



Virginia Board for Contractors

Guidelines for Expedited Class A License Application

Who is eligible?

Expedited processing is currently available only for businesses seeking a Class A Contractor license. In order to qualify for an expedited application, the business **MUST** be able to provide the following:

- ✓ Documentation (either in the form of a completed Financial Statement Form provided within the application or a CPA-reviewed Balance Sheet) demonstrating that the business's net worth is at least \$45,000.00
 - The firm is required to complete the financial statement and provide proof of the assets unless they provide a CPA reviewed balance sheet or audit.
 - If the applicant completes the financial statement themselves, they must provide bank statements, tax assessments, appraisals for their assets, or any other documents they would like to have reviewed.
- ✓ A clear copy of photo identification for each officer, designated employee and qualified individual listed on the application. Acceptable forms of identity include a driver's license, passport, or a state issued identification card
- ✓ Virginia State Corporation Commission (SCC) number, if the business entity is a limited partnership, limited liability company, or corporation

To register a business/trade name(s), contact the SCC at (804) 371-9733.
- ✓ Copy of the Certificate of Completion for the Designated Employee or Responsible Manager who completed the board approved business course

For course information—including fees, schedules, and locations—review the list of **Approved Pre-License Education Providers** available under the *Education & Exams* tab on the Board website at <http://www.dpor.virginia.gov/Boards/Contractors/>
- ✓ Proof that the Designated Employee passed the Class A Contractor exam

For exam information, contact PSI Examination services at 3210 East Tropicana, Las Vegas, NV 89121; www.psiexams.com; telephone 800-733-9267 or facsimile 818-247-3853.
- ✓ Proof of experience for the Qualified Individual. The Experience Verification Form is located under the Board for Contractor website under the applications section. (<http://www.dpor.virginia.gov/Boards/Contractors/>)
- ✓ Certification that the business and any members of the business (Designated Employee, Responsible Manager, and Qualified Individual) have **NO** disciplinary action(s), criminal conviction(s), or adverse financial history

Cost

The cost for expedited service is **\$250.00** in addition to the required application fee. All costs must be paid by a credit card at the time the application is submitted. The costs are not refundable under any circumstances, regardless of whether the license is issued or if the license is issued within the expedited period.

Processing Time

The Board for Contractors will process complete applications within two (2) working days from the date of receipt, or as soon thereafter as possible.

A complete application means that the Expedited Class A Contractor application form is properly completed, all requested information has been provided, payment for the application fee and expedite fee is successfully processed, and no additional information is required to process the application.

Applications submitted after 4:45 p.m. EST on a business day will be received by the Department of Professional & Occupational Regulation (the Department) at 8:15 a.m. EST on the next business day.

The schedule for the anticipated completion of expedited services is based on full business days (8:15 a.m. – 5:00 p.m. EST). When the Department is closed for all or part of a day due to a holiday or emergency (e.g., inclement weather), the schedules will be extended for a like period of time. Service may be limited under extraordinary circumstances.

The Board for Contractors will notify the applicant's contact person via phone and/or email if the application is approved for licensure. Licensing information will be available on the Department's website 24 hours after the license is issued. Expedited service does not include any costs of mailing above the normal level of service regularly provided by the Department. Therefore, the license will be sent by regular mail after issuance.

Deficiencies and/or Corrections

In order for the Board for Contractors to make a timely and appropriate review of the application, the information and documents you submit must be thorough, clear, and complete.

If the application contains a deficiency, the applicant's contact person will be notified of identified deficiencies in the following order of priority: phone (messages will be left on voice mail), email, or via a written fax.

The expedited review timeframe is for the initial review **ONLY**. If the application is incomplete, the firm is notified within the expedited timeframe. However, once the application is returned for additional information, the expedited timeframe no longer applies. At this point the application is reviewed in the order it is received by the Board. If the firm mails the application and faxes the supporting documentation, this will result in a delay in processing the application.

This is why it is pertinent that each item mentioned above is received with the initial application and not submitted separately.

Questions

For questions regarding licensure requirements, please contact the board section by email at Contractor@dpor.virginia.gov or phone at (804) 367-8511. Information on rules and regulations, as well as applications and instructions, are available on the Board for Contractors' website at <http://www.dpor.virginia.gov/Boards/Contractors/>.

How to Complete the Application Process

To obtain your license, all application questions must be answered, the appropriate fee must be remitted, and any additional required documentation must be included with this application package to the Board at the following address:

Mail or Hand-deliver to the following:
Department of Professional and Occupational Regulation
Perimeter Center - Board for Contractors
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233
Fax: 866-430-1033
Email: contractor@dpor.virginia.gov*

*If emailing your application to the Board for Contractors, in the subject line print the following:
“EXPEDITED APPLICATION – (Business/Firm Name)”