



Construction Trades Qualifying Board APPLICATION FOR PERSONAL CERTIFICATION EXAM RETAKE

APPLICATION FEES

JOURNEYMAN AND MAINTENANCEMAN.....	\$ 240.00
MASTER AND INSTALLER.....	\$ 315.00
BUILDING/BUILDING SPECIALTIES PERSONAL CERTIFICATE.....	\$ 315.00

MAKE CHECK PAYABLE TO: MIAMI-DADE COUNTY

Refunds may be granted under specific circumstances and in those cases, there will be a non-refundable processing fee of \$80. Refund requests must be made in writing no later than 180 calendar days from the approval or application date, whichever is later. Original receipt, copy of check or bank or credit card statement must be presented for a refund.

APPLICATION SUBMITTAL

Return this application and all supporting documents by mail to the Miami-Dade County Regulatory and Economic Resources Department Contractor Licensing, 11805 S.W. 26 Street, Room 207, Miami, FL 33175-2474. You may also hand deliver documents to Contractor Licensing located on the 2nd floor of the same building. If you have questions, please contact one of the following Contractor Licensing staff at (786) 315-2880.

- Licensing Rep Ronnie Diaz
- Licensing Rep Lourdes Maytin
- Licensing Rep Karen Jackson
- Licensing Rep Melinda Thomas
- Licensing Rep Llirelka Rodriguez
- Licensing Rep Alina Cobo
- Supervisor Jose Lezcano

For Engineering categories, return application and all supporting documents to the Public Works Department at 111 NW 1st Street, Suite 1510, Miami, FL 33128. For further information call (305) 375-2705.



Construction Trades Qualifying Board
Department of Regulatory and Economic Resources

11805 S.W.26 Street (Coral Way) Room 207
Miami, Florida 33175-2474

PERSONAL CERTIFICATION

PLEASE TYPE OR PRINT:

Trade and category applying for Provide exam language preference

If previously passed, reason for retake

Name Last 4 digits of Social

Phone: Home Work Cellular

Fax: Email Address:

Address City State Zip Code

Driver's License No. Place of Birth Date of Birth Age

PART A (TECHNICAL PART)

PART B (BUSINESS PART)

PART A & B

JOURNEYMAN

MAINTENANCE

I certify that the above information recorded represents the best of my knowledge relative to the scope of work and category for which I am applying for and that everything on this application is true and accurate. I understand that an issuance of only a personal certificate, journeyman or maintenance certificate does not permit me to act as a contractor in the trade concerned and in order to work in the trade I must be employed by a licensed contractor. I realize that if I do contract without a contractor's business certificate of competency, I will face the possibility of receiving a fine of up to \$5,000 on each count and my personal certificate could be suspended or revoked by the Miami-Dade County Construction Trades Qualifying Board.

X Applicant's Signature

STATE OF COUNTY OF

The foregoing instrument was acknowledged before me this day of, 20

by, who is personally known to me or who has produced a as identification and who did / did not take an oath.

NOTARY PUBLIC SIGNATURE