

**CONSTRUCTION TRADES  
QUALIFYING BOARD**

**CONTRACTOR LICENSING**

**RULES  
AND  
PROCEDURES**



*Delivering Excellence Every Day*

Updated April 27, 2022

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***Section R10-101***  
***General***

**101.1 Title**

These procedures shall be known as the Construction Trades Qualifying Board Rules and Procedures, hereinafter referred to as “the Rules.”

**101.2 Promulgating Rules**

The Board may make such rules and procedures consistent with the general policies of Chapter 10 of the Code of Miami-Dade County as it may deem necessary to carry out its provisions. Such rules and procedures shall apply to and be enforced in all incorporated and unincorporated areas of the County.

**101.3 Purpose**

The purpose of the Rules is to provide for the health, safety and welfare of the community by enhancing the administration, regulation and enforcement of contractor laws and ordinances.

**Section R10-102**  
**Definitions**

**102 Definitions**

When used in these Rules, the ensuing terms shall have the following meaning.

- (a) “Board” means the Construction Trades Qualifying Board.
- (b) “Classroom Hour” means fifty minutes of instruction, exclusive of any breaks, recesses, or other time not spent in instruction.
- (c) “County” shall mean the County of Miami-Dade in the State of Florida.
- (d) “Course” means any course, seminar or other program of instruction, which has been approved by the *Board* for the purpose of complying with the continuing education requirements contained in Chapter 10, the Code of Miami-Dade County.
- (e) “Course Sponsor” means the person or legal entity who is registered pursuant to these procedures and who is responsible for conducting a continuing education course approved pursuant to these procedures. The Course Sponsor is responsible for maintaining records regarding the name and social security number of each person licensed by the *Board* who attends a continuing education course and shall provide the *Board* with such records upon request.
- (f) “Interactive Distance Learning” means the delivery of educational offerings or courses via Internet and/or other interactive electronic media. Such offerings or courses shall be interactive, providing for the interchange of information between the student and the teacher and shall provide for the registration, monitoring and verification of continuing education. The courses shall be accessible at locations and times determined by the student.
- (g) “Person” means any natural person and does not include any corporation, partnership or other type of legal entity.
- (h) “Shall” means mandatory and not merely directory.

***Section R10-103***  
***Board Meetings***

**103.1 Rules of Decorum**

- (a) Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Construction Trades Qualifying Board (CTQB) shall be barred from further appearance before the Board by the presiding officer, unless permission to continue or again address the Board is granted by the majority vote of the Board members present.
- (b) No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted. No signs or placards shall be allowed in the Board chamber. Persons exiting the Board chamber shall do so quietly.
- (c) The use of cell phones in the Board chambers is not permitted. Ringers must be set to silent mode to avoid disruption of proceedings. Individuals, including those on the dais, must exit the chambers to answer incoming cell phone calls. County employees may not use cell phone cameras or take digital pictures from their position on the dais.

***Section R10-104***  
***Financial Responsibility***

**104.1 Financial Responsibility**

(a) The financial responsibility grounds on which the Board may deny to qualify an Applicant in any contractor category is a current consumer personal credit report as defined in this rule, which discloses any unsatisfied judgments or liens against the Applicant. In addition, the credit report must not reflect any unsatisfied judgments or liens against the business entity which the Applicant previously qualified or which the Applicant has applied to qualify. Subject to an appearance by the Applicant and submittal of necessary documentation, the Board may accept as satisfaction of judgments or liens an approved payment plan.

**104.2 Credit Report**

(a) Credit report shall mean, a credit report from a nationally recognized credit agency that reflects the financial responsibility of the Applicant or certificate holder and shall, for the purposes of Chapter 10 Sections 10-6 (B) (6) and 10-6 (E) (2) of the Code of Miami-Dade County, mean a current consumer credit report from a nationally recognized credit agency which:

- (i) Obtains credit information both within and outside the State of Florida; and
- (ii) Validates, updates, and maintains the accuracy of credit information obtained.

(b) Each Applicant shall submit a personal credit report and a credit report for the business to be qualified, as applicable, which shall provide:

- (i) Payment history;
- (ii) Public filings in county, state and federal courts; and
- (iii) Bankruptcies, business history, suits, liens, and judgments, all on a nationwide basis.

**104.3 Conditioning Certificate Issuance**

(a) When found to be in the best interests of the public, the Board may condition the issuance of a certificate for a period of time and subject to such terms or obligations as the Board may specify. Those conditions may include, but are not limited to, establishing a payment plan(s) in order to discharge unsatisfied judgments, suits or liens. Conditions imposed shall be deemed an obligatory component of the application and/or supporting documentation necessary for issuance of a certificate, change of affiliation or filing inactive. The Board may require the submission of documentation and/or require the licensee to appear before the Board at such times as directed pursuant to the established conditions.

**Section R10-105**  
**Non-Examination Specialty Certifications**

**105.1 Authority**

(a) Because of the possibility of Chapter 10 failing to cover many unanticipated classifications of specialty contractors, the Board may, without further approval of the Board of County Commissioners, provide additional classifications of specialty contractors that do not need such technical knowledge as to require either written or oral examination in order to determine their proficiency in the craft concerned. The Board shall define such classification and scope of work thereof. Such a contractor shall have a qualifying agent that meets the reasonable standards and qualifications as prescribed by the Board at the time the board establishes such a classification and such reasonable standards and qualifications shall be based upon experience in the craft or trade. The Board may redefine and change or modify the type of work for such established unexamined classifications and abolish the same as experience with such a previously established classification may justify.

**105.2 Educational Prerequisite for all Non-Examination Categories of Licensure**

(a) Each individual making application for a non-examination category of licensure, shall obtain, previous to application, sixteen (16) hours of formal classroom training through attendance at courses provided by Miami-Dade County approved course sponsors.

(b) Of the sixteen (16) hours, a minimum of one (1) hour shall be required in each of the following courses:

- (i) Workplace safety/OSHA
- (ii) Business practices
- (iii) Workers' compensation
- (iv) Laws and rules regulating the construction industry

(c) Acceptable topics of these courses are shown below:

(d) Safety/OSHA topics include: courses related to: OSHA safety; workplace safety programs; safety manuals; ladders and scaffolding; electrical safety; fire safety; and procedures for the safe use of tools and equipment.

(e) Business practice topics include: courses related to bookkeeping and accounting practices; managing cash flow; estimating and bidding jobs; negotiating and interpreting contracts and agreements; processing change orders; controlling purchasing; scheduling; controlling expenses; insurance and bonding related to construction; complying with payroll and sales tax laws; interpreting financial statements and reports related to construction; and the Florida Construction Lien Law, Florida Statute 713 Part I.

(f) Workers' compensation topics include: courses related to Florida Statute 440 compliance; drug free workplace; calculating and assigning workers' compensation costs; premium modification and adjustments.

(g) Laws and rules topics include: courses related to Chapter 10 of the Code of Miami-Dade County, Florida Statute 553 Part IV and other construction contracting rules and regulations.

(h) Miami-Dade County approved courses shall be used to satisfy any remaining elective hours of required training necessary to complete the mandatory minimum of sixteen (16) hours. These courses may include topics related to:

- (i) Trade specific knowledge
  - (ii) The Florida Building Code
  - (iii) Ethics
  - (iv) EPA lead renovation procedures
  - (v) Construction liability insurance requirements
  - (vi) Contract administration and project management activities
- Operation of a construction contracting firm

### **105.3 Non-Examination Specialty Certifications**

#### **105.3.1 Building**

**Canvas Awning Contractor** is a qualified and certified to fabricate, erect and install metal-framed canvas covered awnings or canopies, in or on buildings or other structures, and which may be, in whole or in part supported on a building wall erected and provides by others, or may be self-supporting, and including the miscellaneous hardware for ready extension or retraction of such awnings and including footings in connection therewith. The scope of work of this category shall also include the erection and removal of canvas tents. Experience requirement as a prerequisite to issuance of certificate shall be one (1) year.

**Caulking Contractor** is qualified and certified to caulk windows, window to frame and the frame of windows, doors and panel walls to the surfaces of other building components, to clean cracks, joints and seams and to caulk and apply water resistant materials to surface cracks, joints and seams between the same or different materials on the exterior or interior of a building in such a manner that satisfactory caulking can be accomplished. Experience requirement as a prerequisite to issuance of certificate shall be two (2) years.

**Concrete Finish Contractor** is qualified and certified to screed, trowel, score and otherwise provide surface treatment to concrete placed by others and whether or not such concrete is fresh or hardened. Application of surface treatment material is included in this scope of work but not tile, plaster or stucco. Experience requirement as a prerequisite to issuance of certificate shall be two (2) years.

**Door Contractor** is qualified and certified to fabricate and install swinging or sliding doors of wood or metal or material other than glass not exceeding seven (7) feet in height and not exceeding six feet (6) in width, except where the glass area therein does not exceed fifty (50%)



of the area of the door and where such door is installed in openings in building walls erected and provided by others, provided however, that glass or sliding glass doors shall not be a part of the scope of such work. Experience requirement as a pre-requisite to issuance of certificate shall be one (1) year.

**Finish Carpentry Contractor** is qualified and certified to fabricate and erect cabinets, store fixtures and similar prefabricated or on-site fabricated enclosures of wood or plastic, of a non-structural nature. He is also permitted to apply paneling to interior of a structure. The paneling may be of wood or synthetic products or a combination of both. He may set door jambs, hang wood doors, and apply miscellaneous molding to a structure. The experience requirement as a prerequisite to issuance of a certificate shall be two (2) years.

**Flagpole Contractor** is qualified and certified to fabricate, erect and install metal flagpole, self-supporting or from buildings or other structures, and the hardware incidental thereto. Experience requirement as a prerequisite to issuance of certificate shall be one (1) year.

**Flooring Contractor** is qualified and certified to fabricate, repair, maintain, install and apply floor surfacing materials of ceramic tile, asphalt tile, vinyl tile, cork tile, linoleum, parquet wood, wood strip flooring or similar wearing surfaces, prefabricated or cast-in-place, to floor decks constructed and provided by others. Experience requirements as a prerequisite to issuance of certificate shall be one (1) years.

**Garage and Industrial Door Contractor** is qualified and certified to fabricate and install swinging, sliding or overhead doors of unlimited dimension and of any material and where such door is installed in openings in building walls or attached to a building erected and provided by others. The scope of this category shall include the installation of incidental hardware such as, but not limited to locks, fusion linkage, springs, gears or motor operation except that electric work shall be sub-contracted to a qualified and certified electrical contractor, provided however, that the installation of glass or sliding glass doors shall not be a part of the scope of such work. Experience requirement as a requisite to issuance of certificate shall be one (1) year.

**Gypsum Finish Drywall Contractor** is qualified and certified to install tape joints, joint compounds and finish coatings to gypsum drywall surfaces provided that any installation of gypsum drywall shall not be part of such work. Experience requirement as a prerequisite to issuance of certificate shall be two (2) years.

**Gypsum Drywall Installer Contractor** is qualified and certified to install gypsum drywall products to studs, joists and suspended ceiling channels, provided that any installation of studs, joists and suspended ceiling channels and the installation of tape joints and finishes shall not be a part of such work. Experience requirement as a prerequisite to issuance of certificate shall be two (2) years.

**Insulation and Acoustic Tile Contractor** is qualified and certified to fabricate, install and apply thermal or acoustic or fire retardant acoustic material to walls, floors, ceilings or within such walls, floors or ceilings, by mechanical or adhesive methods to supporting members

provided by others in such manner that under an agreed specification satisfactory insulation can be accomplished. The scope of work shall also include the installation of metals channels, hangers or suspension systems for the supporting of acoustic, thermal or fire retardant acoustic tile or drop in units, provided however, the insulation of pipes, vessels or ducts or built up refrigeration boxes or rooms as may be under the category of a Mechanical Insulation Contractor or the application of insulation over the top of a roof deck where such insulation is attached by adhesion shall not be a part of this scope of work. Experience requirement as a prerequisite to issuance of certificate shall be two (2) years.

**Decorative Concrete and Masonry Fence** is qualified and certified to lay concrete block or erect precast units including columns and caps in fences not to exceed (4) four feet in height. These fences cannot be used as a building or structural wall. Experience requirement as a prerequisite to issuance of a certificate shall be one (1) year.

**Limited Residential Repair Contractor** is a person qualified and certified to make minor repairs to one- and two-family dwellings and townhouses not more than three stories in height. The scope of work includes: exterior and interior painting, the repair or replacement of doors, non-load bearing interior partitions, flooring, finish carpentry and the repair of drywall. A Limited Residential Repair Contractor shall be considered to be contracting for work beyond their scope if more than fifty (50) percent of the work under the contract is not within the scope of work of their contractor category. A Limited Residential Repair Contractor shall subcontract to other licensed contractors all electrical, mechanical, air-conditioning, plumbing, roofing, sheet metal, swimming pool, and any other work not within their scope, unless such contractor holds a state certificate or a Miami-Dade County contractor license in the respective trade category. Additionally, the construction, alteration or repair of a structural component is not included in the scope of work of a Limited Residential Repair Contractor. The experience requirement for a qualifying agent of a Limited Residential Repair Contractor is three (3) years supported by notarized affidavits from a certified or registered general, building or residential contractor. (Created December 18, 2019)

**Metal Partition Contractor** is qualified and certified to fabricate, erect and install non-bearing interior or exterior (usually prefabricated) partitions of metal or having panels of other materials and which partitions are attached in openings or to building components erected and provided by others. The scope of work of this category shall include metal studs and runners (site fabricated), provided, however, lathing, plastering or wood or other panel materials or surfacing applied after the metal frame is in place shall not be a part of such scope of work. Experience requirement as a prerequisite to issuance of certificate shall be one (1) year.

**Ornamental Metals Iron Contractor** is qualified and certified to fabricate, erect and install ornamental metal iron non-structural members or assemblies, excluding structural railings and panels, and sunshades. Work under this category shall be limited to single family or duplex structures. Experience requirement as a prerequisite to issuance of certificate shall be two (2) years.

**Painting Contractor** is qualified and certified to clean, size and do minor caulking in preparation for painting, and to apply waterproofing, paint and related liquid or viscous

products thereon by brush, rollers or spray method. This category shall include roof cleaning and painting. Experience requirement as a prerequisite to issuance shall be one (1) year.

**Public Seating Contractor** is qualified and certified to fabricate, erect and install prefabricated or precast public seating, with or without backs, fixed or movable, including the supporting framework above a level deck, of metal or other materials incidental thereto, including hardware and site painting and finishing. Experience requirement as a prerequisite to issuance of certificate shall be three (3) years.

**Sheet Metal Gutter and Downspout Contractor** is qualified and certified to fabricate, erect and repair sheet metal gutters and downspouts. Experience requirement as a prerequisite to issuance of certificate shall be one (1) year.

**Shower and Tub Enclosure Contractor** is qualified and certified to fabricate and install glass, plastic or metal enclosures around interior showers and tubs, and provide miscellaneous hardware therefore between walls erected or provided by others. Experience requirement as a prerequisite to issuance of certificate shall be one (1) year.

**Tennis Court Surfacing Contractor** is a contractor who has a qualifying agent with the experience and skill gained by not less than one (1) year in the field, and qualified and certified to construct a playing surface for tennis courts on a previously prepared base. The scope of work of this classification is limited to the playing surface, and any necessary striping. It does not include preparation of the base on which the surface is to be laid.

**Thatch Roof Contractor** is a contractor qualified and certified to erect, fabricate, install, repair and replace thatch roof systems. The work may include but shall not be limited to foundation, wood post and beam erection and thatch roof installation. However electrical, plumbing or mechanical work is not included. Any person who applies for certification as a thatch roof contractor shall demonstrate proof of having been instrumental in the erection or installation of the thatch roofing system for a period of not less than twenty-four (24) months preceding the date of the application for certification.

**Waterproofing Contractor, Limited** is a contractor qualified, by three (3) years' experience in the installation of above grade waterproofing, e.g., plaza decks, parking garages and terraces, verified through detailed information relating to trade projects and tasks performed in Miami-Dade County in the classification sought, and certification as an approved contractor or applicator from a waterproofing systems manufacturer, and is qualified and certified to clean, sandblast, caulk, and prepare the surface to install, repair and replace waterproofing and damp proofing systems including the application of felt, bitumen, epoxy, pitch, silicone, elastomeric coatings, sheet membranes or any other materials or combination of materials to surfaces, and the incidental use of sheet metal and other components in connection therewith to create an impervious barrier preventing the passage of water by applied protective material, membrane, surfacing, or sealant, on decks no larger than 500 square feet, excluding conventional roofing. In no way is this to be interpreted as limiting, denying or excluding general building, residential, and roofing contractors in the performance of this craft.

### 105.3.2 Mechanical

**Pneumatic Tube Conveyor System Contractor** is a specialty mechanical contractor qualified and certified to install, maintain, repair, alter or extend any pneumatic tube conveyor system used for conveying carriers by vacuum or air pressure methods, including any piping, tubing, pumps, apparatus and appurtenances used in connection with such system. Experience requirement as a prerequisite to issuance of certificate of competency shall be proof of three (3) years in the scope of work as herein defined.

### 105.3.3 Plumbing

**Portable Chemical Toilet Contractor** is a Contractor qualified and certified to install temporary and portable chemical toilets in accordance with the applicable provisions of Health Department requirements and South Florida Building Code requirements and equipment used to service temporary and portable units shall be inspected and approved by the Health Department and the Dade County Plumbing Inspector. Installation of units shall be inspected by the Dade County Plumbing inspector.

#### ***Section R10-106 Continuing Education***

#### **106.1 Registration of Course Sponsors**

- (a) Each *Course Sponsor* must register with the Board prior to submitting any continuing education course applications for approval.
- (b) The Sponsor registration must be submitted on a form approved by the *Board* and must include the name, address, phone number, and facsimile number and/or e-mail address of the *Course Sponsor*. The Sponsor registration must also include the name and address of each person or entity who has an ownership interest in the *Course Sponsor* or who is entitled to receive any portion of the revenue from the *Course Sponsor*.
- (c) The *Course Sponsor* registration is valid for two (2) years from the date of issue. A Continuing Education *Course Sponsor* Renewal form should be submitted to the Board ninety (90) days prior to the expiration of the *Course Sponsor* registration, in order to prevent a lapse in Sponsor approval.
- (d) The *Course Sponsor* must submit to the *Board* in writing, notice of any changes in the information provided in the initial registration of the *Course Sponsor*. The notification must be made within thirty (30) days following the date the change became effective.
- (e) The *Board* shall maintain a list of all *Course Sponsors* approved by the *Board*.
- (f) The Board may deny approval, suspend or revoke the registration of any *Course Sponsor* for any of the following acts or omissions:

- (i) Obtaining or attempting to obtain a *Course Sponsor* registration or continuing education course approval through fraud, deceit, false statements, misrepresentation of material facts, whether such statements or misrepresentation are made knowingly or negligently.
  - (ii) Failing to provide complete and accurate information in the initial *Course Sponsor* registration application or in any notification of change in information.
  - (iii) Failing to timely notify the *Board* of a change in the information required for registration of *Course Sponsors*.
  - (iv) Advertising that a course has been approved by the *Board* prior to the date the approval is granted.
  - (v) Advertising or otherwise providing assurance that a course is approved by the *Board* during such time that the course approval has expired, been suspended or revoked.
  - (vi) Failing to include the Sponsor/Course Number in advertisements.
  - (vii) Falsifying any records regarding the continuing education courses conducted by the *Course Sponsor* including attendance records.
  - (viii) Failing to maintain any required records regarding the continuing education courses.
  - (ix) Failing to provide the *Board* with copies of any document or other information required to be maintained by the *Course Sponsor* pursuant to these procedures.
  - (x) A *Course Sponsor*, who has had a registration revoked, may not apply for two (2) years from the date of revocation and only after appearing before the *Board* to provide evidence or documentation that the *Board* may require.
- (g) In the event of suspension or revocation of a *Course Sponsor's* registration, the *Board* may allow the *Sponsor* to complete all courses previously scheduled by the *Course Sponsor* or may require the *Course Sponsor* to cancel the scheduled courses and refund all fees collected by the *Course Sponsor* in connection with any scheduled course.
- (h) The *Board* may deny approval, suspend or revoke the registration of any *Course Sponsor* if any person or entity required to be disclosed in the registration was also disclosed (or was required to be disclosed) in the registration of any *Course Sponsor* who has been suspended or revoked by the *Board*.

## **106.2 Approval of Continuing Education Courses**

- (a) Any registered *Course Sponsor* may submit a continuing education course for *Board* approval. The application shall be submitted on a form approved by the *Board*.
- (b) The *Board* may approve any course, seminar or conference in the construction area provided by any university, community college, vocational-technical center, public or private school, firm, association, organization, person, corporation, or entity which has first been approved by the Florida Construction Industry Licensing Board.
- (c) The application shall include the total number of *classroom hours*, the course syllabus, a detailed outline of the contents of the course, the name and qualifications of all instructors

known at the time of the application and the minimum qualifications of any instructors not known at the time of the application.

- (d) The *Board* shall approve continuing education courses, which appropriately relate to the general business skills or technical skills required of the licensees. Additionally, courses that contain sufficient educational content to improve the quality of a contractor's performance, and which is taught by qualified instructors.
- (e) Continuing education courses which address specific technical materials or trade knowledge shall be approved.
- (f) Interactive distance learning courses may be approved by the *Board* if:
  - (i) The *Course Sponsor* establishes a unique alphanumeric password, that only the student knows at the time of course registration. The password must be used each time the student logs on to the Sponsors website.
  - (ii) An affidavit certifying that the registered student is the individual who will be completing the on-line course must be completed at the time of registration and a copy must be made available to the Regulatory and Economic Resources Department.
  - (iii) All courses offered must have a live online chat room where students can interact with online instructors. In addition, instructors must be accessible to answer questions by students via e-mail address.
  - (iv) The total required continuing education hours may be obtained via online courses. (10/17/2018 percentage increase)
- (g) A course that has been denied may be resubmitted to the *Board* after modifications have been made.
- (h) If a course is approved the *Board* shall assign a course number that will include the Sponsor number as a prefix. The *Course Sponsor* shall use the Sponsor/Course Number in the course syllabus, in all other course materials used in connection with the course and in all written advertising materials used in connection with the course.
- (i) The continuing education course approval is valid for two (2) years from the date of the approval, provided no substantial change is made in the course and the approval status of the Sponsor has not expired or been suspended or revoked. Changes made in any course will require a new approval of that course. The *Course Sponsor* should submit a course renewal to the *Board* ninety (90) days prior to the expiration of the course approval, in order to prevent a lapse in the course approval.
- (j) Of the required 16 continuing education hours, up to three (3) credit hours may be earned by attending a meeting of the *Board* wherein disciplinary cases are considered. Licensees must attend the complete agenda of disciplinary cases to receive the continuing education credit hours. At least seven (7) days advanced notice of the intent to attend the disciplinary case session must be given to the *Board*, and the licensee must check in with the Clerk of

the Board prior to the beginning of the disciplinary proceeding. A maximum of three (3) hours will be allowed during a renewal cycle. Credit hours may not be earned when the licensee attends a disciplinary session as a party to the disciplinary session.

### **106.3 Qualifications of Course Instructors**

- (a) All course instructors shall be qualified by education or experience to teach the course or parts of a course to which the instructor is assigned.
- (b) Any person with a four (4) year college or graduate degree is qualified to teach any course in their field of study.
- (c) Any active or voluntarily inactive Miami-Dade County licensed contractor or State of Florida certified contractor with at least five (5) years' experience may teach any technical course regarding construction within the scope of their license. No contractor whose license is involuntarily inactive, suspended or revoked may serve as a continuing education course instructor.
- (d) A *Course Sponsor* may request approval by the *Board* regarding the qualifications of a particular instructor for a particular course.

### **106.4 Course Syllabus**

- (a) Each *course* shall have a course syllabus which will specify the name of the *course*, the Sponsor/Course Number assigned by the *Board* at the time of approval, the name and address of the *Course Sponsor* and a description or outline of the contents of the *course*.
- (b) Each person who registers for a course must be given a course syllabus prior to the beginning of the *course*. The syllabus may be distributed when the person registers their attendance at the *course*.

### **106.5 Required records Maintained by the *Course Sponsor***

- (a) Each *Course Sponsor* must maintain the following records:
  - (i) The time, date and location each *course* is conducted.
  - (ii) The name, address and qualifications of each instructor who teaches any portion of the *course*.
  - (iii) The name, address and the last four digits of social security number of each person who registered for the *course*.
  - (iv) The original sign-in sheet used at the site of the course to register persons who attend each course. The sign-in sheet shall require every person to print their name, the last four digits of social security number and their signature.
  - (v) The course syllabus for each *course*.

- (b) Each person who completes an approved *course* shall be issued a certificate of completion by the *Course Sponsor*. The certificate of completion shall contain the name and the last four digits of social security number of the person who completed the course, the course title and the Sponsor/Course number and the date the course was given. The *Course Sponsor* shall maintain a list of names and last four digits of social security numbers of each person who completes each course conducted by the *Course Sponsor*.
- (c) The records must be maintained for three (3) years following the date the *course* was conducted.
- (d) Each *Course Sponsor* shall provide the *Board* with copies of any of these required records, upon request by the *Board*.

### **106.6 Monitoring of Courses**

- (a) The *Board* reserves the right to have their representative attend any regularly scheduled continuing education course approved by the *Board* for the purpose of monitoring such issues as, but not limited to, attendance records, course duration, and course content as contained in the approved course syllabus. *Course Sponsors* shall cooperate fully with the *Board* regarding this issue. Failure to do so could result in *Course Sponsor* suspension or revocation.

### **106.7 Proof of Completion by Licensees**

- (a) It is the licensee's responsibility to maintain proof of completion of continuing education hours.
- (b) Each licensee shall provide the *Board* with copies of certificates of course completion, upon request by the *Board*.

### **106.8 Advertising of Continuing Education Courses**

- (a) A *Course Sponsor* shall not advertise a course as one approved by the *Board* for continuing education until such approval is granted by the *Board*.
- (b) A *Course Sponsor* shall not advertise a course as one approved by the *Board* if such approval has expired or if the *Course Sponsor* has had their approval suspended or revoked.
- (c) A *Course Sponsor* may not include any false or misleading information regarding the contents, instructors or number of *classroom hours* of any course approved under these procedures.



- (d) The Sponsor/Course number and course title shall appear in all continuing education course advertisements.

### **106.9 Continuing Education Courses that are Required by Disciplinary Action**

- (a) The certificate of completion of such *courses* shall be forwarded to the Secretary of the Board within the time limits stated in the final order.

### **106.10 Fees**

- (a) The fee for registering or renewing each continuing education *Course Sponsor* shall be two hundred dollars (\$200.00).
- (b) The fee for registering or renewing each continuing education course shall be twenty-five dollars (\$25.00) per credit hour, not to exceed one hundred dollars (\$100.00) per course.

## **Section R10-107** **Misleading Contractor Names and DBAs**

### **107.1 Misleading Contractor Names**

- (a) The Board or Division thereof, shall deny a business application if the contractor/company name submitted for approval misrepresents, misleads or implies a scope of work for which the contractor/company does not possess a certificate of competency.
- (b) The Board or a Division thereof shall approve completely generic or non-specific contractor/company names.

### **107.2 DBAs**

- (a) Any applicant seeking to do business in the County under a DBA (doing business as) or other fictitious name must provide proof as part of the application that the DBA or other fictitious name is properly registered with the State of Florida Department of State, Division of Corporations. Upon all other conditions for approval being satisfied, the Board may then issue the license under the applicant's DBA or other fictitious name. (CTQB-A April 27, 2022)

**Section R10- 108**  
**Interpretations**

**December 12, 2003**

Interpretation of Air Conditioner Contractors scope of work.

***Both Limited and Unlimited Air Conditioning Contractors shall be permitted to insulate ductwork as part of the work necessary to complete and air conditioning system. Consequently, the insulation of ductwork is within the scope of work of a Miami-Dade County licensed Air Conditioning Contractor.***

**December 14, 2004**

Scope of work of the Insulation and Acoustical Tile Contractor

***The scope of work of the Insulation and Acoustical Tile Contractor includes the installation of fire proofing materials and systems. Prior to installing any fire proofing materials or systems, contractors must be certified by the manufacturer of the product being installed. All fire proofing materials or systems shall be applied as specified by the manufacturer and its listing. Penetrations to rated assemblies made by a Mechanical Contractor, Plumbing Contractor, Electrical Contractor, Fire Sprinkler Contractor, Drywall Contractor and General Contractor shall be allowed to be repaired by these trades under existing certifications provided they are certified by the manufacturer of the fire proofing products or systems.***

**December 11, 2007**

Scope of work of a Roofing Contractor

***The hurricane mitigation required roof to wall enhancements, incidental to the reroofing process are within the scope of work of the Miami-Dade County Roofing Contractor.***

**February 27, 2008**

The scope of work of a Roofing Contractor

***The installation of protective tarpaulins on roofs is included in the scope of work of the Miami-Dade County Roofing Contractor.***

**August 26, 2010**

Interpretation by the “B” Division of the Board regarding “Proven Experience”, Educational equivalent and military experience. The Division clarified “proven experience” to be demonstrated by:

- Affidavits signed by a State of Florida Registered or Certified Contractor.
- Internal Revenue Service Form W-2, Wage and Tax Statement verifying affidavits of experience.
- One year of acceptable proven experience is defined as 1800 hours @ at least minimum wage.

**Education Equivalent**

- Associates, Bachelor, or advanced degree from a United States accredited institution.
- Certification from a State of Florida accredited/recognized vocational or technical school.
- Certification from a State of Florida trade association training course of instruction.

- Military technical training/OJT program, if found equivalent by the Board.

### **Military Experience**

- Reviewed on a case-by-case basis.

The full “B” Division of CTQB also determined that registered professional engineers seeking to qualify for a Master examination must be professional engineers registered in the State of Florida.

### **December 7, 2010**

Scope of work of the General Engineering and Pipeline Engineering Contractors

*The work the General Engineering and Pipeline Engineering Contractors shall be considered to stop at a point five (5) feet from a building not specifically constructed for the purpose of pumping or processing pipeline products.*

### **December 7, 2010**

Principal Stockholder

*The Board clarified and made certain the meaning of the term “Principal Stockholder”. In doing so, the Board determined that a Principal Stockholder: Shall mean a person who owns 25% or more of a company’s outstanding shares.*

### **April 25, 2011**

Swimming Pool Contractor Scope of Work

*The scope of work of a Miami-Dade County Swimming Pool Contractor includes the installation of all perimeter piping and filter piping. The scope of work does not include the direct connection to a sanitary sewer system or to potable water lines.*

### **August 14, 2014**

Qualification of More than One Contractor

*An individual possessing more than one certification, in different categories, may qualify a single contractor in each of the trade category certifications held. (Informal interpretation)*

### **September 30, 2015**

Clarification of the license categories whose scope included the ability to perform waterproofing.

*The A Division determined, General, Building and Residential Contractors as limited by their scope, Roofing Contractors, Painting and Waterproofing Contractors and Waterproofing Contractors may contract for and perform the work of waterproofing.*

### **October 19, 2016**

The exemption provide in Section 10-13 (b) (8) for Qualifying Agents who have reached the age of 65.

The Board determined that Qualifying Agents who, in the last twenty years, have been issued a civil violation of Chapter 10 of the Code of Miami-Dade County, whether paid or unpaid, constitutes the equivalent of having been found guilty by the Construction Trades Qualifying

Board, the Board of Rules and Appeals or a Special Master Hearing Officer. Such Qualifying Agent is ineligible for the exemption provided in Section 10-13 (b) (8).

**December 4, 2018**

At their December 4th, 2018 meeting, the “B” Division of the Construction Trades Qualifying Board (CTQB) updated their previous interpretation of August 26, 2010 regarding the term “proven experience”. The updated interpretation of experience is required to qualify for examination as journeymen.

The previous interpretation remains in effect, except for the following modifications:

**Proven Experience**

- 1.) Affidavits of experience in sufficient detail signed by a State of Florida Registered or Certified Contractor; and
- 2.) Internal Revenue Service Form W-2, Wage and Tax Statement verifying affidavits of experience.

One year of acceptable proven experience is defined as 1800 hours @ at least minimum wage.

Note: In the event either affidavits of experience or W-2 forms cannot be provided, the Applicant will be required to appear before the Miami-Dade County Construction Trades Qualifying Board - Division B to present evidence of trade experience.

**April 27, 2022**

At the April 27, 2022 meeting, the Construction Trades Qualifying Board – Division A clarified the license categories whose scope of work included the installation of brick pavers.

For a public works/engineering applications, the Board determined that the General Engineering Contractor, Paving Engineering Contractor and Concrete Works Engineering Contractor may contract for and perform the installation of brick pavers. For installations on private property that are not public works/engineering applications, the Board determined that the Flooring Contractor may contract for and perform the installation of brick pavers.