PHOENIX OFFICE:
800 West Washington, 6th Floor
Phoenix, AZ 85007
(602) 542-1525
AZ Toll-free (888) 271-9286

ARIZONA REGISTRAR *of* CONTRACTORS

TUCSON OFFICE:
400 West Congress
Tucson AZ 85701
(520) 628-6345

Jane Dee Hull, Governor *Michael Goldwater, Director*

Dear Customer:

As Director of the Registrar of Contractors, I have a personal commitment to the principles and standards expressed by Governor Hull and I intend to communicate the Governor's key messages and directives to my staff.

Governor Hull's Key Messages

Integrity

I support the Governor's call for integrity and to maintain the highest ethical standards.

Focus on Customer and Improvement

Our focus should be on pleasing the customer and a program of continuous improvement to not only make our job easier but to substantially improve our service to our customers.

Openness and Accountability

I intend to ensure that this agency is open and accountable to the public.

Performance

I am personally dedicated to effectively lead this agency to higher levels of performance. I know that we have made tremendous strides in this regard but we will continue to try to find new ways of doing our job better with the staff and funds provided.

Sincerely,

Michael Goldwater

Michael Goldwater
Director

Visit our Website at: http://www.rc.state.az.us/

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ARIZONA REGISTRAR *of* CONTRACTORS

Jane Dee Hull, Governor *Michael Goldwater, Director*

*** IMPORTANT MESSAGE ***

In order to obtain a contractors license you must obtain and provide a tax number along with your application.

The Arizona Transaction Privilege Tax Number is obtained at:

Phoenix
ARIZONA DEPARTMENT OF REVENUE
1600 W. Monroe
Phoenix, Arizona 85007 Phone: (602) 542-4576

Tucson
ARIZONA DEPARTMENT OF REVENUE
400 W. Congress, South Building
Tucson, Arizona 85701 Phone: (520) 628-6488

RC-L-211 (3/00)

VISIT OUR WEB SITE AT: http://www.rc.state.az.us/

Minimum Workmanship Standards information is available on our website

IF YOUR LICENSE REVIEWER IS UNAVAILABLE AND YOU HAVE QUESTIONS OR NEED ASSISTANCE AT ANY TIME THROUGHOUT THE APPLICATION PROCESS YOU MAY CONTACT:

SANDRA UJLAKY
602-542-1525 EXTENSION 7650
OR
888-271-9286 TOLL FREE WITHIN AZ

Be sure you have included:

- [ ] **Completed** Application
- [ ] Tests Score(s)
- [ ] License Fees
- [ ] Bond with proper signatures
- [ ] All Checks payable to: **Registrar of Contractors**
- [ ] Arizona Transaction Privilege Tax Number
- [ ] Completed Experience Forms
- [ ] Financial Statement (for commercial & dual Lic. only)
- [ ] Approved Corporate Articles or LLC agreement
- [ ] Proof of Workers' Compensation Insurance
- [ ] Recovery Fund Fee (if applying for residential or dual License)

RC-L-254
05/01

*** IMPORTANT MESSAGE ***

Revisions to A.R.S § 25-320 require professional and occupational licensing boards and agencies to record social security numbers on applications and renewals for sole proprietors. (Partnerships and corporations are not affected)

Social security numbers are confidential, however, state licensing boards and agencies must provide those numbers to the Department of Economic Security upon request.

Name	**Social Security Number**
Company name	**Pending license #**

This form must be submitted with your sole proprietor license application.

RC-L-223
(05/01)

17235 N. 75th Ave., Ste. E-175
Glendale, Arizona 85308-8692
(602) 542-1525

2222 S. Dobson Rd., Ste 101
Mesa, Arizona 85202-6483
(602) 542-1525

400 West Congress, Ste 212
Tucson, Arizona 85701-1311
(602) 542-1525

APPLICATION INSTRUCTIONS

800 W. Washington, 6th Floor
Phoenix, Arizona 85007-2940
(602) 542-1525
(888) 271-9286 TOLL FREE
(602) 542-1588 TDD

FIELD OFFICES

Bullhead City	888-271-9286
Flagstaff	928-526-2325
Kingman	928-753-4220
Lake Havasu City	928-855-2144
Payson	888-271-9286
Prescott	928-445-5710
Show Low	928-537-8842
Sierra Vista	520-459-5119
Yuma	928-783-8188

Visit our website at:
http://www.rc.state.az.us/

Check the following as you complete your application. Failure to complete all questions and requirements may result in your application being rejected.

☐ 1. Complete Test Requirements before submitting this application. Refer to "LICENSE CLASSIFICATION REQUIREMENTS" form to determine experience and testing requirements. Refer to "CANDIDATE INFORMATION BULLETIN" for registration and scheduling examination(s). Examination score report must be submitted with license application. No copies will be accepted. ALTERATION OF THE EXAMINATION SCORE REPORT WILL VOID ALL TEST RESULTS.

☐ 2. The last page must be signed, by the required party (ies).

☐ 3. The **QUALIFYING PARTY** must complete the Experience Record Forms.

☐ 4. License Fee and Recovery Fund fee (if applicable) must be **included** with the application. (See schedule on reverse side for license fees and recovery fund fees.)

☐ 5. A License Bond must be provided with the license application. The amount of the bond required depends upon the classification of license and the anticipated gross volume of business. Any of the following forms are acceptable:

a. Surety Bond - a form and instruction are enclosed.

b. Cash Bond - requires a cashier's check, money order or certified check payable to the Registrar of Contractors. A cash bond does not earn interest. (Separate check. Do not include cash bond amount in license fees check.)

c. Certificate of Deposit - request forms and instructions. Interest earned on a certificate of deposit is paid to the contractor.

NOTE: A cash bond or certificate of deposit cannot be withdrawn for two years after replacement by another form of bond or after cancellation of the license

☐ 6. In addition to the license bond, if a CONSUMER BOND or participation in the Recovery fund is required. You may either:

a. Participate in the CONTRACTOR'S RECOVERY FUND by paying appropriate fee

OR

b. Post a consumer bond for $100,000.00. Forms and instructions are available upon request.

OVER

☐ 7. Arizona Transaction Privilege Tax Number must be provided with license application. (See enclosed information for obtaining a number.)

☐ 8. **FEE AND BOND**: Fees listed are for 2 years pursuant to A.R.S. 32-1126, 32-1132(B) and 32-1134.01.

COMMERCIAL CLASSIFICATIONS	LICENSE APPLICATION FEE	LICENSE APPLICATION FEE AFTER JULY 1, 2001	LICENSE BOND AMOUNTS	CONSUMER PROTECTION		
				RECOVERY FUND FEE	or	CONSUMER BOND AMOUNT
Each A- & B-Classification	$820.00	$890.00	$5,000.00 to $90,000.00	NONE		NONE
Each L-Specialty Classification	**$590.00**	**$645.00**	**$2,500.00 to $45,000.00**	**NONE**		**NONE**
RESIDENTIAL CLASSIFICATIONS	**Note: A Residential license fee is the total of the application fee and the consumer protection option**					
Each B, B-3, B-4, B-4R, B-5, B-6, B-10 and B-5R Classification	$400.00	$445.00	$5,000.00 to $15,000.00	$380.00	or	$100,000.00
Each C, and C'R Classification	**$300.00**	**$320.00**	**$1,000.00 to $7,500.00**	**$380.00**	**or**	**$100,000.00**
DUAL CLASSIFICATIONS	**Note: A Dual license fee is the total of the application fee and the consumer protection option**					
Each KA, KB, KE & KO Classification	$1,000.00	$1,105.00	$10,000.00 to $105,000.00	$380.00	or	$100,000.00
Each K-Specialty Classification	**$730.00**	**$815.00**	**$3,500.00 to $52,500.00**	**$380.00**	**or**	**$100,000.00**
Those applicants holding various licenses and applying for equivalent dual licenses, please refer to our statutes and rules booklet for additional fee information.						

NOTE: **PRIOR** to submitting your application, you have the option of reserving the name which you have chosen for your company. In order to do this, you must submit a written request which must include your address and the license classification for which the company name is to be reserved. If the name is available, the reservation will be confirmed in writing and held for a maximum of 90 days from the date the request is approved.

For further information, contact the License Department at (602) 542-1525.

OFFICAL USE ONLY	STATE OF ARIZONA REGISTRAR OF CONTRACTORS	OFFICIAL USE ONLY
Receipt No. Fees Posted Class Issued	APPLICATION FOR CONTRACTORS LICENSE COMMERCIAL ☐ RESIDENTIAL ☐ DUAL ☐ NOTICE: Falsification of any information on this application is a felony	

1. **NAME OF BUSINESS** _____

Application must be **PRINTED IN BLACK INK** or typewritten. Applicants should confirm the availability of any proposed contracting name with the Registrar of Contractors (Licensing Department) 542-1525, the Secretary of State (Registration Department), and if applying as a corporation or limited liability company, the Arizona Corporation Commission.

2. Place of Business _____
Street Address — Suite, Apt #. etc.

_____
City — State — Zip Code

3. Phone No. (_____)_____ 4. License Classification Applying for _____

5. Mail Address _____
Street Address — Suite, Apt. #, etc.

_____
City — State — Zip Code

6. To conduct business as (Check One): Individual ☐ Partnership ☐ Corporation ☐ Limited Liability Company ☐

7. Name of Qualifying Party _____
First — Middle — Last Name

8. Qualifying Party is (Check one): Owner ☐ Partner ☐ Corporate Officer ☐ Member ☐ Employee ☐

The personnel listed below shall include, if an individual, the individual applying; if a partnership, all partners; if a corporation, association or other type of organization, the president, vice president, secretary, treasurer, or the equivalent of these officers, if a limited liability company all members. Also list the name, address and title of the Qualifying Party. (Arizona law prohibits a minor from being an individual owner, partner, corporate officer or member on a contractor's license.)

9.

PERSONNEL OF APPLICANT FULL NAME (FIRST, MIDDLE, LAST) If you have no middle name - state "none" FIRST MIDDLE LAST	TITLE: Owner; Partner; Corporate President, V.P. Secretary, Treasurer; Member; Qualifying Party	COMPLETE RESIDENTIAL ADDRESS INCLUDING CITY, STATE AND ZIP CODE	DATE OF BIRTH MO./DATE/YEAR

10. **ARIZONA TRANSACTION PRIVILEGE TAX NUMBER** _____

IF NOT APPLYING AS A CORPORATION OR LIMITED LIABILITY COMPANY GO TO QUESTION 12.

11. If applying as a corporation or limited liability company, enclose a photo copy of corporate articles or limited liability company agreement showing the date stamp affixed by the ARIZONA Corporation Commission, designating your corporation file number and date approved. If your corporation is over 6 months old, a certificate of good standing from the ARIZONA Corporation Commission shall be provided in lieu of the corporate articles.

Complete (a) and (b) by listing complete names including middle name (no initials).

(a) List all corporate directors:

First	Middle	Last	Residential Address

(b) List all owners of 25% or more of the stock or beneficial interest of the corporation:

First	Middle	Last	Residential Address	Ownership Percentage

12. Has any person listed in questions 9 or 11 been convicted of a felony? YES ☐ NO ☐

If yes, provide the full names of all persons convicted of a felony. Please request records release forms from the Licensing Department, which must be submitted with this application. **Note**: Even though a conviction has been vacated, pardoned, expunged, dismissed or appealed, or your civil rights have been restored, you are, required to answer "YES."

Who: _____
First Middle Last Name

Who: _____
First Middle Last Name

CANCELLATION OF LICENSE(S) UPON ISSUANCE OF NEW LICENSE(S)

13. I, We hereby request voluntary cancellation of license #(s) _____, _____, _____,

_____, issued to _____

at the time that (a) new license(s) is issued to _____

(A corporate contractors license shall be cancelled upon the written request signed by the president or secretary of the corporation.)

(A limited liability company shall be cancelled upon the written request signed by a member.)

(Request to cancel a partnership license shall be signed by any partner.)

(Request to cancel a sole proprietorship shall be signed by the individual owner.)

_____
Signature **Title** **Date**

14. Has any person listed in questions 9 or 11 ever been on a contractor's license issued by a state other than Arizona? YES ☐ NO ☐
If yes, complete the following:

Who: _____ Company: _____
First Middle Last Name

State: _____ License Type: _____ Status of license _____

Who: _____ Company: _____
First Middle Last Name

State: _____ License Type: _____ Status of license _____

If more space is needed attach separate sheet.

*** IMPORTANT MESSAGE ***

15. A.R.S. §23-902 requires that your business must have Workers' Compensation Insurance if you employ any person. Furthermore, A.R.S. §32-1122 B.1(i), states the qualifications for obtaining a new license or renewing an existing license includes: "Proof that the applicant has complied with the statutes or rules governing Workers' Compensation Insurance."

Please review the following: Check and SIGN, the status that applies OR check and SUBMIT the appropriate COPY OF CERTIFICATE OR INSURANCE STATEMENT SHOWING POLICY NUMBER AND EFFECTIVE DATE. If you do not, we will conclude that your business does not intend to comply with the law and thus your application will not be processed.

☐ Applicant will secure a "Resolution of Authorization" from the Industrial Commission of Arizona to act as a self-insurer for payment of Worker's Compensation benefits to its employees pursuant to Title 23, Chapter 6, A.R.S. §23-961.A.2. (COPY OF CERTIFICATE MUST BE ATTACHED AND SUBMITTED ALONG WITH APPLICATION).

☐ Applicant will comply by insuring and keeping insured for payment of such compensation with an insurance carrier authorized by the director of insurance to write Worker's Compensation Insurance in this state, pursuant to Title 23, Chapter 6, A.R.S. 23-961.A.2. (COPY OF CERTIFICATE MUST BE ATTACHED AND SUBMITTED ALONG WITH APPLICATION).

☐ Applicant is not presently engaged with work in Arizona, but does agree to comply with Worker's Compensation mandate when work is secured.

Signature X _____

☐ Applicant may employ workers who elect to reject the provisions of the statutes or rules governing Workers' Compensation Insurance and will maintain, in their records, a notice in writing that is signed and dated pursuant to Title 23, Chapter 6, A.R.S. §23-906.A.

Signature X _____

☐ Applicant is self employed and will not employ workers and therefore is exempt from the statutes or rules governing Workers' Compensation.

Signature X _____

THIS DOCUMENT AVAILABLE IN ALTERNATIVE FORMATS BY CALLING (602) 542-1525; TDD (602)542-1588 PURSUANT TO THE AMERICANS WITH DISABILITIES ACT.

VERIFICATION

I (WE) THE UNDERSIGNED HEREBY APPLY FOR A CONTRACTOR'S LICENSE AND VERIFY UNDER PENALTY OF LAW THAT ALL THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY (OUR) KNOWLEDGE AND BELIEF.

INSTRUCTIONS FOR SIGNING

AN APPLICATION FOR AN INDIVIDUAL OWNER must be signed by the Owner and by the Qualifying Party if the Owner elects not to qualify himself.

INDIVIDUAL	Signature of Owner Date	Signature of Qualifying Party Date

A PARTNERSHIP APPLICATION must be signed by EACH member of the partnership and by the Qualifying Party if the Qualifying Party is not a member of the partnership.

PARTNERSHIP	Signature of Partner Date	Signature of Partner Date
	Signature of Partner Date	Signature of Partner Date
	Signature of Partner Date	Signature of Qualifying Party Date

A CORPORATE APPLICATION must be signed by the PRESIDENT and SECRETARY and by the Qualifying Party if the Qualifying Party is not the President or Secretary.

CORPORATION	Signature of President Date	Signature of Secretary Date
	Signature of Qualifying Date	

A LIMITED LIABILITY COMPANY APPLICATION must be signed by all MEMBERS of the company and by the Qualifying Party if the Qualifying Party is not a member of the company.

LIMITED LIABILITY COMPANY	Signature of Member Date	Signature of Member Date
	Signature of Member Date	Signature of Member Date
	Signature of Member Date	Signature of Qualifying Party Date

LICENSE CLASSIFICATION REQUIREMENTS

Below is a list of license classification testing and experience requirements. **Refer to the Arizona Registrar of Contractors Statutes and Rules Manual for details concerning the scope of work allowed under each classification.** Three license categories are available at this time; COMMERCIAL, RESIDENTIAL, and DUAL. Insert the classification number and title (as listed in the Registrar of Contractors Statutes and Rules Manual) you are going to test for in the space provided on the certification of experience section of the Application For Arizona Contractor's License Examination form. **All qualifying parties are required to pass a Contractor's Business Management Exam.** The DUAL license categories will be available May 1, 1998.

COMMERCIAL				RESIDENTIAL				DUAL			
A. The following classifications require four (4) years verifiable trade experience, a Business Management and Trade Exam.											
A-	B-1	L-4	L-39	B-	C-7	C-17	C-39	KA-	K-7	K-17	K-61
A-3	B-2	L-7	L-42	B-3	C-9	C-18	C-42	KA-5	K-9	K-21	K-62
A-7		L-9	L-49	B-4	C-11	C-31	C-61	KA-6	K-11	K-31	K-74
A-9		L-11	L-61	B-5	C-15	C-37	C-68	KB-1	K-12	K-37	K-77
A-11		L-12	L-62	C-4	C-16			KB-2	K-15	K-39	K-79
A-12		L-16	L-74	C-4R Boilers		C-37R Plumbing		K-4	K-16	K-42	K-80
A-17		L-31	L-77	C-39R Air Conditioning & Refrigeration							
A-21		L-37	L-79	C-37R Sewers, Drains & Pipe Laying							
B. The following classification requires four (4) years verifiable trade experience, a Business Management and Trade Exam (administered by the Arizona Department of Water Resources.)											
A-4 Drilling											
C. The following classification requires four (4) years verifiable trade experience, a Business Management and two trade exams. One(1) administered by the Arizona Department of Water Resources and the other administered by Experior Assessments, LLC.											
A-16 Waterworks											
D. The following classifications require three and one-half (3 1/2) years verifiable trade experience plus one-half year related solar experience, a Business Management and Trade Exam.											
A-19 Swimming Pools including Solar				B-6 Swimming Pools including Solar				KA-6 Swimming Pools Including Solar			
E. The following classifications require three (3) years verifiable trade experience, a Business Management and Trade Exam.											
L-41	L-44			C-21	C-41			K-41	K-44		
L48	L-65			C-48				K-48	K-65		
F. The following classifications require two (2) years verifiable trade experience, a Business Management and Trade Exam.											
L-34	L-58			B-5R Factory Fabricated Pools & Spas				K-34	K-58		
L-54	L-67			C-21R Irrigation Systems				K-54	K-67		
L-8				C-37R Water Conditioning Equipment				K-8			
				C-39R: Warm Air Heating, Evap. Cooling & Ventilating							
				C-41R Precast Waste Treatment Systems							
				C-37R Gas Piping							
				C-34	C-8						
G. The following classifications require two (2) years verifiable experience, a Business Management and Trade Exam (administered by the Arizona. Department of Water Resources).											
L-53 Water Well Drilling				C-53 Water Well Drilling				K-53 Water Well Drilling			
H. The following classification requires one (1) year verifiable experience, a Business Management and Trade Exam.											
				C-12 Low Voltage Communication Systems							
I. The following classifications require six (6) months verifiable experience, a Business Management and Trade Exam.											
L-78 Solar Plumbing Liquid Systems Only				C-37R Solar Plumbing Liquid Systems Only				K-78 Solar Plumbing Liquid Systems Only			

OVER

COMMERCIAL	RESIDENTIAL	DUAL

J. The following classifications require four (4) years verifiable trade experience, and a Business Management Exam.

COMMERCIAL	RESIDENTIAL	DUAL
A-5 A-14	C-22	K-2 K-69

K. The following classifications require three (3) years verifiable trade experience, and a Business Management Exam.

COMMERCIAL	RESIDENTIAL	DUAL
L-14 L-36 L-38 L-57	C-2 C-14	K-14 K-36 K-38 K-57

L. The following classifications require two (2) years verifiable trade experience, and a Business Management Exam.

COMMERCIAL	RESIDENTIAL	DUAL
A-15 L-1 L-3 L-13 L-24 L-26 L-27 L-40 L-45 L-56 L-60 L-63 L-64 L-10	C-17R Rebar and Wire Mesh C-39R Evaporative Cooling & Ventilators C-63 B-10	K-1 K-3 K--66 K-10 K-13 K-24 K-26 K-40 K-45 K-56 K-60 K-63 K-64

M. The following classifications require one (1) year verifiable experience, and a Business Management Exam.

COMMERCIAL	RESIDENTIAL	DUAL
L-6 Swimming Pool Service and Repair		K-6 Swimming Pool Service and Repair

N. The following classification requires four (4) years certified trade experience, and a Business Management Exam.

COMMERCIAL	RESIDENTIAL	DUAL
	C-13	

O. The following classifications require three (3) years certified trade experience, and a Business Management Exam.

COMMERCIAL	RESIDENTIAL	DUAL
	C-9R Gunite & Shotcrete C-36 C-65 C-9R Terrazzo C-22R Wrecking	

P. The following classifications require two (2) years certified trade experience, and a Business Management Exam.

COMMERCIAL	RESIDENTIAL	DUAL
	C-36R Lathing C-45 C-21R Landscaping C-39R Gas Refrigeration C-48R Swimming Pool Tile C-30 C-36R Swimming Pool Plastering C-10 C-42R Foam & Foam Panel Roofing C-40 C-42R Roofing Shingles & Shakes C-13R Asphalt Coating & Parking Appurtenances	

Q. The following residential classifications require one (1) year certified experience, and a Business Management Exam.

COMMERCIAL	RESIDENTIAL	DUAL
B-4R Corrosion Control B-4R Sport Court Accessories B-4R Soil Stabilization B-5R Swimming Pool Covers B-5R Reservoir Linings & Covers B- 5R Fiberglassing of Swimming Pools C-7R Doors, Gates, Windows & Accessories C-9R Sawing, Coring, Epoxy Panels & Bonding	C-1 C-38 C-3 C-17R Tanks C-6 C-17R Welding C-30R Cultured Marble C-8R Carpet C-31R Flagstone C-34R Wallpaper C-65R Skylights C-39R Pre-Coolers C-40R Foam Insulation C-8R Wood Flooring C-8R Ceramic & Clay Floor Covering	C-8R Composition Flooring C-8R Non-conventional Floor Covering C-9R Lightweight Concrete C-9R Fence Footings C-9R Pre-Cast Concrete C-14R Fencing Other Than Masonry C-17R Steel Floor, Sub Floor and Form Systems C-17R Recreational Equipment
C-16R CO2, Dry and Wet Chemical Systems C-30R Weather Stripping C-37R Built-in Central Vacuum Systems C-37R Kitchen & Bathroom Fixture Refinishing C-37R Swimming Pool Plumbing & Equipment C-39R Temperature Control Systems	C-7R Removable Formwork & Shoring C-7R Nailing and Stapling C-17R Ornamental Metals C-42R Liquid Applied Roofing C-45R Premanufactured Fireplaces C-30R Kitchen & Bathroom Components	C-30R Doors, Windows, Gates, Tub & Shower Enclosures C-34R Surface Preparation & Waterproofing C-65R Storm Windows and Doors C-65R Window Treatment C-31R Stone Masonry C-65R Mirrors

R. The C-62 classification requires no practical experience, however a Business Management Exam is required.

CONTRACTOR'S FINANCIAL STATEMENT

FILL IN ALL SPACES

SUBMITTED BY: _____

ADDRESS: _____

____ An Individual
____ A Partnership
____ A Corporation
____ A Limited Liability Company

Condition at close of business _____ 19_____

ASSETS	DOLLARS
1. Cash: (a) On hand $_____ (b) Elsewhere $_____	
2. Notes receivable (a) Due within 90 days _____	
(b) Due after 90 days _____	
(c) Past due _____	
3. Accounts receivable from completed contracts, exclusive of claims not approved for payment __	
4. Sums earned on uncompleted contracts, as shown by Engineer's or Architect's estimate	
(a) Amount receivable after deducting retainer _____	
(b) Retainer to date, due upon completion of contracts _____	
5. Accounts receivable from sources other than construction contracts _____	
6. Deposits for bids or other guarantees _____	
7. Interest accrued on loans, securities, etc. _____	
8. Real estate (a) Used for business purposes _____	
(b) Not used for business purposes _____	
9. Stocks and bonds: (a) Listed -- present market value _____	
(b) Unlisted -- present value _____	
10. Materials in stock not included in Item 4 (a) For uncompleted contracts (present value) _____	
(b) Other materials (present value) _____	
11. Equipment, book value _____	
12. Furniture and fixtures, book value _____	
13. Other assets _____	
Total Assets _____	
LIABILITIES	
1. Notes payable (a) To banks, regular _____	
(b) To banks for certified checks _____	
(c) To others for equipment obligations _____	
(d) To others exclusive of equipment obligations _____	
2. Accounts payable: (a) Not past due _____	
(b) Past due _____	
3. Real estate encumbrances _____	
4. Other liabilities _____	
5. Reserves _____	
6. Capital stock paid up: (a) Common _____	
(b) Common _____	
(c) Preferred _____	
(d) Preferred _____	
7. Surplus (net worth) Earned $_____ Unearned $_____	
Total Liabilities ___	

I, the undersigned, hereby verify under penalty of law that all the information contained herein is true to the best of my knowledge and belief.

Signed _____

Member, Corp. officer, Partner, or Owner must sign.

RC-L-201
(4/98)

INSTRUCTIONS FOR COMPLETING QUALIFYING PARTY EXPERIENCE FORMS

The following information will assist you in properly completing the experience forms.

READ THROUGH THESE INSTRUCTIONS BEFORE YOU BEGIN.

NOTE: If, within the past five years, you were the qualifying party on an Arizona contractor's license in the same classification, you do not have to complete the experience forms or take the examination. THIS WAIVER DOES NOT APPLY IF THE LICENSE WAS SUSPENDED OR REVOKED.

The right to obtain a license partly depends on the experience of the qualifying party. Information provided on the form is subject to verification by contact with previous employers or others whose names you provide. We reserve the right to ask for additional verification.

Generally, the qualifying party must have a minimum of four (4) years of experience as a journeyman, trade foreman, superintendent or contractor in the type of work covered by the class of license being requested. This experience must have been within the last 10 years.

Use as many sheets as necessary to show the required years of experience. Lack of sufficient information could result in the application being rejected. Additional forms will be provided on request.

EXAMPLE:
Suppose that the qualifying party worked as a Self-Employed contractor in Washington State for 3 years. He moved to California where he was employed as a project manager for 6 months. He then returned to Washington State where he again became a Self-Employed contractor. He will need 3 experience sheets completed; one for the self-employment in Washington State; one for the period in California and one for the second period of self-employment in Washington State.

Verification of all of the information included on the experience record must be available either from a former employer or if out of business, someone who has direct knowledge of the information, such as immediate supervisor or former fellow employee.

If Self-Employed, provide names and complete addresses of at least 4 persons, other than relatives, who have direct knowledge of the type of experience and the time period listed.

Use a separate sheet for this information. Such persons as building inspectors, customers, subcontractors, or loan officers can be used to verify the experience listed.

If you have any questions, please contact the Phoenix office at 542-1525 or 1-888-271-9286 or the branch office nearest you.

REFER TO THESE INSTRUCTIONS AS YOU COMPLETE THE EXPERIENCE FORM.
PRINT OR WRITE CLEARLY:

Line 1. The full name of the qualifying party.

Line 2. The full name of the employer or employing company. If Self-Employed, write "Self-Employed", and skip lines 3 and 4.

Line 3. The complete mailing address is needed for verification.

Line 4. A phone number can expedite the verification process.

Line 5. The month and year that you started with the employer and the month and year you left. If Self-Employed, the date you started and the date you stopped being Self-Employed. Total the number of years and months and enter at the end of this line.

Line 6. State the type of business the employer was engaged in. If the employer was a general contractor, write "general contractor"; if an air conditioning contractor, write "air conditioning contractor", etc.

Line 7. Name of your immediate supervisor at the place of business, if Self-Employed, write "self".

Line 8. Average number of hours per week for each employer and average number of employees whom you supervised.

Line 9. EXAMPLE:
Suppose that the qualifying party was first employed as a journeyman. After 6 months, he was promoted to foreman for 1 year and 6 months, after which he received a promotion to superintendent where he remained for 3 years. this total should equal the amount of time shown on line 5.

This would be shown as:

	JOB TITLE	AMT. OF TIME YEARS/MONTHS
____	Laborer	____/____
____	Apprentice	____/____
____	Journeyman	____/ 6
____	Foreman	1 / 6
____	Superintendent	3 /____

Line 10. EXAMPLE: GENERAL CONTRACTING
If you are applying for a B General Contractor's license you should include the following:
1. Residential: Number of completed houses on which you supervised complete construction.

2. Commercial: Number of office buildings, schools, etc. on which you supervised complete construction.

EXAMPLE: SPECIALTY CONTRACTING
If you are applying for a specialty license such as C-11 Electrical, you should include the following:
1. Residential: Number of complete houses on which you performed or supervised complete wiring.

2. Commercial: Number of office buildings, schools, etc. on which you supervised or performed complete wiring.

Line 11. Approximate the smallest and the largest of all projects you completed, using square footage, voltage, tonnage or whatever measurement applies to the class of work for which the license is being requested.

EXAMPLE: GENERAL CONTRACTING
900sq. ft. to 12,000sq. ft.

EXAMPLE: SPECIALTY CONTRACTOR-AIR CONDITIONING
1 ton to 75 ton

Line 12. Indicate the type of projects referred to in line 10 & 11.

EXAMPLE:
1. Masonry single family houses.

2. 10 story office building.

Write in the duties you performed for these projects.

EXAMPLE:
1. Supervised all rough framing and finish carpentry work for hospital building.

2. Electrical foreman of 6 man crew wiring single family tract houses.

3. Operated residential contracting company controlling bidding, employment, land preparation and complete construction of custom homes.

READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING THIS FORM.

1. EXPERIENCE RECORD OF _____
(Name of Qualifying Party)

2. _____
Employers Name

3. _____
Mailing Address City State Zip Code

4. ___(_____)_____
Phone Number

---

5. Date of Employment: From: _____/_____ To: _____/_____ Total: _____/_____

6. Type of Business (such as air conditioning, homebuilding, masonry, etc.):

_____

7. Supervisor's Name: _____

8. Average hours worked per week: _____ Number of people **you** supervised: _____

9. Check all job positions you held for this employer.

	JOB TITLE	AMT. OF TIME YEARS/MONTHS		JOB TITLE	AMT. OF TIME YEARS/MONTHS
_____	Laborer	_____/_____	_____	Project Manager	_____/_____
_____	Apprentice	_____/_____	_____	Self-Employed	_____/_____
_____	Journeyman	_____/_____	_____	Licensed AZ Contractor	_____/_____
_____	Foreman	_____/_____	_____	Out of State Contractor	_____/_____
_____	Superintendent	_____/_____	_____	Other: _____	_____/_____

10. Approximate number of projects or structures worked on for this employer: Residential _____ Commercial _____

11. **Average size range** of these projects in square footage, tonnage, voltage, miles or whatever applies to your field or work:

From: _____ To: _____
Small Large

12: Describe major duties you performed. Refer to Line 12 example on reverse side.

_____

_____

_____

_____

_____

_____

INSTRUCTIONS TO BONDING COMPANY FOR EXECUTION OF LICENSE BONDS

THE CONTRACTOR MUST SUBMIT THE **ORIGINAL** BOND TO THE REGISTRAR OF CONTRACTORS. ONLY THE ORIGINAL BOND DOCUMENT WILL BE ACCEPTED. **FAXED BONDS ARE NOT ACCEPTABLE.**

The bond must be filled in completely and correctly as indicated in the steps listed below:

1. Surety bond number. 'BINDER' in lieu of a bond number is not acceptable.

2. COMPANY NAME LINE: Company or Business name must be exactly as it appears on the license application.
   Sole Proprietorship Bond: Individual's name followed by DBA company name.

   Partnership Bond: All partners' names followed by DBA company name.

   Corporate or Limited Liability Company Bond: Corporate/Limited Liability Company name must read exactly a registered with Arizona Corporation Commission and if a DBA is used, Corporate/Limited Liability Company name followed by DBA company name.

3. Type in the name of the surety company.

4. The amount of bond required depends upon the classification of license (see reverse side for instructions).

5. Insert full Classification number and title, for example: "C-11 ELECTRICAL"

6. Original signatures on bond must be properly completed: (Reproduced signatures are **not** acceptable).

   Sole Proprietor, Partner, Corporate Officer or **Member of Limited Liability Company** must sign and add title.

   Arizona Resident Agent must sign. Name, address and telephone number must be typed.

   Attorney-in-Fact must sign. This signature must be notarized.

   Subsequent bond riders or reinstatement notices must be the original copy bearing original signature(s).

NOTE: On all new applications for any classification of license the applicant shall estimate his anticipated gross volume of work within the State of Arizona for the remainder of the present fiscal year and shall be governed by the bond requirements hereinabove set forth as they apply to his particular classification of license. Any estimate shall be made in such manner and upon such forms as may be acceptable to the Registrar of Contractors. The filing of a bond or deposit in a specified amount shall be deemed to be the equivalent of submitting a volume estimate within the dollar limitations applicable for such bond amount.

NOTE: Any existing license under Bond Suspension will not be renewed, nor will a new license application be accepted unless the original, signed bond, approvable by the R.O.C., is submitted with the application.

SEE BOND SCHEDULES ON REVERSE SIDE.

RESIDENTIAL CLASSIFICATION	CONTEMPLATED GROSS VOLUME WITHIN ARIZONA	(PER EACH LICENSE)
Class B, B-3, B-4, B-4R, B-5, B-5R, B-6 and B-10	$150,000 or less	$ 5,000
	In excess of $150,000 but not more than $750,000	9,000
	More than $750,000	15,000
Class C and C-R	$100,000 or less	1,000
	In excess of $100,000 but not more than $375,000	4,250
	More than $375,000	7,500

COMMERCIAL CLASSIFICATION	CONTEMPLATED GROSS VOLUME WITHIN ARIZONA	(PER EACH LICENSE)
Class A and Commercial B	$150,000 or less	$ 5,000
	In excess of $150,000 but not more than $500,000	10,000
	In excess of $500,000 but not more than $1,000,000	15,000
	In excess of $1,000,000 but not more than $5,000,000	40,000
	In excess of $5,000,000 but not more than $10,000,000	65,000
	More than $10,000,000	90,000
Class L	$150,000 or less	$ 2,500
	In excess of $150,000 but not more than $500,000	5,000
	In excess of $500,000 but not more than $1,000,000	10,000
	In excess of $1,000,000 but not more than $5,000,000	20,000
	In excess of $5,000,000 but not more than $10,000,000	32,500
	More than $10,000,000	45,000

Dual license bond amounts are the combined amount required for residential and commercial classifications.

THE ORIGINAL BOND MUST BE SIGNED BY THE PRINCIPAL, RESIDENT AGENT, ATTORNEY-IN-FACT AND THE NOTARY PUBLIC AND BE FILED WITH THE REGISTRAR OF CONTRACTORS

LICENSE BOND

STATE OF ARIZONA
REGISTRAR OF CONTRACTORS

BOND NO: _____

That _____

as the principal, and _____
(Surety)

a corporation, duly authorized and licensed to transact surety business in the State of Arizona, are held and firmly bound unto the State of Arizona for the benefit of those persons described in A.R.S. §32-1152, as amended, in the penal sum herein after set forth for the classification of license described:

LICENSE CLASSIFICATION	PENAL SUM

The Principal has applied to the Registrar of Contractors of the State of Arizona for a license to conduct the business of contracting under the above-described classifications and submits this bond to comply with the provisions of A.R.S. §32-1152, as amended, which is incorporated herein as though fully set forth.

Liability under this bond is limited to the penal sum for each classification of work performed by the principal. Liability under each classification shall be determined strictly in accordance with the provisions of A.R.S. §32-1152, as amended, which is incorporated herein as though fully set forth.

Upon making payment to any claimant against the bond, the Surety shall immediately give written notice to the Principal and the Registrar of Contractors of the date and amount of payment.

The amount of this bond is based on the representation of the Principal of his anticipated annual gross volume of work pursuant to Rule R4-9-112 (formerly Rule R4-9-12)

This bond becomes effective on _____ _____, 20_____.

SIGNED, SEALED AND DATED _____ _____, 20_____.

Signature of Contractor (Principal)

Title of Signer

By:

Countersigned: Arizona Resident Agent

Resident Agent
Print or Type Name

Street Address

City State Zip Code

Phone Number

Name of Surety Company

By:
Signature Attorney-In-Fact
(Must be Notarized)

Subscribed and sworn to before me this _____ day of _____, 20_____,

By:
Print or Type Name of Attorney-In-Fact

Notary Public
My Commission Expires

State of _____

County of _____

RC-L-220D (10-4-00)

INSTRUCTIONS FOR FILING CONTRACTORS EXAM APPLICATION

Applications for a contractor's license cannot be **ACCEPTED** until all testing requirements have been completed.

1. Testing requirements must be completed by the person who will act as the Qualifying Party as defined in Arizona Revised Statute §32-1127. The Candidate Information Bulletin includes the application for testing, fee schedule and instructions to schedule your examination(s). To determine which test(s) you are required to pass refer to the "License Classification Requirements" form included in the Registrar of Contractors license application package. After you pass your examination(s), Experior Assessments, LLC will give you an "Examination Score Report." Complete the certification of experience section on the "Examination Score Report" prior to submitting your license application.

2. If, within the past five- (5) years, you were the qualifying party on an Arizona contractor's license, in the **same** classification, you do not have to take the examination. **This waiver does not apply if the license was suspended by disciplinary action or revoked.** (Contact the Registrar of Contractors if you have any questions regarding this waiver.)

3. If you are unsure of which classification to apply for, the licensing department of Registrar of Contractors will assist you, however, the Registrar of Contractors and the testing firm assume no responsibility for an inappropriate or incorrect choice of classification. Use the attached license classification requirements chart to select the proper classification.

4. Should you require an interpreter to assist you in taking the test, contact the testing firm for the necessary forms prior to submitting the application for testing.

5. Experior Assessments, LLC will provide you with study guides(s) to help you prepare for your exam(s). Any questions concerning test procedures, areas of study, rescheduling test dates or test scores should be directed to Experior Assessments, LLC.

6. You will be admitted for a test only if you provide pictured identification, such as an Arizona driver's license, identification card issued by the Department of Public Safety, or passport. **(Birth certificates, social security cards, hunting licenses, etc., will not be accepted.) NO EXCEPTIONS WILL BE ALLOWED!**

7. The qualifying party must take and pass the examination within six months from the date of filing the test application. If a third examination is failed the application becomes null and void.

8. You may apply for a contractor's license any time **within one year of the date of passing the examination**. The **ORIGINAL** test application, with the complete scores, must be included with the license application.

Testing is scheduled on a regular basis at two locations in Phoenix, one location in Tucson and one location in Flagstaff. When at least ten (10) applicants request to do so, a test date will be scheduled near a Registrar of Contractors branch office.

If you desire testing in an area other than Phoenix, Tucson or Flagstaff, advise Experior Assessments, LLC, indicating the approximate date and branch office that you prefer. The testing firm will notify you of the reporting date and location of testing.

OVER

The study guide for the business management examination lists the book "NASCLA Construction Management Guide" as a reference. This book may be purchased from the publisher or is available for reference at public libraries. The following agencies will provide you with business information and/or publications.

AZ. Corporation Commission
1300 W. Washington St., Rm. 101
Phoenix, AZ 85007
(602) 542-3135
(AZ. Res.) (800) 345-3135

Secretary of State
Trade Names Division
1700 W. Washington, 7th Fl
Phoenix, AZ 85007
(602) 542-6187

Arizona Department of Revenue
Tax Payer Services
1600 W. Monroe
Phoenix, AZ 85007
(602) 255-2060
(800) 843-7196

Department of Economic Security
State Unemployment Insurance
2801 N. 33rd. Ave.
Phoenix, AZ 85009
(602) 255-4807

Internal Revenue Service
Western Area Distribution Center
Rancho Cordova, CA 95743-0001
(800) 829-3676

U.S. Small Business Admin.
Surety Bond Guarantee Program
2828 N. Central Ave., Ste. 800
Phoenix, AZ 85004-1093
(602) 745-7225

Score (Service Core of Retired Executives)
Call (800) 634-0245 for nearest office
Or Email: http://www.score.org/

Industrial Commission of Arizona Workers Compensation Insurance
P O Box 19070
Phoenix, AZ 85005-9070
(602) 542-4661

Industrial Commission of AZ. Occupational Safety and Health Division
800 W. Washington St., Second Floor
Phoenix, AZ 85007
(602) 542-5795

U.S. Department of Labor Wage & Hour Div.
3221 N. 16th Street, Ste 301
Phoenix, AZ 85016
(602) 640-2990

Equal Employment Opportunity Commission
1801 L. Street, NW
Washington, DC 20507
(202) 663-4900
(800) 669-3362

Department of Commerce/Arizona Business Connection
3800 N. Central Ave., Bldg. D
Phoenix, AZ 85012
(602) 280-1480
(800) 542-5684

Arizona Blue Stake Inc.
725 W. McDowell
Phoenix, AZ 85007
(602) 263-1100 (Maricopa County)
(800) STAKE-IT (outside Maricopa County)

Candidate Information Bulletin

STATE OF ARIZONA

Residential and Commercial Contractor Examinations

Summary of Steps in the Examination Process

1. Obtain licensure and examination applications from the Registrar of Contractors (ROC).
2. If you are not sure which license to apply for, contact the ROC.
3. Complete and submit the Examination Registration Form included at the end of this Bulletin, along with the appropriate fees to Experior.
4. Take the examination at the scheduled time and place.
5. Receive scores from Experior. If you do not pass, you will receive retake information.
6. You must successfully pass your examination before submitting your license application.
7. If you pass, submit your Score Report, along with the completed licensing application, to the Registrar of Contractors for processing.

   An original passing Score Report for each required examination must be submitted with your license application to the Registrar of Contractors.

NOTE: An examination registration is valid for 90 calendar days after it has been processed and will expire without further notice at that time.

Licensure Process

Arizona State Law requires residential and commercial contractors to be licensed. To apply for a license, start by requesting an application packet from the state Registrar of Contractors at:

The State of Arizona
Registrar of Contractors
800 West Washington, Sixth Floor
Phoenix, AZ 85007
602.542.1525
www.rc.state.az.us

When you have received your application packet, complete the enclosed Examination Registration form included in this Bulletin.

Examination Registration Procedures

You may register for your examination by any of the following three methods:

Phone

You may call Experior at **800.899.4089** between 6 a.m. and 7 p.m. (Mountain time) to register for your examination. Please have your Examination Registration Form and your MasterCard or Visa number available before you call. You may schedule your examination at the same time.

Fax

You may fax the Examination Registration form, found in the back of this Bulletin, to **800.347.9242**.

Mail

If you desire to mail your payment, please mail the completed Examination Registration form with the appropriate fees to:

Experior
Arizona Contractors
1360 Energy Park Drive
St. Paul, MN 55108-5252

The form will be processed within 48 hours from the time it is received. (Please allow four to eight days for mail delivery.) You may pay by MasterCard, Visa, money order, company check or cashier's check.

NOTE: Personal checks and/or cash are not accepted.

Scheduling Your Examination

Once registered, you may schedule your examination by calling Experior at

800.899.4089

between 6 a.m. and 7 p.m. (Mountain time). An examination registration is valid for 90 calendar days after it has been processed and will expire without further notice at that time.

Appointments and Cancellations

You may take your examination at any Experior testing center nationwide. Maps to the Arizona testing centers are included in this Bulletin. Experior can provide a complete list of testing centers and

additional maps. Appointments are available three to six days per week at most centers. Schedule your examination early to get your preferred site and time.

If you need to reschedule your appointment time, you must contact Experior three full working days before the day of your appointment to allow time to refill your appointment slot, or you will be charged a $10.00 rescheduling fee. If you are too ill to take your examination at the scheduled time, you may submit a letter from your doctor or hospital (on their letterhead).

Examination Fees

One examination	**$72.00**
Two examinations (Business Management Examination plus one trade examination)	**$125.00**
Retake (each examination)	**$72.00**

Walk-In Testing

As walk-in testing is on a first-come first-served basis, we strongly urge you to schedule your examination. Seating is **NOT** guaranteed for a walk-in examination.

Examination Re-takes

If you have allowed your examination registration to expire or you were unsuccessful in your examination attempt, you may re-register by any of the methods listed above. Another examination fee is required.

NOTE: There is no limit to the number of times you may take an examination; however, it is recommended that you spend some time studying between examinations.

Examination Review

If you are unsuccessful after two attempts, you may review the last examination taken. Reviews are held one day a month at Experior's Tempe office. You may schedule a review by calling Experior at **800.899.4089**. Only one review is allowed.

Severe Weather

In the event of severe weather, Experior may need to cancel scheduled examinations. In this situation, Experior personnel will attempt to contact you via telephone to reschedule your examination at your earliest convenience. You may confirm your scheduled examination by calling Experior at **800.899.4089**.

Description of Examinations

Most examinations are closed book. You are allowed to use the *National Electrical Code*, NFPA-70, for the L-11, C-11, C-12, L-67 and A-17 examinations. Experior provides any books allowed for use during the examination. You may not use your own books for open-book examinations.

In addition to trade-specific examinations, each candidate for a contractor's license must take a Business Management Examination.

Business Management Examination Content Outline

The Business Management Examination content outline includes a **RECOMMENDED** list of documents to study for the examination. The content outline will be mailed to you at the time you register for your test. You may also request a copy from Experior at 800.899.4089.

Arizona State Contractor Licensing Laws and Regulations

- Requirements for obtaining a license
- The scope of licenses (what one is allowed to do under a specific license)
- License expiration and renewal
- Grounds for disciplinary actions, suspensions and revocations

State and Federal Laws

- Compensation, wages and hours
- Occupational safety and health
- Statutory liens
- Unemployment compensation
- Workers' compensation

Construction Project Management

- Business organization
- Preparing estimates and bids
- Preparing work schedules and keeping records
- Scheduling material and labor for the job
- Meeting legal requirements for contracts
- Personnel management

Business and Financial Management

- General accounting
- Federal payroll taxes and reports
- Financial statements and reports
- Controlling cash flow
- Equipment depreciation
- Labor and overhead costs
- Budgeting and profit calculations
- Billing and payment methods

Trade Examinations Examination Content Outline

Each trade examination content outline includes a **RECOMMENDED** list of documents to study for the examination. The content outline will be mailed to you at the time you register for a test. You may also request a copy from Experior at 800.899.4089.

Taking the Examination

Examinations will be given by using a personal computer at an Experior testing center. You do not need any computer experience or typing skill to take an examination. Before you start your examination, you will have a personalized introduction to the testing system and an introductory lesson, which takes place on the computer. You should arrive at least 10 minutes before your scheduled examination appointment in order to verify your identification and allow time for you to sign in.

You must present a valid form of identification before you may sit for the examination. The identification must meet the following criteria:

- Be government issued (driver's license, state-issued identification card, military identification or current passport);
- Have a current photo and your signature; and
- The name on the identification must be the same as the name used to register for the exam (including designations such as "Jr." or "III," etc.).

NOTE: Failure to provide appropriate identification at the time of the examination is considered a missed appointment and a rescheduling fee will be charged. If you cannot provide the identification as listed above, contact Experior before scheduling your appointment to arrange for an alternative form of identification.

Security Procedures

The following security procedures will apply during the examination:

- examination contents are proprietary. Cameras, notes, unauthorized reference materials, tape recorders, pagers or cellular phones are not allowed in the testing room;
- no guests, visitors or family members are allowed in the testing or reception areas;
- programmable calculators are not permitted; and
- valuables or weapons should not be brought to the testing center. Only keys and wallets may be taken into the testing room. Experior is not responsible for items left in the reception area.

Failure to follow any of these security procedures may result in the disqualification of your examination. Experior reserves the right to videotape any examination session.

Copyrighted Examination Questions

All test questions are the copyrighted property of Experior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a $250,000 fine for criminal violations.

Special Test Considerations

Americans with Disabilities Act (ADA)

If you have a physical or mental impairment that substantially limits a major life activity, you may be eligible for accommodations in the examination process to assure that the examination accurately reflects skills, knowledge or abilities. Experior is fully compliant with ADA guidelines and will provide reasonable accommodations. Please contact Experior at **800.899.4089** for ADA accommodation information.

Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling **800.790.3926**.

Experimental Questions

Your examination may contain up to five additional questions that will not be scored. These are used to gather statistical information on the questions before they are added to the actual examination. These questions, distributed throughout the examination, WILL NOT:

- be counted for or against you in your final examination score, or
- take any time away from your allotted testing time.

Understanding the Examination Results

At the end of the examination you will receive a printed Score Report. If you did not pass the examination, the report indicates your overall score and numerical percentage of questions answered correctly on each major section of the test as defined by the content outline. The primary purpose of providing a score for each part of the examination is to guide you in areas requiring additional preparation for retesting. The detail is not shown if you pass the examination.

Examination results are transmitted electronically to the ROC each day. Examination results are confidential and will be revealed only to the applicant and the ROC. Applicants may call or write to

Experior to request a duplicate of their Score Report for a period of five years after completion of the examination. Duplicate Score Reports may be requested by phone at **800.899.4089** or by using the Examination Registration form.

Any questions or comments regarding the examination should be directed to Experior at the address and telephone number given in this Bulletin.

Tips for Preparing for Your Licensing Examination

The following suggestions are to help you prepare for your licensing examination. Planned preparation increases your likelihood of passing.

- Make sure you have a current copy of this Bulletin. Read the content outline as a basis of study. Make sure you can explain the major points associated with each outline topic.
- Select study materials that cover all the topics in the content outline.
- Read the study materials carefully, making sure you understand each idea before going on to another. Take notes and highlight key ideas for later review.
- Use new terms or concepts as frequently as you can in discussions with colleagues to test your understanding and reinforce ideas.
- Maximize the effectiveness of your examination preparation by studying frequently and for periods of about 45 to 60 minutes.

Appeal Process

Our goal at Experior is to provide quality examinations and pleasant testing experiences to every candidate.

If you wish to challenge a question on your exam, you will be given the opportunity to leave your comments at the end of your testing session. At the end of your examination, a screen will appear on your computer that will prompt you for your comments. At that time, note the question number(s) and the reason for your concern. These comments will be forwarded on a daily basis to the appropriate staff. Should your comments result in a change from a ‘failing’ score to a ‘passing’ score, you will be notified.

ARIZONA TESTING CENTERS

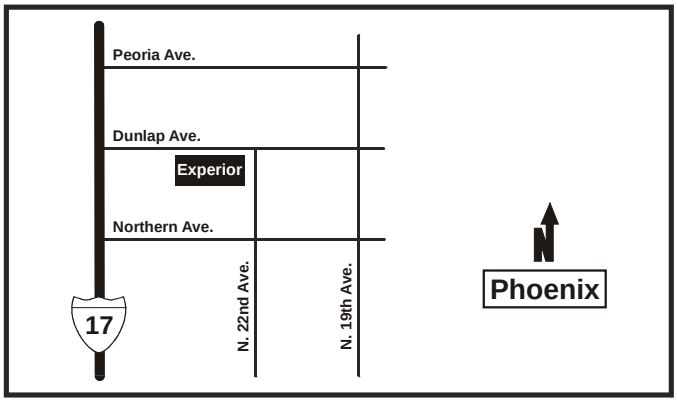
If you are unfamiliar with the area, please contact the Experior testing center during testing hours for directions. Please direct registration, scheduling and any other questions to Central Registration at 800.853.5448. Maps are not drawn to scale.

Phoenix Area Center
8900 N. 22nd Avenue, Suite 205
US West/Dex Communications Complex
Phoenix, AZ 85021
Phone: 602.944.7411

From I-17 north or south, take the Dunlap Avenue exit east. Go to the southwest corner of N. 22nd Avenue. Experior is located in the US West/Dex Communications Building.

Parking is available in the visitor-marked spaces in the parking lot.

Note: 22nd Avenue is not a through street from Peoria to Dunlap.

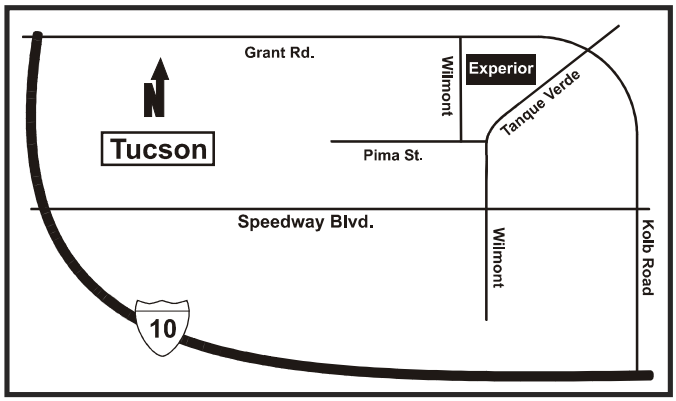


Tucson Area Center
6375 Tanque Verde, Suite 208
6367 Tanque Verde, Suite 50 (After June 26, 2001)
Tri Pointe Plaza
Tucson, AZ 85715
Phone: 520.296.7986

If approaching on I-10 from the west, take the Grant Road exit east. Continue on Grant Road (8.4 miles) to Tanque Verde: turn right onto Tanque Verde.

If approaching on I-10 from the east, take Kolb Road exit north. Continue on Kolb Road (8 miles), then turn left onto Tanque Verde.

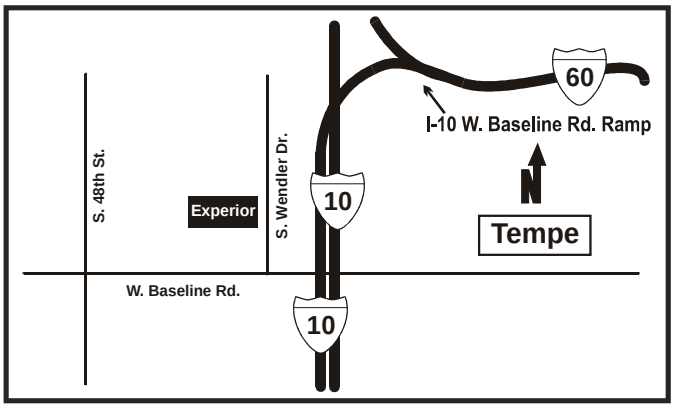
Tri Pointe Plaza is on the west side of the road between Grant Road and Pima Street. The testing center is located in the first group of buildings on the lower level. After June 26, 2001, the center will be located in the second group of buildings on the lower level.



Tempe Area Center
(Available July 1, 2001)
4920 S. Wendler Drive, Suite 110
Tempe, AZ 85282
Phone: 602.426.1284

If approaching from the north, take I-17 to I-10 east to exit 155 towards Baseline Rd/Guadalupe. Turn right onto W. Baseline Rd, and then turn right again onto S. Wendler Dr.

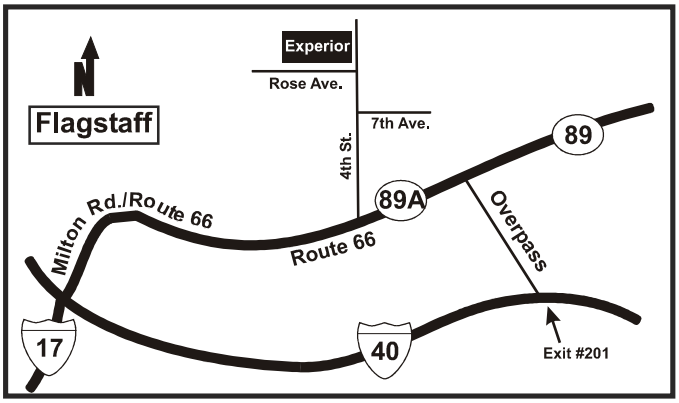
From I-10 (from the east, west or south), take I-10 to W. Baseline Rd. (exit 155). Turn left onto W. Baseline Rd, then right onto S. Wendler Dr.



Flagstaff Area Center
2615 N. 4th Street, Suite 8
Flagstaff, AZ 86004
Phone: 520.556.9678

Experior is located on the east side of Flagstaff, on the corner of 4th Street and Rose Ave. Parking is available in the front and rear of the building.

From the north on Hwy 89, continue into the city to 4th Street. Go north (right) on 4th Street to testing center. **From I-40**, take exit #201 on to the Overpass to Route 66/Hwy 89A. Turn west (left) onto Route 66 and continue into the city to 4th Street. Turn north on 4th to testing center. **From I-17**, continue through town on Milton Rd/Route 66 (approx. 4 ½ mi.) to 4th Street. Take 4th Street north (left) to testing center.



Experior
Examination Registration Form
Residential and Commercial Contractor Examinations

Last Name	First Name	Middle Initial
Residence Address (Street or P.O. Box)		
City	State	ZIP Code
Daytime Phone Number (include area code) ( )	Evening Phone Number (include area code) ( )	Fax Number (include area code) ( )

Refer to the form *License Classification Requirements* to determine which trade examination(s) you are required to pass.

NOTE: ALL APPLICANTS ARE REQUIRED TO PASS THE BUSINESS MANAGEMENT EXAM.

	Check Exam(s)
Business Management Examination	
Trade Examinations:	
A (KA)	
A-7	
A-9/B-5 (KA-5)	
A-11/C-17 (K-17)	
A-12 (K-80)	
A-16	
A-17	
A-19/B-6 (KA-6)	
A-21/C-21 (K-21)	
B/B-2 (KB-2)	
B-1 (KB-1)	
B-4	
B-5R Factory Fabricated Pools and Accessories	
C-4	
C-4R	
C-7/L-7 (K-7)	
C-8/L-8 (K-8)	
C-9/L-9 (K-9)	
C-11	
C-12/L-67 (K-67)	
C-15/A-3 (K-15)	
C-16	
C-31/L-31 (K-31)	
C-34/L-34 (K-34)	
C-37	

OVER

Trade Examination	Check Exam(s)
C-37R Gas Piping	
C-37R Plumbing	
C-37R Sewers, Drains and Pipe Laying	
C-39/L-79 (K-79)	
C-39R/L-39 (K-39) Air Conditioning and Refrigeration	
C-39R/L-58 Comfort Heating, Ventilating, Evaporative Cooling	
C-41R	
C-41/L-41 (K-41)	
C-42/L-42 (K-42)	
C-48/L-48 (K-48)	
C-61/L-61/B3 (K-61)	
C-68	
L-4 (K-4)	
L-11 (K-11)	
L-12	
L-16 (K-16)	
L-37 (K-37)	
L-44/C-21R (K-44) Irrigation Systems	
L-49	
L-54/C-37R (K-54) Water Conditioning Equipment	
L-62 (K-62)	
L-65 (K-65)	
L-74 (K-74)	
L-77 (K-77)	
L-78/C-37R (K-78) Solar Plumbing – Liquid Systems ONLY	

Fee Calculation:	**Fee**	**Quantity**	**Amount Enclosed**
Two Examinations (Business Management plus one trade)	**$125**		
One examination	**$72**		
Retake (each examination)	**$72**		
TOTAL			

Fees may be paid by cashier's check, company check, money order, MasterCard or Visa. Make checks payable to Experior. Please put your identification number, if known, on the check. **PERSONAL CHECKS AND/OR CASH ARE NOT ACCEPTED. REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.** To pay by credit card, please complete the information below. For expedited registration, call 800.899.4089 or fax this completed form to 800.347.9242. To register by mail, send this completed form with the appropriate fee to:

Experior
Arizona Contractors
1360 Energy Park Drive
St. Paul, MN 55108-5252

Card Type (Circle) MC Visa	Card Number	Expiration Date
Name of Cardholder (Print)	Signature of Cardholder	

By filing this registration you assume full responsibility for examination selection. Fees for this examination are not refundable or transferable. If you are unsure of which examination is necessary for the license type you are seeking, resolve this question before you register. Examination fees are valid for 90 days from receipt at Experior.

EXPERIOR IS NOT AFFILIATED WITH ANY SCHOOLS.

AQD:CS:17142
(RC-L-202 5/97)

ASBESTOS EDUCATIONAL PAMPHLET

STATUTORY REFERENCE:

Title 32, Arizona Revised Statutes, Chapter 10, Article 1, Registrar of Contractors, §32.1128 Asbestos educational pamphlet.

PURPOSE:

A. The Director of Occupational Safety and Health within the Industrial Commission with the assistance of the Registrar of Contractors and the director of the Department of Environmental Quality shall prepare an educational pamphlet relating to asbestos to help contractors identify asbestos in the workplace and to inform them of state and federal asbestos rules and of the health hazards associated with asbestos contact.

B. The registrar shall distribute asbestos educational pamphlets with each contractor's license or license renewal.

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ASBESTOS NESHAP STANDARDS FOR RENOVATION AND DEMOLITION ACTIVITIES

ASBESTOS NESHAP STATUTORY AUTHORITY:

Title 40, Code of Federal Regulations, Part 61, Subpart M, Asbestos NESHAP; Arizona Revised Statutes, Title 49, §49-421 et. seq. and §49-471 et. seq.; Arizona Administrative Code, Title 18, Chapter 2, §R18-2-1101. National Emission Standards for Hazardous Air Pollutants program is administered by U.S. EPA and delegated agencies.

PURPOSE:

To protect public health from exposure to regulated asbestos-containing material (RACM) during Asbestos NESHAP facility renovation and/or demolition activities, asbestos removal, transport, and disposal, and closely monitoring those activities for proper asbestos emissions control and advanced 10-working day notification for all demolition activities and renovations with threshold amounts of RACM. Asbestos is known to cause cancer and other respiratory diseases in humans.

WHAT IS AN ASBESTOS NESHAP FACILITY?:

An Asbestos NESHAP facility is any: institutional; commercial, public, industrial, or residential structure, installation, or building (including any structure, installation, or building containing condominiums or individual dwelling units operated as a residential cooperative, but excluding residential buildings having four or fewer dwelling units); any ship; and any active or inactive waste disposal site. Any structure, installation or building that was previously subject to this regulation (since April 16, 1973) is not excluded, regardless of its current use or function.

ARIZONA "ASBESTOS CONTACT DIRECTORY":

To receive a free copy of the Arizona "Asbestos Contact Directory", fill out the attached order form and fax or mail to Arizona DEQ. The "Asbestos Contact Directory" lists: 1) Asbestos NESHAP regulatory agencies; 2) Environmental consultants with AHERA building inspectors; 3) NVLAP laboratories for bulk asbestos fiber analysis; 4) AHERA Contractor/Supervisor training providers; 5) commercial asbestos abatement contractors licensed in Arizona; 6) asbestos waste landfills; 7) wrecking contractors licensed in Arizona; and 8) asbestos related agencies and organizations.

OSHA ASBESTOS STANDARDS FOR WORKER PROTECTION

ASBESTOS OSHA STATUTORY AUTHORITY:

Title 29, Code of Federal Regulations, Part 1926.1101, as adopted in accordance with Arizona Revised Statutes, Title 23, Chapter 2, Article 10, §23-410.

PURPOSE:

To protect employee health from exposure to asbestos-containing materials during construction activities involving the disturbance and/or handling of asbestos-containing materials.

WHEN DO OSHA STANDARDS APPLY?:

The OSHA standards found in 29 CFR 1926.1101 are applicable during the following activities involving asbestos-containing material (material which contains more than one percent (>1%) asbestos).

1) Demolition or salvage of structures where asbestos is present;
2) Removal or encapsulation of materials containing asbestos;
3) Construction, alteration, repair, maintenance, or renovation of structures, substrates, or portions thereof, that contain asbestos;
4) Installation of products containing asbestos;
5) Asbestos spill/emergency cleanup; and
6) Transportation, disposal, storage, containment of and housekeeping activities involving asbestos or products containing asbestos, on the site or location at which construction activities are performed.

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ASBESTOS INFORMATION ORDER FORM

__ Fax to ADEQ (602) 207-2366 for a copy of the "Asbestos Contact Directory"; or mail to:

Arizona Department of Environmental Quality (ADEQ)
Asbestos NESHAP Program
3033 N. Central Ave.
Phoenix, AZ 85012.
Telephone: (602) 207-2333 or (800) 234-5677 x2333

__ Fax to ADOSH (602) 542-1614 for additional information on the asbestos standards for the construction industry, 29 CFR 1926.1101; or mail to:

Arizona Division of Occupational Safety and Health (ADOSH)
Consultation Department
800 W. Washington
Phoenix, AZ 85007
Telephone: (602) 542-5795

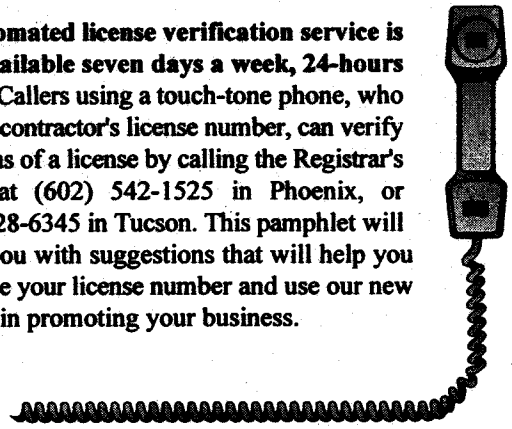
COMPANY NAME: _____

ATTENTION: _____ TELEPHONE: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

HELP US - HELP YOUR BUSINESS



An automated license verification service is now available seven days a week, 24-hours a day. Callers using a touch-tone phone, who know a contractor's license number, can verify the status of a license by calling the Registrar's office at (602) 542-1525 in Phoenix, or (520) 628-6345 in Tucson. This pamphlet will guide you with suggestions that will help you advertise your license number and use our new service in promoting your business.

Arizona Revised Statute 32-1124.01.B states in part..."license numbers appearing on any licenses held by licensee shall be posted in a conspicuous place on premises where any work is being performed, shall be placed on all written...

BIDS
LOAN FORMS
LENDING INSTITUTION FORMS
LETTERHEAD
CONTRACTS
ADVERTISING

(Including but Not Limited to Newspaper Display & Classified Ads, Yellow Page Display Ads, Radio and T.V. Ads, Side of Vehicle(s) with Company Advertising and Business Cards)

AND OTHER DOCUMENTS USED BY THE LICENSEE IN THE CONDUCT OF BUSINESS REGULATED BY THE REGISTRAR OF CONTRACTORS."

FREQUENTLY ASKED QUESTIONS

Question: I hold a number of licenses. Do I need to list all of them on my business cards, letterhead, etc.?

Answer: **YES.** We also recommend that you specify residential or commercial if you hold more than one license. Example:
License # 202024 Commercial A-9
License # 202025 Residential B-5

Question: My license number shows three additional numbers after a hyphen. Do I need to show them as part of the license number? (ie: 045678-001)

Answer: **NO.** The last three numbers are used for our processing procedures and are not a part of your license number. You should remove or delete them in future advertisements.

Question: Do I list my license classification number as part of my license number?

Answer: It is not necessary, however, if you do display this classification number we ask that you place it at the end of your license number with a space between. When you list the classification number prior to the license number confusion on the part of the customer may cause inability for them to operate our new automated system if they call to verify the license number.

XYZ Construction Company, Inc.
"Your Home Town Contractor"

50000 Central Ave.
Phoenix, Arizona, 85200
(602) 777-0000

License Numbers: # 045678 Residential C-2
045679 Commercial A-5

Sample Business Card or Advertisement

Question: May I abbreviate my name for advertising purposes?

Answer: **NO.** Nor should you use any name for your company in any way other than exactly as it appears on your license. Acting in the capacity of a contractor in a name other than as set forth upon the license may be grounds for suspension or revocation of the license.

Question: If I incorporate, will my license number remain the same?

Answer: **NO.** A change of business entity requires a license application for a new license number(s). You must also update any advertising (ie: Yellow Pages, Business Cards, Letterhead, etc.) in which your license number(s) might appear.

The Arizona Registrar of Contractors is an Equal Employment Opportunity Reasonable Accommodation Agency