



NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150
8400 WEST SUNSET RD, SUITE 150, LAS VEGAS, NEVADA, 89113 (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110
www.nscb.nv.gov

BROADENING OF CLASSIFICATION APPLICATION

General Instructions

FOR OFFICE USE ONLY:

Application # _____

File # _____

Receipt # _____

1. Please type or print in ink when completing this form.
2. Make sure this application is properly signed by a principal.
3. Include the required application fee of \$250.00.
4. **Read all instructions carefully.** The Board desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process complete applications only. A complete application includes all applicable supporting documents and fees. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your license application. **Incomplete applications will be returned to you.**
5. **Leave no space blank.** If a particular question or request for information does not apply to you, put "NA" in the blank space to indicate the question has received your attention.

SECTION 1 – BUSINESS NAME; LICENSE NUMBER

Business Name: Use the legal business name as it appears on your license. If there has been a change in your legal business name, a separate change of name application is required.

Legal Business Name: _____
(Use Name as Set Forth on the License)

License Number: _____

SECTION 2 – CLASSIFICATION REQUESTED

This application can only be used to broaden your license within the existing category. For example, if you currently hold a C4-a (Painting) license, you can broaden to include any other subcategories within the C4 classification. This application cannot be used to obtain a license in a different category or to change or replace your qualified employee.

You will find a classification list on pages 4 and 5. For a complete description of each classification and sub-classification visit our web site.

Classification Requested: _____

- If there are multiple sub-classifications within the classification for which you are requesting to broaden, the trade qualifier must substantiate experience for the full scope of work for which you are applying. Separate qualifiers for individual sub-classifications are not allowed.
- Reference certificates must substantiate a minimum of four (4) years experience in the classification for which the application is being submitted.
- Supporting documentation must be included for the classification for which the application is being submitted.

SECTION 3 – QUALIFICATION REQUIREMENTS

You must have, within the 15 years immediately preceding the filing of this application, a minimum of 4 years work experience as a journeyman, foreman, supervision employee or contractor in the specific classification requested. **Work experience documentation must be provided with the application.**

- **DOCUMENTED WORK EXPERIENCE:** The Board will accept the following types of documentation in support of your experience.
 1. **Four (4) Certification of Work Experience Forms** for EACH Trade Qualifier;
 - Certificates should be completed by employers, other than the applying company. If you are a self-employed contractor, customers for whom you have performed work should complete them. **Relatives cannot complete the certificates, unless they were your employer.**
 - Each certificate must verify the experience for the trade(s) being applied for. *Certificates that are not complete or specific regarding the actual work performed will not be accepted.*



- **PLEASE NOTE:** The aggregate time of experience (all certificates combined) must equal a minimum of 4 full years (1460 days). *Each individual certificate does not have to demonstrate 4 years' experience.*
 - Any certificate determined to be false or misleading may be considered misrepresentation or omission of a material fact, in violation of NRS 624.3013(2).
 - Additional documentation may be requested by the Board as necessary.
2. A **current Master's Certification** issued by a governmental agency in a discipline substantially similar to the requested classification;
 3. Proof of transferrable **military experience and training**; or
 4. Proof of eligibility for Licensure by Endorsement (See Section 9).
- **RESUME OF EXPERIENCE:** Complete the [Resume of Experience Form](#) and submit with this application.

WHEN DOCUMENTATION OF WORK EXPERIENCE & RESUME ARE NOT REQUIRED:

- If the qualifier has served as a qualified employee in the same classification on another Nevada state contractor's license within the last 10 years and your documentation is still on file with the NSCB.

SECTION 4 – EXAMINATION REQUIREMENTS

- Examination Requirements: A Business and Law (CMS) and trade examination will be required. The trade exam will be specific to the classification requested. You will receive an Examination Eligibility form after the application is submitted and experience is verified. [Candidate information bulletin, exam content outlines, and order forms for the "CMS" exam and trade exam\(s\) reference manuals are available on the Board's website.](#)
- Examination fees are separate and will be paid directly to the Board's exam provider.
- **You may be eligible for waiver of the trade exam under the following conditions:**
 - **Current/Recent Nevada Qualified Employee:** If you have served as a qualified employee on a license in the State of Nevada in the same classification requested in good standing within the last 10 years and your test scores are still on file with the NSCB.
 - **B or B-2 Exam Waiver:** Applicants for a full "B" General Building or "B-2" Residential and Small Commercial license may be considered for waiver of the trade exam if you have passed the National Association of State Contractor Licensing Agencies (NASCLA) Accredited General Building Exam. You will need to purchase and electronically send your transcript to the Board. *Work experience documentation, as outlined in Section 7, must be provided.*
 - **Trade Exam Waiver by Endorsement** – You may qualify for waiver of the trade exam by endorsement if you are licensed in one of the states listed on the [State Equivalency Chart](#), available online.

SECTION 5 – LICENSURE BY ENDORSEMENT

- Under certain circumstances the Nevada State Contractors Board will waive the trade examination requirement and/or the experience certification requirement for applicants that qualify for licensure by endorsement. These waivers are granted for applicants who are licensed in states determined by Nevada to have substantially equivalent requirements.
- In order to apply for licensure by endorsement, you will need to have been actively licensed in the endorsing state for the past four (4) years and not have had any disciplinary actions, suspension, revocation or other sanctions against your license.
- Please review the [State Equivalency Chart](#) to determine if you are eligible to be relieved of the trade examination and/or experience certification requirement based on endorsement by another state.
- In order to be considered for licensure by endorsement you must submit with your application a [Request for Verification of License Form](#), completed by your endorsing state.

☐ **I am requesting licensure by endorsement based on the license listed below and have attached a completed Request for Verification of Licensure form from the endorsing state.**

COMPANY NAME	LICENSE #	STATE



****The Board reserves the right to require an examination, and/or experience certifications of any applicant regardless of current or previous licensure.****

SECTION 5 – AFFIDAVIT AND AUTHORIZED SIGNATURE

I am authorized to sign this Affidavit and Release Authorization on behalf of the applicant described and identified in this application.

The applicant is qualified in all respects for the license for which it is applying in this application.

To the best of applicant's knowledge, the information contained in the application and its supporting documents are free of fraud, misrepresentation, or omission of material fact. To the best of applicant's knowledge, the information contained in the application and its supporting documents are truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualification for licensure.

Applicant will ensure that any information subsequently submitted to the Board in conjunction with this application or its supporting documents meet the same standard as set forth above.

Applicant understands to apply for or obtain a license or to otherwise deal with the Nevada State Contractors' Board through the use of fraud, forgery, intentional deception, misrepresentation, misstatement, or omission is cause for denial of this application.

Applicant understands that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information classified as confidential pursuant to NRS 624.110. Confidential information includes; credit reports, references, financial information, and investigative memoranda.

Applicant understands that the Nevada State Contractors' Board has the authority to conduct appropriate background investigations for the purpose of verifying all statements and facts represented in this application and supporting documentation.

Signature Requirements: A principal of the applying company must sign this application.

By: _____
(Signature of Principal)

Title: _____

(Print Name of Principal)

Date: _____





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CERTIFICATION OF WORK EXPERIENCE

***PART 1: QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION:** The qualifying individual must complete Part 1 in its entirety before the certifier completes Part 2.

APPLICANT'S FULL LEGAL NAME: _____
(FIRST) (MIDDLE) (LAST) (SUFFIX)

APPLYING COMPANY NAME: _____

CLASSIFICATION OF LICENSE REQUESTED (Code and Description)

PLEASE INDICATE YOUR BUSINESS RELATIONSHIP TO THE CERTIFIER AT THE TIME EXPERIENCE WAS GAINED

☐ Supervisor ☐ Foreman ☐ Journeyman ☐ Contractor ☐ Employer ☐ Other: _____

***PART 2: WORK EXPERIENCE AND CERTIFICATION STATEMENT:** The certifier must complete Part 2 in its entirety after the qualifying individual (applicant) has completed Part 1.

CHECK THE BOX THAT IDENTIFIES THE LEVEL OF WORK PERFORMED BY THE INDIVIDUAL ABOVE (APPLICANT)

☐ Supervisor ☐ Foreman ☐ Journeyman ☐ Contractor ☐ Employee

☐ Full-Time ☐ Part-Time

FROM: _____ TO: _____ = _____ YEAR(S) AND _____ MONTHS
(month/day/year) (month/day/year)

(Do not claim credit for full-time work if applicant worked only part-time or if trade duties in requested classification were only one component of entire job)

In the space below, list all specific trade duties applicant performed or supervised in the classification or trade area listed in Part 1 above. **If additional space is required, provide a signed attachment by the certifier.**

IMPORTANT: You may be requested to provide documentation to verify all experience to which you are attesting. For your records, it is suggested that you keep a copy of the certificate(s) you have completed.

I certify that I have direct knowledge of the stated individual's work experience during the time period outlined above. I certify under penalty of perjury to the truth and accuracy of the statements and information contained herein and understand that these statements are subject to verification. **(*REQUIRED FIELDS)**

*Original Signature of Certifier Date *Printed Name of Certifier

Company or Business Affiliation License No(s). State

*Address *City *State *Zip

*Daytime Phone Number Fax Number *E-mail Address





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RESUME OF EXPERIENCE

EXPERIENCE RECORD OF: _____
(Print name of qualified individual)

APPLYING COMPANY NAME: _____

Employer's Name: _____

Address: _____
(Street, City, State, Zip)

Phone: _____ Email: _____

Position(s) held for this employer: _____
(Examples: Journeyman, Foreman, Supervisor, Contractor, Self-Employed)

Describe in detail the work performed. Details should be specific to the classification's scope of work you are applying for (attach separate page if necessary):

Date of Employment:

From: _____ To: _____
(mm/dd/yy) (mm/dd/yy)

Check One:

- ☐ Full-Time
☐ Part-Time (specify aggregate total):

Year(s): _____ Month(s): _____

Employer's Name: _____

Address: _____
(Street, City, State, Zip)

Phone: _____ Email: _____

Position(s) held for this employer: _____
(Examples: Journeyman, Foreman, Supervisor, Contractor, Self-Employed)

Describe in detail the specific type and/or scope of work performed (attach separate page if necessary):

Date of Employment:

From: _____ To: _____
(mm/dd/yy) (mm/dd/yy)

Check One:

- ☐ Full-Time
☐ Part-Time (specify aggregate total):

Year(s): _____ Month(s): _____

