



## CONTRACTORS STATE LICENSE BOARD

9821 Business Park Drive, Sacramento, California 95827  
Mailing Address: P.O. Box 26000, Sacramento, CA 95826  
800-321-CSLB (2752)  
[www.cslb.ca.gov](http://www.cslb.ca.gov) • *CheckTheLicenseFirst.com*

STATE OF CALIFORNIA  
Governor Edmund G. Brown Jr.

Application Fee Number:

Dear \_\_\_\_\_ :

Thank you for applying to the Contractors State License Board (CSLB). In order for us to assist you in becoming licensed, we are requesting documentation to support the required four years of journey-level or greater experience in your desired classification prior to scheduling you for the examination(s).

**As required by law, the four (4) years of journey-level or greater experience must have been obtained within the last ten (10) years immediately preceding the date your application was submitted.** "Journeyman" means an experienced worker in the trade who is fully qualified and able to perform the trade without supervision.

To help us properly evaluate your experience, please provide legible copies of the documentation requested below no later than \_\_\_\_\_, or your application may be voided. All experience documentation that is submitted will be reviewed by CSLB's Classification Deputy. Please note that original documentation that is submitted to CSLB will not be returned to you, and the application fee is non-refundable. Any submitted documentation that is not legible or acceptable will be destroyed and not retained as part of your application record.

Please substantiate your journey-level experience by providing **one or more** of the following types of acceptable documentation:

- **Wage or tax documentation:** Copies of your state or federal income tax forms which show income from the construction activities (W-2 from an employer, 1099 from a contractor, Schedule C for self-employment, etc.). The documentation submitted must correspond with the dates certified on the Certification of Work Experience. In addition, if you would provide a copy of the last check stub received for each year indicating your last rate of pay, it will assist with the calculations for experience. You can obtain wage transcripts from the Internal Revenue Service by calling (800) 829-1040.
- **Paycheck Stubs:** Please provide your end-of-year paycheck stubs showing gross earnings and hourly/salary rates in the event that income taxes were not filed.
- **Employer contact information:** Please provide contact information for your employer(s), as we will need to verify your employment and the scope of work you were performing. **If for some reason you do not want your employer contacted, please provide a detailed written explanation stating the reasons. Also provide additional contact information for your foreman/supervisor or other licensed construction professionals that may be contacted and have knowledge of your experience.**



- **Permits/Inspections:** City and/or county building permits may be submitted regardless of whether you or the homeowner pulled them. Homeowner permits must include your contract/invoice with a detailed scope of work. Provide copies of the permit applications, the permits, and the final inspection reports. Each permit should reflect the square footage of the project (General Building). Include a statement with the permit detailing the work you performed. For the B – General Building classification, each permit must show structural framing and two additional unrelated trades. Permits for plumbing, electrical, roofing, etc. may be submitted for your specific classification if applicable.
- **Contracts:** You may submit copies of contracts you have entered into and actually performed if the work performed was related to the classification for which you are applying. Each contract must be complete, signed, and accepted; have client contact information; and include a description of the work performed. The contract must be accompanied by a statement indicating the start and end dates of the project and a reasonable estimate of the actual time you spent to complete the project, excluding delays for material delivery, bad weather, set-up, or time spent on other concurrent projects.
- **Education:** CSLB may grant experience credit for college units/degrees. To have your education reviewed for credit, submit your official sealed transcripts for evaluation. If you received your degree outside the United States, your transcripts must be translated and evaluated by an accredited evaluation service that does business within the United States.
- **Military training:** If your military training is related to the classification for which you are applying, please submit a copy of your DD214 or discharge papers provided by the military. Experience is evaluated within the last 10 years before the date your application is received. If your military service was during a time of war that was beyond the last 10 years, you may qualify for an extension of the 10-year guideline. This will be evaluated on a case-by-case basis. To obtain additional information on this or other military benefits you may have, please visit our website at [www.cslb.ca.gov](http://www.cslb.ca.gov) or email [VeteransInfo@cslb.ca.gov](mailto:VeteransInfo@cslb.ca.gov).
- **Duty statement:** If you were/are employed by an agency or company that has a specific duty statement outlining the scope of work you performed, please provide the duty statement so we may use it to assist in calculating your journey-level experience.
- **CFC Certificate:** If you are applying for a C-20 – HVAC or C-38 – Refrigeration classification, please provide a copy of your Chloral Floral Carbon (CFC) Certificate, Type II or Universal Certification Card. EPA standards state that all journey-level workers in this field are required to possess this certification.
- **Electrician Certificate:** If you are applying for a C-10 – Electrical or C-7 – Low Voltage Systems classification, you may provide a copy of your electrician certification from the Department of Industrial Relations.
- **Apprenticeship certificate of completion**
- **Union journeyman book** or a letter from the union



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- **Canceled checks:** Copies of both sides of canceled checks from jobs you have performed may be submitted for consideration. The checks **must** be accompanied by a letter or certificate from the person who paid the check and must state the services performed.
- **Itemized bills and invoices** for work performed
- **Material receipts:** Material receipts submitted for consideration **must** be accompanied by letters or certificate from the individuals for whom you performed the work and applied the materials.
- **Copies of deeds, proofs of sale, and permits:** These documents may be submitted if you are claiming credit for work done on your own properties and **must** be accompanied by a statement detailing the work done on the properties and the dates of the projects.
- **Notarized certificate of experience** for out-of-state experience
- **Notarized certificate or letter of experience** for out-of-country experience

If you are unable to support your experience with the requested documentation, you may designate another individual (who can support his/her experience) to qualify this application, or you may submit a written request to voluntarily withdraw your application and resubmit a new application at a later date when you are able to document the required experience. If you do not designate another individual or withdraw your application, this application will be sent for formal investigation.

After reviewing the submitted documents, we may request additional documentation to assist you in meeting the minimum requirements required by law. Once we have verified the minimum experience required, you will be scheduled for the examination process.

If you need additional information, please contact our office at the address or telephone number shown.

Sincerely,

Unit Program Technician

Phone: (916) 255-      Fax: (916) 255-

cc: Deputy A. Sisto