This presentation is intended for **EDUCATION AND GENERAL INFORMATIONAL PURPOSES ONLY** and **SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR LEGAL OPINION ON ANY SPECIFIC FACTS OR CIRCUMSTANCES**, nor is it intended to address specific legal compliance issues that may arise in particular circumstances.

**PLEASE CONSULT WITH YOUR ATTORNEY FOR ANY LEGAL ADVICE CONCERNING SPECIFIC SITUATIONS** and any specific legal questions you may have.

Participants will become familiar with the Broward County Contractor Licensing Program, the documentation and processing relating to applications and examinations for Contractor License programs.
HOW TO BECOME A LICENSED CONTRACTOR
Take One Step at a Time

- **STEP ONE**
  KNOW THE LAW

- **STEP TWO**
  PREP / SUBMIT APPLICATION

- **STEP THREE**
  PASS EXAM

- **STEP FOUR**
  INITIATE LICENSE
Advantages of Broward County Licensing Program

- Same state license categories, same privileges
- Practical experience acceptance
- Quicker to get
- Cost is a lot less
- Local licenses have less requirements
- Local exam has less questions and fewer books to purchase
- No net worth requirement
- Reciprocity of equivalent licenses are accepted in other counties within Florida
- Florida state grandfathering
What are the Advantages of Becoming Licensed?

BEING LICENSED TELLS YOUR CUSTOMERS THAT YOU ARE A TRUE PROFESSIONAL, KNOWLEDGEABLE, RESPONSIBLE, ACCOUNTABLE AND CREDIBLE IN THE CONSTRUCTION TRADE.

- Contractual Rights
- Lien Rights
- Able To Pull Permits
- Financial Independence
- Secure Payment For Your Work
- Business Loans
- Discounts
- Tax Breaks
- Protection
- Bigger Jobs
- More Contacts (Government)
- Professional Stature
Step #1: Know the Law

Provides for and safeguards the life, health, safety, property and public welfare of the people, regulates all trades and occupations associated with:

- STRUCTURAL
- ELECTRICAL
- PLUMBING
- ENGINEERING
- LIQUEFIED PETROLEUM GAS
- MECHANICAL SYSTEMS
- TREE TRIMMERS

Any individual or business organization desiring to engage in any of the trades or occupations regulated shall be required to establish competency and qualifications before being certified to work.
Contracting Without a License is a Crime

CONTRACTING / ADVERTISING CONSTRUCTION SERVICES WITHOUT A LICENSE IS A CRIME

Unlicensed contracting may be charged as a first degree misdemeanor up to a third degree felony; punishable as provided in Chapter 775.082 and 775.083, Florida Statutes.

CONTRACTS ENTERED INTO BY UNLICENSED CONTRACTORS UNENFORCEABLE

As a matter of public policy, contracts entered into on or after October 1, 1990, by an unlicensed contractor shall be unenforceable in law or in equity by the unlicensed contractor.
Contracting Without a License is a Crime

An unlicensed contractor is an individual and/or a business organization operating without a trade license required by the state or local jurisdiction to perform work or supply and install material or equipment.
Sec. 9-4: Certification Required

Before any individual may work at a trade, engage in business, or contract for work as a contractor, subcontractor, or specialty contractor in any one (1) or more of the trades or occupations regulated by this chapter, such individual shall first apply for and obtain a certificate of competency from the board. F.S. § 489.105(6)
Licensed Contractor

SPECIALTY CONTRACTOR
Work, experience, knowledge, and skill is limited to a particular craft or trade regulated by this chapter. Perform commercial and residential work.

PRIME CONTRACTOR 489.113
Qualifications for practice; restrictions. Where the majority of the work to be performed under the contract is within the scope of his or her license.

SUB-CONTRACTOR
Any individual or business organization who contracts with a contractor to perform all or part of the contractor’s work.

QUALIFYING AGENT
Refer to an individual who has a current valid certificate of competency issued by the board for the activities to be conducted or conducted by the business entity or contractor.
Construction Licensing

THE CONSTRUCTION INDUSTRY, STATE AND COUNTY LEVEL, IS REGULATED BY TRADE LICENSING BOARDS

STATE OF FLORIDA
Florida State License and Local Business Tax Receipt
(Licensing Board (CILB) (CIELB)/(DBPR)

OR

BROWARD COUNTY
Broward County Contractor License and Local Business Tax Receipt
(State registration if applicable) Central Examining Boards (CEB)/(CLE)

Note: Having a registered State Corporation and Local Business Tax Receipt does not make the individual and/or the business organization a certified or a registered contractor.
Difference Between State and County Licensing

- **County Certification**: licensed to engage in a specific trade within the county.

- **State Registered**: holding a Certificate of Competency (equivalent) and being registered within the State of Florida for a specific trade.

- **State Certified**: certified by the State of Florida to perform work in a specific trade. Individuals certified by the State of Florida may perform work throughout Florida.
Basic Legal Requirements for Applicants

- At least 18 years old
- **Good moral character**
- **Verifiable practical experience**
- Documentation on any other contractor’s license you hold
- Two passport-size photos
- Explanation of citations, violations, or liens resulting from construction work
- **Explanation of any conviction**
- Corporations must be registered with the Secretary of State
- Must take a written examination in law, business organization, and one for their work related skill

489.513 Registration; application; requirements.

1. As used in this subsection, the term “**good moral character**” means a personal history of honesty, fairness, and respect for the rights of others and for state and federal law.
APPLYING FOR A NEW LICENSE

Class A License: a copy of your current certification card from:

- International Society of Arboriculture;
  OR
- American Society of Consulting Arborists

and a notarized affidavit as described under the Class A Tree Trimmer License section.
**Tree Trimmers**

**Class B License**: certificate of successful completion of the **4-hour training program** provided by Broward County Extension Education (requires a **passing grade of at least 70%**). One trained person per job site is required.

- ✔ **Proof of workers’ compensation insurance**
- ✔ **Certification of liability insurance**

The **fee is $55** per student and includes the exam. Photo ID is required to take the class and exam.
Step # 2 Submit Application

- Choose a trade
- Submit an application and meet certain experience requirements and financial responsibility
- Carefully read and follow all instructions
- Request a credit report from **any of the 3** major credit reporting agencies
  - myfreecreditreport.com
  - 1-877-322-8228
- Business Credit Report
- Provide documented construction related proof of experience
Step #2: Submit Application

- Keyboard Enterable Form
- New or Reciprocity
- Categories
What License Do I Need?

- Documented Proof of Practical Experience
- Trade Knowledge / Pass Exams
- Trade Licensing Requirements
- Geographical Market
- Financial Stability
- Municode.Com Definitions
<table>
<thead>
<tr>
<th>College</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheridan Technical College</td>
<td>Basic Electrical Theory</td>
</tr>
<tr>
<td></td>
<td>Electrician Helper</td>
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<tr>
<td></td>
<td>Residential Electrician</td>
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<td>Commercial Electrician</td>
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<tr>
<td>Mcfatter Technical Center</td>
<td>Plumber Helper</td>
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<tr>
<td></td>
<td>Residential Plumber</td>
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<tr>
<td></td>
<td>Commercial Plumber</td>
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<td></td>
<td>Plumber</td>
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<tr>
<td>Atlantic Technical College</td>
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</tr>
</tbody>
</table>

**Sheridan Technical College**
5400 Sheridan St  
Hollywood, FL  
(754) 321-5400

**Mcfatter Technical Center**
6500 Nova Drive  
Davie, FL  
(754) 321-5700

**Atlantic Technical College**
4700 Coconut Creek Pkwy  
Coconut Creek, FL  
(754) 321-5100
What License Do I Need?

Apprenticeship

Apprenticeship is a method of training students using a combination of on-the-job skills development and classroom/lab related instruction. Apprenticeship training programs in Florida operate in accordance with federal and state laws. Registration with the State of Florida Department of Education as an apprentice is required for admission to the program.

Apprenticeship training offers individuals a chance to "learn while they earn." The student is paid for the on-the-job training work week that is supervised by a journey person. Apprentices are also required to attend related training classes on selected evenings and/or weekends. There are both union and non-union programs.

Wage increases are granted as the apprentice gains time in training and acquires experience. Apprenticeship programs vary in length from two to five years.

<table>
<thead>
<tr>
<th>Program Description</th>
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</thead>
<tbody>
<tr>
<td>Air Conditioning, Refrigeration and Heating Technology</td>
</tr>
<tr>
<td>Brick and Block Masonry (Bricklayer)</td>
</tr>
<tr>
<td>Carpentry (Carpenter)</td>
</tr>
<tr>
<td>Commercial Signs Design and Fabrication (Decorator Finale)</td>
</tr>
<tr>
<td>Electrician</td>
</tr>
<tr>
<td>Elevator Constructor Mechanic</td>
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<tr>
<td>Geodetic Computer</td>
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<tr>
<td>Glazing (Glass)</td>
</tr>
<tr>
<td>Heavy Equipment Operation (Operating Engineers)</td>
</tr>
<tr>
<td>Industrial Pipelayer (Sprinkler Fitters/Pipeliner)</td>
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<tr>
<td>Lineman Eductor (Lineman)</td>
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<tr>
<td>Machining (Machinist)</td>
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<tr>
<td>Maintenance Repair, Building (Step-Up)</td>
</tr>
<tr>
<td>Painting and Decorating (Painter)</td>
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<tr>
<td>Plastering (Plaster)</td>
</tr>
<tr>
<td>Plumbing Technology (Plumber &amp; Pipeliner)</td>
</tr>
<tr>
<td>Structural Steel Work (Ironworker)</td>
</tr>
<tr>
<td>Surveying &amp; Mapping Technology (Surveyor)</td>
</tr>
<tr>
<td>Tile Setter/Tile Setter (Tile setter)</td>
</tr>
</tbody>
</table>
Submit Application

- Keyboard Enterable Form
- New or Reciprocity
- Categories
- Personal Information
- Business information
### Background Check

1. **Yes / No**
   - Been convicted, adjudicated or arrested, or do you have any contact with a felony or drug violation, including but not limited to:2人性、酗酒、滥用药物或药物滥用？

2. **Explanation Required**
   - Have you or any other person ever been charged, convicted, found guilty, or had any contact with a felony or drug violation, including but not limited to:2人性、酗酒、滥用药物或药物滥用？

### Required

1. **Yes / No**
   - Completed or partially completed the application on the following date?

2. **Explanation Required**
   - Have you completed or partially completed the application?

### Disposition

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Charges</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

If you answered yes to any of the above questions, please explain on a separate sheet of paper.
Disclose Criminal Convictions

- **Convictions do not preclude someone from licensing**; however, it does require the Board's approval.

- **The law requires disclosure of conviction(s), as well as any court litigation and judgments** relative to home improvement.

- A license is not automatically denied due to judgments and convictions, however, **failure to disclose is a violation of law with penalties.**
Submit Application

- **Most Recent Work**
- **Specific Experience**
- **Specific Dates Of Experience**

### Employment History

List your record of employment, beginning with your most recent employer, to demonstrate your practical and required experience in the occupation field. Include any and all businesses that you have owned, operated, managed, or you have had an active part in. Please explain any gaps in employment on a separate sheet. If your employment history exceeds the space provided, please provide an additional sheet and attach to this application.

**Employer 1**
- **Employer Name**
- **Business Name**
- **Business Address**
- **City**
- **State**
- **Zip**
- **Business Phone**
- **Business Email**
- **Job Title**
- **Position Held**
- **Reason for Leaving**
- **Specific Type of Work**
- **Start Date**
- **End Date**

**Employer 2**
- **Employer Name**
- **Business Name**
- **Business Address**
- **City**
- **State**
- **Zip**
- **Business Phone**
- **Business Email**
- **Job Title**
- **Position Held**
- **Reason for Leaving**
- **Specific Type of Work**
- **Start Date**
- **End Date**

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[Table for Employer 1 and Employer 2 continues...]

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**Examination Information**

**Finished Carpentry Category—Class "FC"—DTE1B**
Broward County Version

**Scope**

**Finished Carpentry Category—Class "FC"**: The scope of work of a Class "FC" specialty building contractor shall include and be limited to cabinet installation, finish, woodwork, wood floor surface materials, doors, non-structural framing, wood stairs, handrails, garage doors, and windows, and hardware incidental thereto, trim, shelving, including cornices and fascias, siding, and related work. A Class "FC" specialty building contractor may pull permits for windows, doors, and garage doors. In order to be eligible to be certified as a Class "FC" specialty builder by the board, the applicant shall have at least two (2) years of practical experience in the category.

**Examination Content Outline**

The Finished Carpentry Category—Class "FC" examination is based on trade-specific information pertaining to materials, tools, equipment, practices, terminology, and relevant laws. The examination is a two (2) hour, open book exam that consists of 50 questions.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>No. of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molding</td>
<td>11</td>
</tr>
<tr>
<td>Exterior Finish</td>
<td>3</td>
</tr>
<tr>
<td>Siding</td>
<td>7</td>
</tr>
<tr>
<td>Paneling</td>
<td>4</td>
</tr>
<tr>
<td>Cabinetry</td>
<td>3</td>
</tr>
<tr>
<td>Doors and Windows</td>
<td>7</td>
</tr>
<tr>
<td>Finishing</td>
<td>7</td>
</tr>
<tr>
<td>Safety</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total**: 50 questions

**Approved References**

   - OSHA, 2003
Submit Application

- Applicant’s Education
- Licenses
- Sworn Statement
- Applicant’s Signature
- Notary’s Signature (Original)
Types of Affidavit Accepted

Submitting an application requires proof of experience through **any combination** of the following:

- **Submittal of W-2 tax** documents covering the employment period
- **One (1) notarized affidavit** verifying required experience **for the specific type of work performed** from a Florida or County licensed contractor of equal or higher category of license
- **One (1) notarized letter** from a registered architect or engineer
- **Three (3) notarized affidavits from out of state** licensed contractors; must include the licensed contractor's license number and verify the required experience for the specific type of work performed
- **Letters of reciprocity**
Affidavit of Experience

- Specific Experience
- Affiant’s License Number
- Affiant’s Signature (Original)
- Notary’s Signature (Original)
Step # 3 Exam

BUSINESS AND FINANCE EXAM $85-125

CONTRACTOR OR TRADE EXAM $85-125

- A score of at least 70% or 75% depending upon trade.
- Business and Finance is a 2 hr. exam with 50 questions.
- Exams are held 3 days a week and 1 Saturday a month. Test locations are in most all Counties.
- Exams are offered in different languages (Board approval required)
- Special accommodations can be made for those who have disabilities
# Step # 3 Exam Information

## Business Procedures Examination – AAE28
### Broward County Version

**Scope**
All candidates applying for contractor level registration must pass a Business Procedures Examination. This examines a candidate’s knowledge of taxes, insurance and bond laws, management skills, lien laws, safety regulations, employment laws, and general accounting.

**Examination Content Outline**
This examines a candidate’s knowledge of taxes, insurance and bond laws, management skills, lien laws, safety regulations, employment laws, and general accounting. The examination is a two (2) hour open book exam that consists of 50 questions. The examination is based upon the following subject areas:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>No. of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Laws</td>
<td>9</td>
</tr>
<tr>
<td>Tax Laws</td>
<td>9</td>
</tr>
<tr>
<td>Safety</td>
<td>5</td>
</tr>
<tr>
<td>Management</td>
<td>4</td>
</tr>
<tr>
<td>Lien Laws</td>
<td>7</td>
</tr>
<tr>
<td>Employment Laws</td>
<td>4</td>
</tr>
<tr>
<td>General Accounting</td>
<td>7</td>
</tr>
<tr>
<td>Chapter 9</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>50</strong></td>
</tr>
</tbody>
</table>

### Approved References
- Florida Contractor’s Business Procedures Reference Manual, GITS, LLC, Ocala, FL (800) 957-2129
- Broward County Code, Chapter 9 - Contractors, 2010
- Code of Federal Regulations – Title 29, Part 1928 (OSHA)
Step # 3 Exam

- The testing company will notify you of your eligibility to take the test
- Multiple choice questions
- Open book exam
- Exam school preparation available
- Candidates failing an exam can review the questions answered incorrectly
- Exam available as many times as needed
Step # 4 Initiating the License

- Contact Licensing Section and pay applicable fee
- Submit corporation or fictitious name documentation

**Obtain liability insurance**
- *BC certificate holder*
- Bodily Injury Liability
- $300,000.00 Property
- Damage Liability $50,000.00

- **Obtain Workers’ Compensation** insurance or exemption

- Contact the Tax Collectors office for a business tax receipt (formerly “occupational license”)
Professional Business Practices

- Do not work or advertise outside the scope of your license
- Include your license number on any advertisement
- Do not abandon a project after entering into a contract no matter how difficult the customer may be
- **Do not perform any work on a project before obtaining permit** (when applicable)
- Become familiar with Broward County Code of Ordinances, Chapter 9
- Become familiar with Florida Building Code
- Be alert to any law/regulations changes
- Keep a current address and phone number in licensing records
Licensing and Enforcement Website

- Contact information for building officials
- License applications and information
- List of contractor categories
- Verifying a contractor’s license status
- How to file a complaint against a licensed or unlicensed contractor
- County Ordinances related to the construction trades
- Interpretations of Florida Building Code
- Broward County Fire Code Official contacts
- Scams and alerts information
- Emergency preparedness information
Thank You!