



ARIZONA REGISTRAR OF CONTRACTORS



1700 W. Washington St., Suite 105 • Phoenix AZ 85007-2812 • 602-542-1525 • AZ Toll Free 877-692-9762 • Fax 602-542-1599

Douglas A. Ducey, Governor

Jeff Fleetham, Director

APPLICATION TO WAIVE A TRADE EXAM

Instructions:

Passing a trade exam is one of the requirements necessary to be approved for a contractor's license. A trade exam helps the ROC assess whether an applicant has the knowledge required to perform the type of work authorized by a license. However, pursuant to R4-9-106(D) the Registrar may decide to waive the trade exam requirement under specific circumstances.

R4-9-106(D): "...the Registrar may decide a trade exam is not required where the qualifying party has been the qualifying party within the preceding five years for a license in good standing in the same classification in this state, or a classification the Registrar deems comparable in another state."

To be eligible to waive the trade exam:

- The applicant/qualifier shall have taken and passed an equivalent trade exam that led to the approval of a contractor's license.
- The contractor's license must have been active and in good standing within the preceding five years.
- The exam content and the license classification must be equivalent to the Arizona exam and license for which the exam waiver is being requested.

** The Business Management exam cannot be waived because it has reference to Arizona specific statutes and rules.*

*** The ROC cannot waive the Arizona Department of Water Resources Trade Examination required for the A-4, A-16, C-53, R-53 and CR-53 license classifications.*

To request waiver of the trade exam each of the following must be submitted with the application:

- A description of the scope of license classification from the jurisdiction where the trade exam was taken.
- Proof of the passing tests results.
 - If you can't obtain proof of the passing test results, you may substitute a completed Trade Exam Verification Form.
- A description of the exam content from the exam provider.
- Proof of the license status and history from the other jurisdiction (e.g. state, county, city).
- Sign and date the application (must be signed by the qualifying party seeking the waiver).

Waiver of Trade Examination Form

Mail To:
 Registrar of Contractors
 P.O. Box 6688
 Phoenix, AZ 85005-6688



Please type or print in black ink	
Name on License Application	License Classification Being Applied For
Total Number of Years Licensed	License Classification in Other State
<p><i>Pursuant to Rule 4-9-106, I request the ROC waive the trade exam for the accompanying license application. I certify that I meet the eligibility requirements established in this rule. I also certify that I am providing with this application the information required to review this request, as listed in the instructions. I understand that waiver of the trade exam does not waive review of my experience nor does it guarantee approval of the license application.</i></p>	
Printed Name	Title
Signature	Date

Departmental Use Only

State of Waiver of Trade Examination: _____

Approved Date: _____

Approved By: _____

Trade Exam Verification Form



Instructions for the Applicant:

1. Complete the information requested below.
2. Send this verification form to the state that will verify your license and exam history.
3. Do not alter the verification form returned from the verifying state.
4. Enclose with your license application the verification form filled out by the verifying state.

Information to be Completed by Applicant			
Name of Applicant		Applying for Arizona License Classification	
Street Address	City	State	Zip
Name of Qualifying Individual (Last, First, Middle)		Social Security Number of Qualifying Individual	
State Providing Verification	License Number from Verifying State	License Classification from Verifying State	
Signature of Applicant		Date	

Instructions for the Verifying State:

1. Complete the information requested below.
2. Stamp this document with a raised state seal in the area provided.
3. Mail this verification form to the applicant's address (provided by the applicant above).

Information to be Completed by Verifying State		
Name of Board or Agency		Name of Person Providing Verification
Current License Status	Disciplinary History (if any)	
Date this Qualifying Individual was First Licensed on this License	Number of Years' Experience Verified by the Board	
Exam or Exams Taken (name and date of passing exam)		
Signature	Title	Date
		State Seal