

17235 N. 75<sup>th</sup> 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



**FIELD OFFICES**

Flagstaff	928-526-2325
Kingman	928-753-4220
Lake Havasu City	928-855-2144
Prescott	928-445-5710
Show Low	928-537-8842
Sierra Vista	520-459-5119
Yuma	928-344-6990

**APPLICATION INSTRUCTIONS**

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

Visit our website at:  
<http://www.azroc.gov/>

Check the following as you **complete** your application. **Incomplete applications may result in your application being rejected.**

- 1. All testing requirements must be completed before submitting your application. Refer to the "**LICENSE CLASSIFICATION REQUIREMENTS**" form to determine the experience and testing requirements. Refer to "**CANDIDATE INFORMATION BULLETIN**" for registration and scheduling examination(s). Your original examination score report must be submitted with the license application. Copies will not be accepted. **ANY ALTERATION OF THE EXAMINATION SCORE REPORT VOIDS ALL TEST RESULTS.**
- 2. The last page of the application must be signed, by the required persons.
- 3. The **QUALIFYING PARTY** must complete the Experience Record Forms.
- 4. **All License fees and Recovery Fund fees (if applicable) must be included with the application.** (See the schedule on the reverse side for amounts.)
- 5. A license bond must be provided with the license application. The **amount of the bond** required depends upon the classification of license and your anticipated gross volume of business. Any of the following forms may be acceptable:
  - a. **Surety Bond** - form and instructions are enclosed.
  - b. **\*Cash Bond** - must be a cashier's check, money order or certified check payable to the Registrar of Contractors. **Cash bonds** do not earn interest. (Do not combine the license fees and the cash bond. Submit separate checks for each.)
  - c. **\*Certificate of Deposit** - request forms and instructions from us. Interest earned by a **certificate of deposit** is paid directly to the contractor by the issuer.

\*A cash bond or certificate of deposit cannot be withdrawn for **two years** if replaced by another form of bond or after cancellation of the license.

- 6. In addition to a license bond, if the license classification includes residential work, you must do one of the following:
  - a. Participate in the **CONTRACTOR'S RECOVERY FUND** by paying the appropriate fee

OR

  - b. Post a consumer bond for \$200,000.00. Forms and instructions are available upon request.

**OVER**

7. Your Arizona Transaction Privilege Tax Number must be included with the license application. (See enclosed information for obtaining a number.)
8. **FEE AND BOND:** The 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 BOND AMOUNTS	CONSUMER PROTECTION	
			RECOVERY FUND FEE	CONSUMER BOND AMOUNT
Each A- & B- Classification	\$890.00	\$5,000.00 to \$90,000.00	NONE	NONE
Each L-Specialty Classification	\$645.00	\$2,500.00 to \$45,000.00	NONE	NONE
<b>RESIDENTIAL CLASSIFICATIONS</b>	<b>Note: A Residential license fee is the total of the application fee and the consumer protection option</b>			
Each B, B-3, B-4, B-4R, B-5, B-6, B-10 and B-5R Classification	\$445.00	\$5,000.00 to \$15,000.00	\$450.00	or \$200,000.00
Each C, and C'R Classification	\$320.00	\$1,000.00 to \$7,500.00	\$450.00	or \$200,000.00
<b>DUAL CLASSIFICATIONS</b>	<b>Note: A Dual license fee is the total of the application fee and the consumer protection option</b>			
Each KA, KB, KE & KO Classification	\$1,105.00	\$10,000.00 to \$105,000.00	\$450.00	or \$200,000.00
Each K-Specialty Classification	\$815.00	\$3,500.00 to \$52,500.00	\$450.00	or \$200,000.00
<b>If you now hold multiple licenses and are applying for the equivalent dual license(s), refer to our statutes and rules booklet for fee information or call us at the number listed below.</b>				

**NOTE:** PRIOR to submitting your application, you may reserve the name you have chosen for your company. To do this, submit a written request, which **must include your address of record and the license classification of the company** for which the name is being reserved. If the name is available, a reservation will be confirmed to you in writing and held for a maximum of 90 days from the date the request is approved. There is no charge for this service. Do not have any company documents prepared using a name until you have applied for a license and received confirmation that the application has been 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) (602) 542-1525, or 888-271-9286, 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 #

City

State

Zip Code

3. Phone No.: \_\_\_\_\_ 4. License Classification Applying for: \_\_\_\_\_

5. Mail Address: \_\_\_\_\_  
Street Address, Suite, Apt. #, P.O. Box

City

State

Zip Code

E-mail address

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"			TITLE: Owner; Partner; Corporate President, V.P. Secretary, Treasurer; Member; Qualifying Party	COMPLETE RESIDENTIAL ADDRESS INCLUDING CITY, STATE AND ZIP CODE	DATE OF BIRTH MONTH/DATE/YEAR
FIRST	MIDDLE	LAST			



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

Who: \_\_\_\_\_ Company: \_\_\_\_\_  
                    First                    Middle                    Last Name

State: \_\_\_\_\_ License Type: \_\_\_\_\_ Status of license: \_\_\_\_\_

Type of disciplinary action (if any): \_\_\_\_\_

Who: \_\_\_\_\_ Company: \_\_\_\_\_  
                    First                    Middle                    Last Name

State: \_\_\_\_\_ License Type: \_\_\_\_\_ Status of license: \_\_\_\_\_

Type of disciplinary action (if any): \_\_\_\_\_

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.**





PHOENIX OFFICE  
800 West Washington, 6<sup>th</sup> Floor  
Phoenix, AZ 85007  
(602) 542-1525

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

## ARIZONA REGISTRAR of CONTRACTORS

*Janet Napolitano, Governor*

*Fidelis V. Garcia, Acting Director*

**VISIT OUR WEB SITE AT: [www.azroc.gov](http://www.azroc.gov)**  
**Workmanship Standards information is available on our website**

**IF YOU NEED ASSISTANCE IN FILLING OUT THE APPLICATION OR IF AT ANY TIME  
THROUGHOUT THE APPLICATION PROCESS YOUR LICENSE REVIEWER IS  
UNAVAILABLE AND YOU NEED ASSISTANCE YOU MAY CONTACT:**

**SHERRY MEEDER**  
**602-542-1525 EXTENSION 7655**  
**OR**  
**888-271-9286 TOLL FREE WITHIN AZ**

**SPANISH SPEAKING REVIEWERS ARE ALSO AVAILABLE**

**TAMBIÉN ESTÁN DISPONIBLES PERSONAS QUE HABLAN ESPAÑOL, PARA  
REVISAR SU APLICACIÓN**

**Be sure you have included:**

- |  |   |
|--|---|
| <input type="checkbox"/> Completed Application   | <input type="checkbox"/> Arizona Transaction Privilege Tax Number                 |
| <input type="checkbox"/> Original Tests Score(s)   | <input type="checkbox"/> Completed Experience Forms                               |
| <input type="checkbox"/> License Fees  | <input type="checkbox"/> Financial Statement (for commercial & dual License only) |
| <input type="checkbox"/> Bond with proper signatures                                     | <input type="checkbox"/> Approved Corporate Articles or LLC agreement             |
| <input type="checkbox"/> All Checks payable to: <b>Registrar of Contractors</b>          | <input type="checkbox"/> Proof of Workers' Compensation Insurance                 |
| <input type="checkbox"/> Recovery Fund Fee (if applying for residential or dual License) |   |

RC-L-254  
3-06

**\*\*\* 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  
3-06

## **\*\*\* 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: 520 628-6600 800 843-7196 800 352-4090

The applicant acknowledges that the Arizona Department of Revenue is authorized to release confidential information as defined in A.R.S. §42-2001 concerning any Arizona taxes which have been paid or may be due by and from the applicant or licensee during the life of this license, including but not limited to transaction privilege and use taxes, to the Arizona Registrar of Contractors for use in granting, denying or disciplining the license as a result of failure to comply with Arizona tax laws. The confidentiality provisions in A.R.S. §42-2003 are waived for the aforementioned purposes.

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### **SMALL BUSINESS ADVOCATE**

Do you need help with your contractor's license application? The Registrar of Contractors provides instructional classes to assist the small businessperson in filling out the license application. We will show you what information is required, what documentation must be obtained from other sources and where to contact some of those sources. Last, we will show you how to put all this information together in your application package. Class sizes are limited and attendees must register in advance.

If you wish to register for one of these classes please contact us at:

**Arizona Registrar of Contractors  
Attention: Small Business Advocate  
800 West Washington  
Phoenix, Arizona 85007  
602 542-1525 x7655  
Toll Free within Arizona 888 271-9286**

**Or by E-mail:**

**[rocsba@azroc.gov](mailto:rocsba@azroc.gov)**

We must receive your request at least one week in advance. We will notify you of the time, date and location of where the class will be held.



## **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, (Doing Business As) 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 as 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.

**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 the 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 the particular classification of license. 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 Suspension for lack of bond 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.

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

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

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

LICENSE BOND

THIS BOND MUST BE ON FILE WITH THE ARIZONA REGISTRAR OF CONTRACTORS

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 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 are 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 are incorporated herein as though fully set forth.

Upon making payment to a 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 the anticipated annual gross volume of work pursuant to Rule R4-9-112.

This bond becomes effective on \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

SIGNED, SEALED AND DATED \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Contractor (Principal)

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

\_\_\_\_\_  
Title of Signer

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

\_\_\_\_\_  
Print or Type Name of Contractor (Principal)

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

**THE ORIGINAL BOND MUST BE SIGNED BY THE PRINCIPAL, ATTORNEY-IN-FACT AND THE NOTARY PUBLIC AND BE FILED WITH THE REGISTRAR OF CONTRACTORS AT 800 W WASHINGTON 6<sup>TH</sup> FLOOR PHOENIX , AZ 85007 TO COMPLY WITH A.R.S. § 32-1152**

# CONTRACTOR'S FINANCIAL STATEMENT

FILL IN ALL SPACES

SUBMITTED BY: \_\_\_\_\_ \_\_\_\_\_ An Individual  
\_\_\_\_\_ A Partnership  
\_\_\_\_\_ A Corporation  
\_\_\_\_\_ A Limited Liability Company

ADDRESS: \_\_\_\_\_

Condition at close of business \_\_\_\_\_ 20 \_\_\_\_\_

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 _____	
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 _____	
<b>Total Assets</b>	
<b>LIABILITIES</b>	
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 \$ _____	
<b>Total Liabilities</b>	

**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** \_\_\_\_\_  
Sole Owner, Member, Officer or Partner must sign

# 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 license classification number and title (as listed in the Registrar of Contractors Statutes and Rules Manual) you are applying for in the space provided on the certification of experience section of the Thomson Prometric "Examination Score Report". **All qualifying parties are required to pass a Contractor's Business Management Exam**

## 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-61	KA-	K-7	K-17	K-61
A-3	B-2	L-7	L-42	B-3	C-9	C-31	C-68	KA-5	K-9	K-21	K-62
A-7		L-9	L-49	B-4	C-11	C-37		KA-6	K-11	K-31	K-74
A-9		L-11	L-61	B-5	C-15	C-39		KB-1	K-12	K-37	K-77
A-11		L-12	L-62	C-4	C-16	C-42		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 Thomson Prometric.

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  
L48 L-65

C-21 C-41  
C-48

K-41 K-44  
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  
L-54 L-67  
L-8

B-5R Factory Fabricated Pools & Spas  
C-21R Irrigation Systems  
C-37R Water Conditioning Equipment  
C-39R: Warm Air Heating, Evap. Cooling & Ventilating  
C-41R Precast Waste Treatment Systems  
C-37R Gas Piping  
C-34 C-8

K-34 K-58  
K-54 K-67  
K-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.

A-5	A-14		C-22	C-18		K-2	K-69
-----	------	--	------	------	--	-----	------

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

L-14	L-36		C-2	C-14		K-14	K-36
L-38	L-57					K-38	K-57

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

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

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

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.

	C-13	
--	------	--

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

	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.

	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.

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

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

# 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                          Fax Number                          E-Mail

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 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. At least two (2) years of 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,

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:	AMT. OF TIME
<u>JOB TITLE</u>	<u>YEARS/MONTHS</u>
___ 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

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 602-542-1525, 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".  
measurement applies to the class of work for which the license is being requested.

**EXAMPLE: GENERAL CONTRACTING**

900 sq. ft. to 12,000 sq. ft.

**EXAMPLE: SPECIALTY CONTRACTOR-AIR CONDITIONING**

1 ton to 75 tons

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.



# INSTRUCTIONS FOR FILING CONTRACTORS EXAM APPLICATION

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

The study guide "NASCLA CONSTRUCTION MANAGEMENT GUIDE", Arizona Edition, for the business management portion of the test can be purchased from the publisher at Builders' Publishing Company, 1033 E. Jefferson St., Suite 500, Phoenix, Arizona 85034-2255. Phone: (800) 284-3434, (602) 252-4050, Fax: (602) 258-8808. E-mail: [bldrsbkdp@aol.com](mailto:bldrsbkdp@aol.com), or copies are available for reference at public libraries.

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 passing your examination(s), Thomson Prometric 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 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.)
3. If you are unsure of which classification to apply for, the licensing department of the 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. When registering for your examination(s), advise Thomson Prometric if you require reader/interpreter assistance.
5. Thomson Prometric will mail you an examination study guide/content outline at the time you register for your exam(s). You may request a copy from Thomson Prometric by calling 800-899-4089, or obtain a copy at the following web sites: Thomson Prometric: [www.experioronline.com](http://www.experioronline.com). Registrar of Contractors: [www.azroc.gov](http://www.azroc.gov). Questions concerning study guides, test procedures, areas of study, rescheduling test dates or test scores should be directed to Thomson Prometric at the above phone number or by written correspondence to: Thomson Prometric, attention: Arizona contractors, 1260 Energy Park Lane, St. Paul, MN 55108-5252.
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 GRANTED!**
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.

Testing is scheduled regularly in Phoenix, Tempe, Tucson, Flagstaff, Casa Grande and Goodyear. When at least 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 those cities listed, advise Thomson Prometric indicating

OVER

the approximate date and branch office that you prefer. The testing firm will notify you of the reporting date and location of testing.

The following agencies will provide you with business information and or helpful 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 (Mail in)  
14 N 18<sup>th</sup> Avenue (Walk in)  
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  
3225 N Central Ave, 14<sup>th</sup> floor  
PO Box 6028  
Phoenix, AZ 85005  
(602) 248-9354

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

Tucson Arizona Department of Revenue  
Tax Payer Services  
400 W. Congress, South Building  
Tucson, AZ 85701  
(520) 628-6600  
(800) 843-7196  
(800) 352-4090

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

Industrial Commission of Arizona Workers  
Compensation Insurance  
PO Box 19070  
Phoenix, AZ 85005-9070

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. 16<sup>th</sup> 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

Small Business/Minority and Women Owned  
Businesses  
1700 W Washington, Ste 600  
Phoenix, AZ 85007  
(602) 771-1196  
(800) 542-5684  
[www.azcommerce.com](http://www.azcommerce.com)

Arizona Blue Stake Inc  
4415 S Wendler Dr, Ste 105  
Tempe, AZ 85282  
(602) 263-1100 (Maricopa County)  
(800) STAKE-IT (outside Maricopa County)

# Candidate Information Bulletin



## STATE OF ARIZONA

Residential and Commercial  
Contractor Examinations

Neither the Registrar of Contractors nor Thomson Prometric is affiliated with any pre-licensing or test preparation school.

### 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 Thomson Prometric.
4. Take your examination at the scheduled time and place.
5. Receive scores from Thomson Prometric. 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.
8. Please note your scores are valid for up to TWO YEARS from the date of passing the test.

**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.azroc.gov](http://www.azroc.gov)

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 methods:

#### INTERNET REGISTRATION AND SCHEDULING

You may register and schedule your examination online at any time using our Internet Registration Service at [www.experioronline.com](http://www.experioronline.com). To use this service, follow these easy steps:

- Go to [www.experioronline.com](http://www.experioronline.com) and select *For Test Takers*.
- Choose *Arizona* from the list of states provided.
- Under *Construction*, click on *State Construction License Exams*.
- Select *Online Registration and Scheduling* to create your own user ID and password.
- Follow the simple, step-by-step instructions to complete the registration process. Please have your MasterCard or Visa available for online payment of examination fees.
- Complete the process by scheduling your examination appointment online.

If you require **ADA, English as a Second Language or reader/interpreter** accommodations, please refer to the *Special Test Considerations* section on Page 5.

#### PHONE

You may call Thomson Prometric 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. You must include your MasterCard or Visa information.

#### MAIL

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

**Thomson Prometric**  
**Attn: Arizona Contractors**  
1260 Energy Lane  
St. Paul, MN 55108

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 the Examination Appointment

### SCHEDULING YOUR APPOINTMENT

Thomson Prometric encourages you to **register and schedule** online in one easy step. Refer to the *Internet Registration and Scheduling* section for more information.

If you choose to **register** using fax or mail, you must then **schedule** your examination appointment. To schedule online, refer to the *Internet Registration and Scheduling* section. To schedule by phone, call Thomson Prometric between 6 a.m. and 7 p.m. Mountain time, Monday through Friday. Schedule your exam early to get your preferred site and time.

Testing does not take place on the following holidays or weekends on which the holiday falls:

- Martin Luther King
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday after
- Monday after Christmas
- Friday before New Year's weekend

*Note:* Be advised that there may be additional state-observed holidays in the state where you schedule your exam appointment.

You may take your examination at any Prometric testing center nationwide. For a complete list of testing centers, visit [www.experioronline.com](http://www.experioronline.com). Appointments are available three to six days per week at most centers. Schedule your examination early to get your preferred site and time.

### RESCHEDULING YOUR APPOINTMENT

To avoid a rescheduling fee, you must contact Thomson Prometric at least **three full business days** before the day of your scheduled appointment. *Before you reschedule your examination*, refer to the chart below to determine the *last day* you may reschedule without paying a \$40 rescheduling fee.

*Note: The schedule below does not include holidays.*

If your exam is on:	Call by 8 p.m. Mountain time the previous: <i>(this is the last day you may call without paying a rescheduling fee)</i>
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

If you do not allow at least three full business days to reschedule your appointment, as described above, you will be required to pay a \$40 rescheduling fee prior to choosing another appointment. You may pay this fee with Visa or MasterCard and reschedule your appointment online or by calling Thomson Prometric. You may also pay the rescheduling fee by mailing a cashier's check, company check, money order, Visa or MasterCard information to Thomson Prometric.

### ABSENT OR LATE FOR THE EXAM APPOINTMENT

If you miss your appointment, or arrive late for your appointment and are not allowed to test, you will need to reschedule your exam and pay a \$40 rescheduling fee prior to choosing another appointment. This fee will allow you to use your original exam registration.

If you are unable to attend your scheduled examination due to illness or emergency, call Thomson Prometric. Under certain circumstances, the fee to reschedule may be waived. Thomson Prometric reserves the right to request documentation to support any illness or emergency claim.

## Emergency Closing

In the event of severe weather or an emergency, Thomson Prometric may need to cancel scheduled exams. Thomson Prometric will attempt to contact you by phone or e-mail; however, you may check for test site closures by calling Thomson Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for testing, your fee will be forfeited and you will need to reschedule your exam and pay another full examination fee.

## Walk-In Testing

Walk-in testing is offered on a space-available basis if you have registered and paid the exam fee prior to arriving at the testing center. Since seating is limited, it is recommended that an exam appointment be made in advance.

## Examination Fees

One examination	<b>\$63</b>
Two examinations (Business Management Exam plus one trade exam)	<b>\$120</b>

Note: These fees also apply for Retakes.

## Examination Retakes

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 Thomson Prometric's Tempe office. You may schedule a review by calling Thomson Prometric at **800.899.4089**. Only one review is allowed.

In order to receive a written response to your comments or concerns regarding the content of the examination, you **must** submit a written appeal either after taking an examination or after an examination review by following the procedure detailed in the Appeal Committee section listed below. This is the **only process** that will result in a direct response from Thomson Prometric regarding your examination concern.

## Appeal Committee

Our goal is to provide a quality examination and pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response concerning the exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must include your name, candidate identification number, exam title, date tested and details of your concern including all relevant facts, your signature and return address. Mail your appeal letter to:

**Thomson Prometric**  
**ATTN: Appeal Committee**  
1260 Energy Lane  
St. Paul, MN 55108

The Appeal Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted, as an original signature is required.**

## Sample Questions

1. A contractor's license may be suspended or revoked for all of the following **EXCEPT**
  - (A) the conviction of a felony.
  - (B) the violation of any rule adopted by the Registrar.
  - (C) failing to pay for job materials valued at \$500, when due.
  - (D) knowingly contracting beyond the scope of the license or licenses of the licensee.

2. Pigments that are used for coloring concrete generally **DO NOT** affect concrete properties when the percentage by weight is kept below what **MAXIMUM** amount?
  - (A) 3%
  - (B) 6%
  - (C) 8%
  - (D) 10%
3. What **MINIMUM** size copper conductor type THW is required for a feeder circuit that is providing 3-phase, 480-volt power to a 10-horsepower and a 5-horsepower, wound rotor, motor load?
  - (A) 8 AWG
  - (B) 10 AWG
  - (C) 12 AWG
  - (D) 14 AWG
4. If the flow through a stream nozzle used on a non-sodded bank is greatly reduced, what is the most likely cause?
  - (A) Reduced supply pressure
  - (B) Cavitation
  - (C) Back-siphonage
  - (D) Clogged orifices
5. Vibration isolators used between a mechanical system and attached ducts shall be what **MAXIMUM** length?
  - (A) 10"
  - (B) 12"
  - (C) 16"
  - (D) 20"
6. Given: A building has a steep roof that will be covered with clay-tile shingles. The rafter span is 18 feet 3 inches. The rafters to be used will be spaced at 16 inches o.c. They have an "extreme fiber stress in bending" value of 1,800.  
What is the **MINIMUM** allowable size for the rafters?
  - (A) 2 x 4
  - (B) 2 x 6
  - (C) 2 x 8
  - (D) 2 x 10
7. Where is the shut-off valve installed in the relief discharge piping on a hot water heater?
  - (A) A shut-off valve is not permitted
  - (B) Between the relief valve and the heater tank
  - (C) Not more than 12 inches downstream from the relief valve
  - (D) Not more than 12 inches upstream from the connection to the building drainage system

## ANSWERS TO SAMPLE QUESTIONS

1. C, 2. B, 3. D, 4. D, 5. A, 6. D, 7. A

## Description of Examinations

For a contractor's license, each candidate must take and pass the Contractor Business Management examination in addition to the trade-specific examination. Check Thomson Prometric's Web site at [www.experioronline.com](http://www.experioronline.com) for content outline and reference information for each examination.

You may bring your own approved references that are allowed for open-book exams. No handwritten or additional notes are allowed in the reference books (no letters, words, diagrams, etc.). Highlighting and permanent tabbing is acceptable prior to the exam. Please note that Post-it® notes are not permanent and will not be allowed. Books are checked at the examination site before and after the examination.

## Contractor Business Management Content Outline

The Business Management exam consists of 80 scored questions. You will be given 2-1/2 hours to complete the examination. A passing score of at least **70 percent** is required to pass.

Subject	Percentage
Business Management	8
Licensing Laws and Rules	8
Estimating and Bidding	12
Contracts and Agreements	12
Project Management	12
Insurance and Bonding	8
Safety, Record Keeping and Reporting	6
Labor Laws and Employment Regulations	7
Financial Management	11
Tax Laws	6
Liens	5
Environmental Laws and Regulations	5

### REFERENCES

Test questions are developed from industry standards. This examination emphasizes information presented in these references.

1. *Arizona Guide for Contractors – Statutes and Rules*, August 2003 Edition, Arizona Registrar of Contractors, 800 W. Washington, Sixth Floor, Phoenix, AZ 85007-2940, [www.azroc.gov](http://www.azroc.gov).
2. *State of Arizona OSHA Safety and Health Standards for the Construction Industry (29 CFR 1926)*, January 1, 2003 Edition, Arizona Industrial Commission, Division of Occupational Safety and Health, Industrial Commission of Arizona, P.O. Box 19070 Phoenix, AZ 85005-9070.

3. *Arizona Construction Management Guide*, Third Edition, 2002, Builders' Publishing Company, 1033 East Jefferson Street, Suite 500, Phoenix, AZ 85034, 800.284.3434, [www.buildersbookdepot.com](http://www.buildersbookdepot.com); also available from National Association of State Contractors Licensing Agencies, [www.nascla.org](http://www.nascla.org).

**For information on how to obtain reference materials, call toll-free 877.624.2562.**

## 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 by calling Thomson Prometric at 800.899.4089 or you may obtain a copy at the following Web sites:

Thomson Prometric: [www.experioronline.com](http://www.experioronline.com)  
Registrar of Contractors: [www.azroc.gov](http://www.azroc.gov)

## Taking the Examination

Examinations will be given by using a personal computer at a Prometric 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 take 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 Thomson Prometric before scheduling your appointment to arrange for an alternative form of identification.

## Regulations at the Test Center

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center:

- Candidates may not use any reference materials, papers or study materials at the test center. Candidates found with these or any other aids will not be allowed to continue the exam and their answers will not be scored.
- Candidates may bring a calculator or slide rule to the test center. Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. Calculators will be available at the test center.
- Thomson Prometric is not responsible for items left in the reception area of the testing center. While lockers are provided, it is recommended that personal items not be brought into the testing center. Note the following:
  - Electronic equipment such as cameras, tape recorders, cell phones, PDAs and pagers are not permitted in the testing room and must be powered off while stored in a locker.
  - Other personal items not allowed in the testing room include digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), brief cases, purses, etc.
  - Pocket items (wallet, keys, etc.) must remain in candidate's pocket during testing or placed in a locker.
- Weapons are not allowed at the testing center.
- Candidates that leave the examination room while an exam is in progress must sign out/in on the roster and will lose exam time.
- Candidates will not be permitted to use any electronic devices or phones during breaks.
- No guests, visitors or family members are allowed at the testing center.
- Candidates who engage in any kind of misconduct or disruptive or offensive behavior, such as giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, rude or offensive language, or behavior that delays or interrupts testing, may be dismissed from the examination.

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

## Copyrighted Examination Questions

All test questions are the copyrighted property of Thomson Prometric. 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 require testing accommodations under the *Americans with Disabilities Act* (ADA), please call Thomson Prometric at 888.226.9406 to obtain an Accommodation Request Form. Reasonable testing accommodations are provided to allow candidates with documented disabilities, which are recognized under the *Americans with Disabilities Act* (ADA), an opportunity to demonstrate their skills and knowledge. Candidates should submit professional documentation of the disability with their application to help determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

## 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 Thomson Prometric 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. There is a fee of \$10 per Duplicate Score Report.

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

## Certificate of Achievement

Thomson Prometric has prepared a beautifully designed Certificate of Achievement suitable for framing. A Certificate of Achievement is available to all candidates who pass a Thomson Prometric examination. Thomson Prometric will print your name and the name of the examination you successfully completed on the certificate. The cost is **\$13** (included shipping and handling). Call 800.899.4089 for further information.

## 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.



# Arizona Residential and Commercial Contractor Examination Registration Form

## CANDIDATE INFORMATION

Last Name	First Name	Middle Initial	Social Security Number
Street Address (including Apt. number or P.O. Box, if applicable)			
City, State, ZIP Code			
Daytime Phone (include area code)		Business Phone (include area code)	

## EXAM SELECTION AND FEES

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.**

Exam Title	Check Exam(s)
Business Management Examination	
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	
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	

**OVER**

C-41R	
C-41/L-41 (K-41)	
C-42/L-42 (K-42)	
C-48/L-48 (K-48)	
C-61/L-61/B-3 (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
One Examination	\$63		\$
Two Examinations (Business Management + one trade)	\$120		\$
<b>Optional Fees (where available — check your Bulletin)</b>			\$
Duplicate Score Report (include exam title and date)	\$10		\$
	<b>Total Fee(s)</b>		<b>\$</b>

**PAYMENT:** Fee may be paid by certified check, cashier’s check, money order, MasterCard or Visa payable to Thomson Prometric. Please put your full name on the check. **PERSONAL CHECKS AND/OR CASH ARE NOT ACCEPTED. FEES ARE NONREFUNDABLE.** To pay by credit card, complete the information below. See complete registration and scheduling information in this Bulletin.

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

**By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidates should keep a copy of the Exam Registration Form (both sides) for their records.

To register by mail, send this completed form with the appropriate fee to:  
 Thomson Prometric  
 Attn: Arizona Contractor  
 1260 Energy Lane  
 St. Paul, MN 55108

## ASBESTOS EDUCATIONAL PAMPHLET

### **STATUTORY REFERENCE:**

Title 32, Arizona Revised Statutes (ARS), 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.

## ASBESTOS NESHAP STANDARDS FOR RENOVATION AND DEMOLITION ACTIVITIES

### **ASBESTOS NESHAP STATUTORY AUTHORITY:**

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

### **PURPOSE:**

To protect public health from exposure to regulated asbestos-containing materials (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 Contract Directory", fill out the attached order form and mail or fax to the Arizona Department of Environmental Quality (ADEQ) at 1110 W. Washington St., Phoenix, AZ 85007, fax number (602) 771-2299. This document may also be downloaded from ADEQ's website: <http://www.adeq.state.az.us> (Environmental Programs, Air Quality Compliance, Asbestos). 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 (CFR), Part 1926.1101, as adopted in accordance with ARS, 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 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 where construction activities are performed.

\* \* \* \* \*

**ASBESTOS INFORMATION ORDER FORM**

\_\_\_ Fax to ADEQ (602) 771-2299 for a copy of the State of Arizona’s Asbestos Program Packet which includes: The Arizona “Asbestos Contact Directory”; Arizona NESHAP Notification Forms, Arizona NESHAP Program Map, Building Department Guidance Documents, OSHA Regulations, Asbestos Products Ban and Phase Out, and NESHAP Decision Tree.

Arizona Department of Environmental Quality (ADEQ)  
Asbestos NESHAP Program  
1110 W. Washington St., MC 3415A-3  
Phoenix, AZ 85007  
Telephone: (602) 771-2333 or (800) 234-5677 x771-2333

\_\_\_ 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)  
800 W. Washington St.  
Phoenix, AZ 85007  
Telephone: (602) 542-5795

COMPANY NAME: \_\_\_\_\_

ATTENTION: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## FREQUENTLY ASKED QUESTIONS

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

Answer: YES. You may also wish to specify residential or commercial if you hold more than one license. Example:

ROC012345 Commercial

ROC123456 Residential

Commercial and residential may be abbreviated to save space.

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

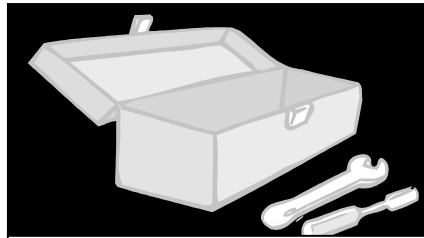
Answer: NO. However, if you do display the classification number, you should place it at the end of your license number after a blank space. When you list the classification number as part of the license number, your customers may be unable to verify your license status when using our automated systems.

Question: May I abbreviate my company name for advertising purposes?

Answer: NO. Nor should you use any name for your company 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 is 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 new license application, which results in a new license number. You must also update any advertising and business documents (i.e. Yellow Pages, business cards, letterhead, etc.) in which your license name and number(s) appears.



**USE THE TOOL**

**602.542.1525**

**888.271.9286**

**[www.azroc.gov](http://www.azroc.gov)**

**AZ REGISTRAR  
OF CONTRACTORS**

**MAIN OFFICE:**

**800 W. Washington, 6th Floor**

**Phoenix, AZ 85007-2940**

**(602) 542-1525**

**Or Toll Free outside Maricopa  
County**

**1 (888) 271-9286**

**Visit our Website at**

**<http://www.azroc.gov>**

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

## A Contractor's Guide

## *Advertising and License Number Disclosure*



## OUR SERVICES CAN HELP PROMOTE YOUR BUSINESS

The Registrar of Contractors has a useful website:



[www.azroc.gov](http://www.azroc.gov)

that provides information about contractor licenses including license classification, bonding status, complaint history and more.



Information is also available from a computerized telephone system and from customer service representatives in our Information Center. In Maricopa County dial (602) 542-1525, outside Maricopa County dial toll-free 1 (888) 271-9286.

License number disclosure in compliance with State laws will provide you an additional tool to use in promoting your business.

# Advertising Requirements for Contractors

## LICENSED CONTRACTORS



Arizona Revised Statute §32-1124(B) requires that all advertising by a licensed contractor include the contractor's license number preceded by the acronym "**ROC**", for example, ROC123456. A license number is always six digits and may contain leading zeros.

In addition to license number disclosure in advertising, license numbers are required to be posted in a conspicuous place on premises where any work is being performed, and shall be placed on all documents used by the licensee in the regular conduct of business. This includes, but is not limited to, written bids, letterhead, loan forms, and business cards.

A licensed contractor who fails to comply with the State of Arizona's advertising and license disclosure requirements is subject to discipline under the Registrar of Contractors statutes governing licensed contractors.

## UNLICENSED CONTRACTORS



The exemption from licensure for contractors operating under the "handyman exemption," Arizona Revised Statute §32-1121(A)(14), subparagraph (c), requires that any advertising include the phrase "**not a licensed contractor**".

Unlicensed contractors who fail to include "**not a licensed contractor**" in advertisements lose their exempt status from licensure and are subject to criminal prosecution or civil fines for unlicensed advertising and possibly unlicensed contracting. Additionally, pursuant to Arizona Revised Statute §32-1121(C), unlicensed contractors who do not have an exemption from licensure for failure to include the above language in their advertising are subject to investigation and prosecution for violations of the Arizona Consumer Fraud Act.