



BOARD FOR CONTRACTORS Trade-Related Examinations and Qualifications Information

The Virginia Board for Contractors requires licensed contracting firms to identify a Qualified Individual for each license classification and specialty designation printed on the license. The Qualified Individual in a **Class C** business must have at least 2 years of experience in the appropriate classification or specialty designation. The Qualified Individual in a **Class B** business must have at least 3 years of experience in the appropriate classification or specialty designation. The Qualified Individual in a **Class A** business must have at least 5 years of experience in the appropriate classification or specialty designation.

In addition to the number of years of experience required, some license classifications and specialty designations require that the Qualified Individual successfully complete a *trade-related examination* or additional qualifications in order to obtain and maintain a contractor's license. The Board for Contractors currently requires trade-related exams or additional qualifications in the **electrical, plumbing, and HVAC** license classifications; and the **blast/explosive, elevator/escalator, gas fitting, liquefied petroleum gas fitting, modular/manufactured building, natural gas fitting, radon mitigation, and water well contracting** specialty designations.

Trade-Related Examinations for License Classifications

Qualified Individuals for the **electrical, plumbing, and HVAC** license classifications (as well as the **gas fitting, liquefied petroleum gas fitting, and natural gas fitting provider** specialty designations identified in the following section) must hold a current Master Tradesman Card issued by the Virginia Board for Contractors' Tradesman Program in the appropriate classification.

Trade-Related Examinations and Additional Qualifications for Specialty Designations

In order to qualify for a contractors license in the **asbestos, blast/explosive, fire sprinkler, elevator/escalator, gas fitting, lead abatement, liquefied petroleum gas fitting, modular/manufactured building, natural gas fitting, radon mitigation, and waterwell/pump** specialty designations, trade-related examinations and/or additional licenses are required. The additional licensing requirements are as follows:

Asbestos Contracting (ASB)

Business applying for ASB specialty designation must:

1. Employ a Qualified Individual who has a valid Asbestos Supervisor's License issued through the Board for Asbestos, Lead, and Home Inspectors (ALHI); telephone 804.367.8595.
2. Upon receipt of the Qualified Individual's Asbestos Supervisor's License submit a Contractors License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485
3. Upon issuance of the Contractors License, contact the Board for Asbestos, Lead, and Home Inspectors (ALHI) at 804.367.8595 to apply for a (ALHI) Contractors License.

Blast/explosive Contracting (BEC)

Business applying for BEC specialty designation must:

1. Employ a Qualified Individual who has a valid Blaster Certification issued through the State Fire Marshal's Office. To schedule your Qualified Individual for the Blaster Certification exam, contact Prometric at 1260 Energy Lane, St. Paul, MN 55108, telephone 1.800.899.3971 or www.prometric.com/virginia. Additional inquiries contact State Fire Marshal's Office at 1005 Technology Park Drive, Glen Allen, VA 23059, telephone 804.371.0220 or www.vafire.com/index.htm.
2. Upon receipt of the Qualified Individual's Blaster Certification submit a Contractors License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.

Elevator/Escalator contracting (EEC)

Business applying for EEC specialty designation must:

1. Submit a Elevator Mechanic Certification application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.
2. Upon approval by the Board, you may then schedule your Qualified Individual for the Certified Elevator/Escalator Mechanic exam, contact PSI Examination Services at 3210 E. Tropicana, Las Vegas, NV 89121; www.psiexams.com; telephone 1-800-733-9267; and facsimile 702-932-2666.
3. Upon successful completion of examination and issuance of Elevator Mechanic Certification, submit a Contractors License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 (if applicable).

Fire sprinkler contracting (SPR)

Business applying for SPR specialty designation must:

1. Employ a Qualified Individual who has a valid NICET Level III certificate or higher issued through National Institute for Certification in Engineering Technologies. Contact NICET at 703-684-2835 or 1-800-787-0034.
2. Employ a Qualified Individual who has a valid Virginia Professional Engineer License who possess experience in automatic fire sprinkler layout and installation as verified by their employer(s), client(s) or building official(s).
3. Upon issuance of a valid Virginia Professional Engineer License OR a NICET Level III certificate or higher, submit a Contractors License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.

Gas fitting contracting (GFC)

Business applying for GFC specialty designation must:

1. Submit a Tradesmen License application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.

2. Upon approval by the Board, you may then schedule your Qualified Individual for the Gas Fitting exam, contact PSI Examination Services at 3210 E. Tropicana, Las Vegas, NV 89121; www.psiexams.com; telephone 1-800-733-9267; and facsimile 702-932-2666.

3. Upon successful completion of examination and issuance of Gass Fitting Tradesman License, submit a Contractors License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 (if applicable).

Lead abatement contracting (LAC)

Business applying for LAC specialty designation must:

1. Employ a Qualified Individual who has a valid Asbestos Supervisor's License with the Board for Asbestos, Lead, and Home Inspectors (ALHI); telephone 804.367.8595.

2. Upon receipt of the Qualified Individual's Lead Abatement Supervisor's License submit a Contractors License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.

3. Upon issuance of the Contractors License, contact the Board for Asbestos, Lead and Home Inspectors (ALHI) at 804.367.8595 to apply for a (ALHI) Contractors License.

Liquefied petroleum gas fitting contracting (LPG)

Business applying for LPG specialty designation must:

1. Submit a Tradesmen License application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.

2. Upon approval by the Board, you may then schedule your Qualified Individual for the Liquefied Petroleum Gas Fitting Contracting exam, contact PSI examination Services at 3210 E. Tropicana, Las Vegas, NV 89121; www.psiexams.com; telephone 1-800-733-9267; and facsimile 702-932-2666.

3. Upon successful completion of examination and issuance of Liquefied Petroleum Tradesman License, submit a Contractors License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 (if applicable).

Modular / Manufactured Building Contracting (MBC)

Business applying for MBC specialty designation must:

1. Employ a Qualified Individual who has a valid Manufactured Housing Installer Certification issued through the Department of Housing and Community Development; telephone 804.371.7160.

2. Upon receipt of the Manufactured Housing Installer Certification, submit a Contractors License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.

Natural gas fitting provider contracting (NGF)

Business applying for NGF specialty designation must:

1. Submit a Tradesmen License application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485.
2. Upon approval by the Board, you may then schedule your Qualified Individual for the Natural Gas Fitting Contracting exam, contact PSI Examination Services at 3210 E. Tropicana, Las Vegas, NV 89121; www.psiexams.com; telephone 1-800-733-9267; and facsimile 702-932-2666.
3. Upon successful completion of examination and issuance of Natural Gas Fitting Tradesman License, submit a Contractors License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 (if applicable).

Radon mitigation contracting (RMC)

Businesses applying for the RMC specialty designation must:

1. Qualify for the Building (BLD) license classification, or Commercial (CIC), Farm (FIC), or Home (HIC) improvement specialty designation.
2. Designate a qualified individual who is certified by the National Environmental Health Association (NEHA) or the National Radon Safety Board (NRSB). To obtain certification you must contact NEHA at www.neha.org, 1-800-269-4174 or NRSB at www.nrsb.org, 1-866-329-3474. For more information on Mitigation Guidelines and Protocols, contact the Virginia Department of Health at 1-800-468-0138 or visit the Radon Program web site at www.vdh.virginia.gov/rad.

Waterwell/pump contracting (WWP)

Business applying for WWP specialty designation must:

1. Submit a Water Well Systems Provider Certification application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 then
2. Upon approval by the Board, you may then schedule your Qualified Individual for the Certified Water Well Systems Provider exam, contact PSI Examination Services at 3210 E. Tropicana, Las Vegas, NV 89121; www.psiexams.com; telephone 1-800-733-9267; and facsimile 702-932-2666.
3. Upon successful completion of examination and issuance of Water Well Systems Provider Certification, submit a Contractors License application or Additional License Classification/Specialty Designation application along with fee to DPOR, 9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485 (if applicable).