



Meeting Date: _____

Deadline: _____

Construction Trades Qualifying Board

APPLICATION FOR PERSONAL CERTIFICATION RECIPROCITY

APPLICATION FEES

PERSONAL APPLICATION FEES

JOURNEYMAN	\$ 50.00
MASTER.....	\$ 315.00
BUILDING/SPECIALTIES.....	\$ 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 exam approved date. Original receipt must be presented for a refund.

APPLICATION SUBMITTAL

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

Licensing Representatives

Karen Jackson

Lourdes Maytin

Ronnie Diaz

Melinda Thomas

Llirelka Rodriguez

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.

FILING DATE

All Licensing applications must be reviewed and approved by the Construction Trades Qualifying Board. The completed application along with the supporting documents and fee must be received by the Board meeting deadline. A notice will be sent to the applicant indicating the results of Board and you may also contact us the following Monday after the meeting.

RECIPROCITY CATEGORIES

○ MIAMI DADE COUNTY LICENSE

GENERAL CONTRACTOR
BUILDING CONTRACTOR
RESIDENTIAL CONTRACTOR
PLUMBING CONTRACTOR
ELECTRICAL CONTRACTOR
JOURNEYMAN ELECTRICIAN
JOURNEYMAN PLUMBER
CONCRETE FORMING & PLACING CONTRACTOR
FENCE CONTRACTOR
GLASS & GLAZING CONTRACTOR
DEMOLITION CONTRACTOR
LATHING & PLASTERING CONTRACTOR
MISCELLANEOUS METALS CONTRACTOR
ROOFING CONTRACTOR
ROOF DECK CONTRACTOR
SCREEN ENCLOSURE CONTRACTOR
SIGN NON-ELECTRIC CONTRACTOR
STRUCTURAL STEEL ERECTION CONTRACTOR
SWIMMING POOL CONTRACTOR
UNIT MASONRY MARBLE & EXT. VENEER CONTRACTOR

BROWARD COUNTY LICENSE

GENERAL CONTRACTOR CATEGORY
BUILDING CONTRACTOR CATEGORY
RESIDENTIAL CONTRACTOR CATEGORY
PLUMBING CONTRACTOR
ELECTRICAL CONTRACTOR
JOURNEYMAN ELECTRICIAN
JOURNEYMAN PLUMBER
CONCRETE PLACING & FINISHING CATEGORY
FENCE ERECTION CATEGORY
GLAZING CATEGORY
DEMOLITION CATEGORY
PLASTERING AND STUCCO CATEGORY
MISCELLANEOUS METALS ERECTION CATEGORY
ROOFING CATEGORY
ROOF DECKS CATEGORY
SCREEN ENCLOSURE CATEGORY
SIGN ERECTION (NON-ELECTRIC) CATEGORY
STRUCTURAL STEEL CATEGORY
COMMERCIAL POOL/SPA CATEGORY (CPC)
MASONRY CATEGORY

○ MIAMI DADE COUNTY LICENSE

GENERAL CONTRACTOR
BUILDING CONTRACTOR
RESIDENTIAL CONTRACTOR
PLUMBING CONTRACTOR
ELECTRICAL CONTRACTOR
AIR CONDITIONING CONTRACTOR
JOURNEYMAN ELECTRICIAN
JOURNEYMAN PLUMBER
DEMOLITION CONTRACTOR
CONCRETE FORMING & PLACING CONTRACTOR
DRYWALL CONTRACTOR
FENCE CONTRACTOR
GLASS & GLAZING CONTRACTOR
METAL AWNING & STORM SHUTTER CONTRACTOR
UNIT MASONRY MARBLE & EXT. VENEER CONTRACTOR
LATHING & PLASTERING CONTRACTOR
REINFORCING STEEL PLACING CONTRACTOR
ROOF DECK CONTRACTOR
ROOFING CONTRACTOR
STRUCTURAL STEEL ERECTION CONTRACTOR

PALM BEACH COUNTY LICENSE

GENERAL CONTRACTOR
BUILDING CONTRACTOR
RESIDENTIAL CONTRACTOR
PLUMBING CONTRACTOR
ELECTRICAL CONTRACTOR
HARV CONTRACTORS
JOURNEYMAN ELECTRICIAN
JOURNEYMAN PLUMBER
DEMOLITION CONTRACTOR
CONCRETE FORMING & PLACING CONTRACTOR
DRYWALL CONTRACTOR
FENCE CONTRACTOR
GLASS & GLAZING CONTRACTOR
HURRICANE SHUTTER/AWNING CONTRACTOR
MASONRY CONTRACTOR
PLASTERING CONTRACTOR
REINFORCING STEEL CONTRACTOR
ROOF DECK CONTRACTOR
ROOFING CONTRACTOR
STRUCTURAL STEEL ERECTION CONTRACTOR



Construction Trades Qualifying Board

DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES
11805 S.W. 26th Street, Room 207
Miami, FL 33175-2474

PHOTOGRAPH

One recent photo must be attached

SECTION A: to be filled out by the individual that is filing for a **PERSONAL CERTIFICATION**

PLEASE TYPE OR PRINT (must be legible). An answer must be provided for each question. If a question does not apply indicate "N/A".

Trade and category applying for _____

Are you reciprocating from Broward or Palm Beach County? _____

- Name _____ Last 4 digits of SS# _____
Phone: Home _____ Work _____ Pager or Cellular _____
Fax: _____ Email Address: _____
Address _____ City _____ State _____ Zip Code _____
Driver's License No. _____ Place of Birth _____ Date of Birth _____ Age _____

Include copy of Driver's License

- Number of years working in trade applied for: _____ Yrs. as a Trainee: _____ Yrs. as Journeyman: _____
- If applying for a MASTER examination and the prerequisite is a Miami-Dade County Journeyman certification, when did you pass the Journeyman examination? _____
- Have you previously taken an examination in Miami-Dade County in the category you are now applying for? Yes _____ No _____
If Yes, when? _____
- Were you previously denied in Miami-Dade County to take an examination? If yes, in which category and for which exam date?
Category _____ Exam date _____
- As a condition of this application, you will be responsible for becoming familiar with and abiding by the requirements of Chapter 10 of the Code of Miami-Dade County. Have you read Chapter 10 of the Code of Miami-Dade County? Yes _____ No _____
- Do you hold a certificate/license in any of the construction trades issued by any county or state board? Yes _____ No _____
If yes, attach copy.

IMPORTANT NOTE!

Before the Construction Trades Qualifying Board can review your application all trade experience must be documented by letters, W-2 forms, and/or other documentary proof of such experience from all subject employers. It is the applicant's responsibility to contact employers and obtain from them such documentary proof. In place of the letter, an 'Affidavit of Experience' form included with this application can be completed by the employer and provided upon filing the application.

TRADE EXPERIENCE

- List below your complete trade experience related to the category for which you are applying. Be accurate and detailed since this information will be verified. If additional space is needed please use back of this page.
(BEGIN WITH CURRENT EMPLOYER)

						DATE	
						FROM: Month/Yr.	TO: Month/Yr.
Company	Street	City	State	Zip	License Number		
In what capacity did you work, or what did you do?							
Company	Street	City	State	Zip	License Number		
In what capacity did you work, or what did you do?							
Company	Street	City	State	Zip	License Number		

In what capacity did you work, or what did you do?							
Company	Street	City	State	Zip	License Number		
In what capacity did you work, or what did you do?							
Company	Street	City	State	Zip	License Number		
In what capacity did you work, or what did you do?							

EDUCATION

9. Please provide the following information about your educational background.

HIGH SCHOOL _____ City _____ State ____ Year _____

If applicable General Education Degree (GED) _____ City _____ State ____ Year _____

VOCATIONAL/TRADE SCHOOL _____ City _____ State ____ Year _____

COLLEGE _____ City _____ State ____ Year _____

DEGREE TITLE _____ Year Obtained _____

POST GRADUATE _____ City _____ State ____ Year _____

OTHER SCHOOLING (Military Service or other) _____

LIST RELEVANT SCHOOL COURSES TAKEN _____

LICENSURES _____

FUTURE BUSINESS INTENT

(Not applicable to Journeyman and Maintenceman applicants)

10. Do you intend to go into business or to qualify a company? Yes ____ No ____ If yes, please indicate below which type of business you may be interested in applying for:

____ Sole Proprietorship ____ Partnership ____ Corporation/Other Business Entity

If you indicated above intent to later obtain a contractor's business certificate, the applicable forms will be forwarded to you once your personal certification application has been approved.

RESUME OF APPLICANT'S EXPERIENCE

In order for the CTQB to properly assess your experience in terms of authorized scope of work categories listed in Chapter 10 of the Code of Miami-Dade County, it is required that you complete this resume.

- 11. PLEASE EXPLAIN IN DETAIL THE WORK YOU HAVE PERFORMED IN THE FIELD IN CONJUNCTION WITH THE CATEGORY IN WHICH YOU ARE REQUESTING TO BE CERTIFIED. IN ADDITION, HIGHLIGHT THOSE JOBS THAT BEST DEMONSTRATE THE SKILLS REQUIRED FOR THE APPLICABLE TRADE.

(ATTACH ADDITIONAL SHEET IF NECESSARY)

I certify that the above described work and experience recorded represents to the best of my knowledge all information relative to the scope of work and category for which I am applying. I further certify that all supporting documentation submitted with this application is true and accurate. I understand that an issuance of a personal 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. I understand that refunds may be granted under specific circumstances but will not include a non-refundable process fee of \$80.

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

CHECKLIST

Personal Application

- Copy of Drivers License**
- Copy of Social Security Card**
- Passport Size Photograph**
- Letter of Reciprocity**
- Completed Application(s) Signed & Notarized**
- Fee(s)**
- Copy of County License**

INCOMPLETE APPLICATIONS WILL BE RETURNED