



Construction Trades Qualifying Board
APPLICATION FOR
PERSONAL CERTIFICATION

APPLICATION FEES

PERSONAL APPLICATION FEES

Table with 2 columns: Fee Category and Amount. Categories include Journeyman and Maintenance Man (\$240.00), Master and Installer (\$315.00), Building/Building Specialties Personal Certificate (\$315.00), and Engineering Personal Certificate (\$315.00).

MAKE CHECK PAYABLE TO MIAMI-DADE COUNTY

Refunds may be granted only for exam categories under specific circumstances outlined in Section 10-23 of the Code of Miami-Dade County. In those cases where a refund is applicable, there will be a non-refundable processing fee of \$80. Refund requests must be made in writing no later than six months from the exam date. Original receipt must be presented for a refund.

APPLICATION SUBMITTAL

Return this application and all supporting documents by mail to the Miami-Dade County Building and Neighborhood Compliance 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 Clerk
Licensing Clerk
Licensing Clerk
Licensing Clerk
Licensing Clerk
Licensing Clerk
Supervisor

Valease Spann
Lourdes Maytin
Karen Jackson
DaShawn Williams
Rafaela Castellon
Melinda Thomas
Shirley Brown

\*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 categories requiring an exam must be reviewed and approved by the Contractor Enforcement Section and the Construction Trades Qualifying Board prior to taking an exam. The completed application along with the supporting documents as required with the fee must be received at least thirty (30) calendar days before the next scheduled CTQB meeting. A notice will be sent to the applicant indicating the date, time and location of the requested examination at least 10 days prior to the next scheduled exam.

# Construction Trades Qualifying Board

## List of Certification Categories

### ***Building***

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\*General Contractor (A)  
\*Residential Contractor (A)

\*Building Contractor (A)

\*\*Does not include Roofing or Swimming Pool

### ***Building Specialties***

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Caulking  
Canvas Awning  
\*Communication Tower (A)  
Concrete Finishing  
\*Concrete Forming & Placing (A)  
\*Concrete Slab Sawing & Core Drilling (A)  
\*Demolition (A)  
Door  
\*Drywall (A)  
\*Fence (A)  
Finish Carpentry (Store Fixtures & Cabinets)  
Flagpole  
Flooring  
Garage & Industrial Door  
\*Glass & Glazing (A)  
Gypsum Drywall Finisher  
Gypsum Drywall Installer  
Insulation & Acoustical Tile  
\*Lathing & Plastering (A)  
Masonry & Decorative Fence  
\*Metal Awning & Storm Shutter (A)

\*Metal Decking & Siding (A)  
Metal Partition (cannot be combined with  
Gypsum Drywall Finisher and/or Installer)  
\*Miscellaneous Metals (A)  
Ornamental Iron  
Painting  
\*Pneumatic Concreting & Pressure Grouting (A)  
\*Pre-stressed Precast Concrete Erection (A)  
Public Seating  
\*Reinforcing Steel Placing (A)  
\*Roof (A)  
\*Rook Deck (A)  
\*Screen Enclosure  
Sheet Metal Gutter & Downspout  
Shower & Tub Enclosure  
\*Sign (Non-Electric) (A)  
\*Structural Steel Erection (A)  
\*Swimming Pool (A)  
Tennis Courts (Surfacing Paving)  
Traditional Thatched Hut  
\*Unit Masonry, Marble & Exterior Veneer (A)  
Waterproofing

### ***Maintenance***

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\*Building Maintenance (B)  
\*Maintenance Electrician (B)

\*Mechanical Maintenance (B)  
\*Plumbing Maintenance (B)

### ***Electrical***

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\*Journeyman Electrician (B)  
\*Journeyman Burglar Alarm (B)  
\*Journeyman Fire Alarm (B)  
\*Journeyman Sign Electrician (B)

\*Master Electrician (A)  
\*Master Burglar Alarm (A)  
\*Master Electric Utility (A)  
\*Master Fire Alarm (A)

\*Master Low Voltage (A)  
\*Master Sign Electrician (A)  
\*Master TV Antenna (A)

\*Examination Categories  
(A) = 2 part exam, Business and Technical  
(B) = 1 part exam, Technical

**CONTINUED ON BACK**

# Construction Trades Qualifying Board

## List of Certification Categories

### *Plumbing*

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- \*Journeyman Plumber (B)
- \*Journeyman Gas Fitter (B)
- \*Master Plumber (A)
- \*Master Gas Fitter (A)
- \*Master Lawn Sprinkler (A)
- \*Master Swimming Pool Maintenance (Residential or Commercial) (A)
- \*Master Swimming Pool Piping (A)
- Master Portable Chemical Toilets

### *Mechanical*

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- \*Journeyman Air Conditioning (B)
- \*Journeyman Fire Sprinkler (B)
- \*Journeyman Gasoline Tank & Pump (B)
- \*Journeyman General Mechanical (B)
- \*Journeyman Heating (B)
- \*Journeyman Insulation (B)
- \*Journeyman Pneumatic Control Piping (B)
- \*Journeyman Pressure & Process Piping (B)
- \*Journeyman Refrigeration (B)
- \*Journeyman Room Air Conditioning (B)
- \*Journeyman Sheet Metal (B)
- \*Journeyman Steam Generator Boilers & Piping (B)
- \*Journeyman Warm Air Heating (B)
- \*Master Air Conditioning Limited (A)
- \*Master Air Conditioning Unlimited (A)
- \*Master Ammonia Refrigeration (A)
- \*Master Elevator Maintenance & Service (A)
- \*Master Gasoline Tank & Pump (A)
- \*Master General Mechanical (A)
- \*Master Heating (A)
- \*Master Insulation (A)
- \*Master Pneumatic Control Piping (A)
- Master Pneumatic Tube Conveyor System (A)
- \*Master Pressure & Process Piping (A)
- \*Master Refrigeration & Air Conditioning (A)
- \*Master Refrigeration Limited (A)
- \*Master Refrigeration Unlimited (A)
- \*Master Room Air Conditioning (A)
- \*Master Sheet Metal (A)
- \*Master Steam Generator Boiler & Piping (A)
- \*Master Transporting Assembly Install (A)
- \*Master Transporting Assembly Maintenance & Service(A)
- \*Master Warm Air Heating (A)

#### \*Examination Categories

(A) = 2 part Exam – Business and Technical

(B) = 1 part Exam – Technical



# Construction Trades Qualifying Board

BUILDING AND NEIGHBORHOOD COMPLIANCE DEPARTMENT  
11805 S.W. 26 Street, Room 207  
Miami, FL 33175-2474

## PHOTOGRAPH

One recent photo must be attached

### SECTION A: to be filled out by 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 \_\_\_\_\_

If exam category, provide exam date \_\_\_\_\_

1. 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**

2. Number of years working in trade applied for: \_\_\_\_\_ Yrs. as a Trainee: \_\_\_\_\_ Yrs. as Journeyman: \_\_\_\_\_
3. If applying for a MASTER examination and the prerequisite is a Miami-Dade County Journeyman certification, when did you pass the Journeyman examination? \_\_\_\_\_
4. Have you previously taken an examination in Miami-Dade County in the category you are now applying for? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If Yes, when? \_\_\_\_\_
5. 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 \_\_\_\_\_
6. 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 \_\_\_\_\_
7. 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!**

*All trade experience must be documented by LETTERS from all subject employers (employers must include their contractor license no.), W-2 forms, and/or other documentary proof of such experience may be required before the Construction Trades Qualifying Board (CTQB) can review your application. It is the applicant's responsibility to contact employers and obtain from them such documentary proof to be submitted by the applicant upon filing this application.*

#### **TRADE EXPERIENCE**

8. 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		
In what capacity did you work, or what did you do?						
Company	Street	City	State	Zip		
In what capacity did you work, or what did you do?						
Company	Street	City	State	Zip		

Company	Street	City	State	Zip		
In what capacity did you work, or what did you do?						
Company	Street	City	State	Zip		
In what capacity did you work, or what did you do?						
Company	Street	City	State	Zip		
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 **only** for exam categories under specific circumstances outlined in Section 10-23 of the Code of Miami-Dade County and 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



# Construction Trades Qualifying Board AFFIDAVIT OF TRADE EXPERIENCE

This is to certify that \_\_\_\_\_ is/was

employed by \_\_\_\_\_

located at \_\_\_\_\_

Telephone #: \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_

His/her total length of time in the field was \_\_\_\_\_

The specific type of work performed consisted of the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MUST BE COMPLETED BY THE CONTRACTOR

I am the Qualifier of the above firm or corporation and hold a current certificate of competency

Card # \_\_\_\_\_ issued by \_\_\_\_\_ as a  
\_\_\_\_\_  
Contractor.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

STATE OF FLORIDA)

SS:

COUNTY OF DADE)

I hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_ before me did personally appear \_\_\_\_\_ to me known to be the person described in and who executed the forgoing instrument and did acknowledge that he/she executed the same freely and voluntary and for the uses and purposes therein mentioned and that all statements contained therein are true and honest to the best of his/her knowledge.

WITNESS my signature at Miami, in the County and State aforesaid on the day and year last aforesaid.

NOTA  
My commission expires

RY PUBLIC: \_\_\_\_\_

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**FOR DEPARTMENT USE ONLY**

Fee \_\_\_\_\_ Process No. \_\_\_\_\_ Clerk \_\_\_\_\_ Date \_\_\_\_\_

Is this application for a late renewal (missed more than two consecutive renewal periods) of a personal certificate?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Special Exam Provisions: \_\_\_\_\_ Applicant Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Notes \_\_\_\_\_

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**Review of PERSONAL APPLICATION**

Approved

Rejected

Board Appearance Required

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**FOR CTQB USE ONLY**

APPROVED  REJECTED

Special instructions/comments from CTQB \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CTQB By: \_\_\_\_\_ Date: \_\_\_\_\_  
  Member (Signature)

\_\_\_\_\_  
  (Print Name)

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# **CHECKLIST**

## **Personal Application**

- Copy of Drivers License**
- Copy of Social Security Card**
- Passport Size Photograph**
- Reference Letter from a Licensed Contractor**
- Completed Application(s) Signed & Notarized**
- Fee(s)**
- Personal Credit Report (Equifax or Experian)**

## **Business Application**

- Articles of Incorporation**
- Completed Application(s) Signed and Notarized**
- Fee(s)**
- Business Credit Report  
(Dun & Bradstreet, Experian or TranUnion)**

**\*INCOMPLETE APPLICATIONS WILL BE RETURNED\***