

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, 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, 1-877-MY AZROC (1-877-692-9762) or the branch office nearest you.

REFER TO THESE INSTRUCTIONS AS YOU COMPLETE THE EXPERIENCE FORM.

PRINT OR WRITE CLEARLY:

- Line 1. The full name of the qualifying party.
- Line 2. The full name of the employer or employing company. If Self-Employed, write "Self-Employed", and skip lines 3 and 4.
- Line 3. The complete mailing address is needed for verification.
- Line 4. A phone number can expedite the verification process.
- Line 5. The month and year that you started with the employer and the month and year you left. If Self-Employed, the date you started and the date you stopped being Self-Employed. Total the number of years and months and enter at the end of this line.
- Line 6. State the type of business the employer was engaged in. If the employer was a general contractor, write "general contractor"; if an air conditioning contractor, write "air conditioning contractor", etc.

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

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

Line 9. **EXAMPLE:**

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

This would be shown as:	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 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.