APPLICATION? Yes. The entire application must be completed including all the required documents, per the instructions. (Use the check list we have provided, to be sure you have completed all the requirements for submittal)

WHEN DOES THE COMPLETE APPLICATION WITH ALL DOCUMENTS NEED TO BE SUBMITTED? Complete applications with all required documents, **must** be in our office at least one week prior to the first Friday of the Month that you want the Board to consider your application. (The Board does not meet in September). If the application is incomplete by the first Friday of the month, it will not be scheduled for a board meeting until all documentation is completed.

CAN I MAIL IN THE APPLICATION? Yes, to the address above. Applications must be originals and must be complete. No Faxed or emailed documents.

WILL SOMEONE REVIEW THE APPLICATION WITH ME IF I BRING IT IN? Yes, if you bring the complete application to our office between 8:00 a.m. and 11:00 am , Mon.-Fri. After 11:00 a.m. you may drop off the application and you will be notified in writing of any additional information that is required.

HOW LONG DOES THE PROCESS TAKE? 30 to 45 days depending on when you turn in the **complete application** and all required documents.

HOW MUCH IS THE APPLICATION FEE? \$450.00 for Contractors, \$100.00 for Journeyman..

WHEN DOES THE APPLICATION NEED TO BE SUBMITTED? A **complete application** must be in our office by 4:00 p.m. the first Friday of the month to possibly be reviewed by the board at that month's board meeting.

WHEN WILL THE BOARD REVIEW MY APPLICATION? Usually on the 4th Monday of the month, unless that Monday falls on or near a holiday, or if verification of application information is not completed.

WILL I BE NOTIFIED TO SIGN UP FOR THE EXAM? Yes, in writing. An authorization form, list of exam dates and an instruction sheet will be sent to you once the Board has approved you.

WHERE IS THE EXAM GIVEN? Exams are given at a location in Palm Beach County. The exam agency will advise you of the location when you sign up for the exam with them. All applicants in Palm Beach County **are required to take the exam in Palm Beach County**

WHEN IS THE EXAM GIVEN? Exams are given twice each month, on a Saturday.

HOW DO I GET THE LIST OF BOOKS THAT I NEED TO PURCHASE? Book lists are available in our office.

WHERE DO I GET THE BOOKS TO STUDY FOR THE EXAM? Contact a Construction Bookstore from the phone book or call 1-800-277-8877 or 1-877-624-2562 for information and/or locations.

WHERE DO I ORDER CREDIT REPORTS? A partial list is included on page E of the application package, you can pick up a list in our office or look in the Yellow Pages under Credit Reporting Agencies. The reporting agency that you choose must indicate that they have checked all three of the major reporting agencies. Order the required credit reports from them and have the report(s) sent directly to our office or if they send them to you leave the reports sealed and turn them in with your application.

WHEN I PASS THE EXAM WILL I BE NOTIFIED, HOW TO GET MY CERTIFICATE OF COMPETENCY? Yes, in writing. We get the exam results usually about 2½ to 3 weeks after you take the exam. We will then notify you of what you need to send us, so that we can mail your license to you.

WHAT DOES RECIPROCITY MEAN? Reciprocity is a written agreement between counties to allow contractors to move from county to county provided they make application and meet the requirements of the county they are moving to. To come to Palm Beach County you must have obtained a minimum grade of 75% on both parts of the exam, (trade and business & law), have a valid contractor license and complete the entire application for reciprocity.

WHAT IS A LETTER OF RECIPROCITY? A letter prepared by the county that sponsored your original exam that gets sent directly to the county that you wish to make application to. That letter contains information regarding your exam grades and information about the status of your license in that county.

HOW DO I GET A LETTER OF RECIPROCITY FROM THE COUNTY I TOOK THE EXAM IN? You must contact that county to have them send the letter of reciprocity, directly to the county that you wish to secure a license from. You must have a valid license from that county (or city).

DO I NEED TO RENEW MY CERTIFICATE OF COMPETENCY IN PALM BEACH COUNTY? Renewal cards are sent out usually the last week of July or first week in August. Contractors are renewed every 2 years, on the odd years 2007, 2009 etc. Limited Contractors, Limited Journeymen and Journeymen are renewed every 2 years on the even years 2006, 2008 etc.

HOW DO I GET A CERTIFICATE OF STATUS FOR MY CORPORATION
Contact the Secretary of State at 1-800-488-9000 or their web site is