



## CONTRACTORS STATE LICENSE BOARD

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800.321.CSLB (2752) | www.csfb.ca.gov | CheckTheLicenseFirst.com

STATE OF CALIFORNIA

# Certification of Work Experience

**Please read the General Information on the previous page before beginning this form.**

The qualifying individual from Page 1 of the application must complete the information in Part 1 below; then, the certifier (person certifying the experience) must complete Part 2. The experience must be verifiable through payroll records or similar documents. If additional space is needed to list the trade duties, please attach a separate sheet that must also be signed under the same certification statement contained below in line 9.

Use a separate form for each employer or work setting. If you need additional forms, please make a copy of this blank form or visit CSLB's website to print the form.

**Please type or print neatly and legibly in black or dark blue ink – pencil is not acceptable.**

**FORMS CONTAINING STRIKEOUTS OR MODIFICATIONS MAY NOT BE ACCEPTED. Corrections must be initiated by the certifier.**

## PART 1 – QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

**The qualifying individual must complete Part 1 in its entirety before the certifier completes Part 2.**

1. QUALIFIER'S FULL LEGAL NAME	Last	First	Middle
2. BUSINESS NAME OF COMPANY WHERE EXPERIENCE WAS GAINED – OR, IF YOU WERE SELF-EMPLOYED, LEAVE THIS SPACE BLANK AND CHECK THIS BOX <input type="checkbox"/> (If you checked the box, skip line 3 and go to line 4.)			LICENSE NUMBER OF COMPANY WHERE EXPERIENCE WAS GAINED
3. COMPANY'S BUSINESS STREET ADDRESS Number/Street Only – NO P.O. Boxes		City	State ZIP Code
4. WAS THE EXPERIENCE OBTAINED <u>WORKING ON YOUR OWN PROPERTY</u> AS AN <u>OWNER-BUILDER</u> (see previous page for definition)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you checked "Yes" above, use the Owner-Builder B-General Building Construction Project Experience form to provide information on completed projects.</i>			

## 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.**

5. APPLICANT'S JOURNEYMAN- LEVEL OR HIGHER TIME-BASE WORKED IN SPECIFIC TRADE DUTIES (check one):	<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	FROM _____ TO _____ Month/Day/Year      Month/Day/Year (List <u>ONLY</u> journeyman-level or higher experience that was obtained in the applicable classification.)	= YEAR(S) and _____ MONTH(S) <i>(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. For example, if applicant worked half-time in specific trade duties for six (6) years, write "3 years" in the space above.)</i>
6. IN THE SPACE BELOW, LIST ALL SPECIFIC TRADE DUTIES APPLICANT PERFORMED OR SUPERVISED IN THE CLASSIFICATION FOR WHICH THEY ARE APPLYING. <b>PLEASE REFER TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT FOR ASSISTANCE.</b> (Do not list office work or individual project names.)			
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
7. My business relationship to _____ is or was (check all that apply): Name of Qualifying Individual (Applicant)			
<input type="checkbox"/> Employer	<input type="checkbox"/> Contractor (License Number _____)	<input type="checkbox"/> Foreman or Supervisor	
<input type="checkbox"/> Journeyman	<input type="checkbox"/> Fellow Employee	<input type="checkbox"/> Union Representative	
<input type="checkbox"/> Business Associate			
8. CERTIFIER'S STREET ADDRESS Number/Street Only – NO P.O. Boxes		City	State ZIP Code
PHONE NUMBER (       )		FAX NUMBER (       )	EMAIL ADDRESS
9. I certify that I have <u>direct knowledge of the work covering the time period outlined above</u> . I certify under penalty of perjury, under the laws of the State of California, that the information stated above is true and correct.			
Date	Signature		Printed Name

Note: For information on the collection of personal information, please refer to the General Information and Instructions at the beginning of this application package, under the heading "Collection of Personal Information."

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