



Marion County Board of County Commissioners

Building ♦ Licensing

2710 E. Silver Springs Blvd.
Ocala, FL 34470
Phone: 352-438-2428
Fax: 352-438-2430

INFORMATION ON INITIAL LICENSING PROCESS FOR COMPETENCY CARD

- 1) To qualify for an examination please complete the attached application and supply the following information:
 - Photo of the applicant (photo must be recent and not a Drivers License photo)
 - Proof that applicant is 18 years of age. (Drivers License)
 - Applicant must have at least four (4) years of current experience in the trade that they wish to test for. One (1) of the four (4) years must be as a supervisor or foreman. The years of experience can be gained through receiving a baccalaureate degree from an accredited college in the appropriate field of building construction and one (1) Year of proven experience in the category in which the person seeks to qualify.
 - Notarized **Letter of Recommendation** from a Licensed Contractor.
 - \$25.00 application fee.
- 2) **Once the application has been submitted** the application will be scheduled before the next License Review Board (LRB) meeting which is the second Tuesday of each month. Applicants will be notified by mail about the meeting to attend. NOTE: Cut-off date is the Friday before scheduled LRB meeting
- 3) The day after the LRB meeting, you may contact the Licensing Division to see if the application has been approved. Once approved to take the examination, a **\$25.00 application fee is due to complete paperwork for testing facility**. Application for exam and reference material and will be given to the applicants to schedule examinations. **Applicant will need to contact Thompson Prometric to schedule your examination (Trade and Business/Law)**. A minimum of 75.0% is necessary to pass each exam.
- 4) Once applicant passes both exams the Marion County Competency Card can be obtained by adhering to the following:
 - Initial Registration Fee of \$100.00
 - Copy of your Corporation papers (if applicable)
 - **LIABILITY AND WORKERS COMPENSATION INSURANCE** - All Liability Certificates and Workers Compensation Certificates of Insurance must contain the following information: ●**Marion County as the certificate holder @ 2710 East Silver Springs Blvd Ocala, Florida 34470** ●**Qualifier's Name (License Holder)** ● **Company name** ● **Marion County Competency Card Number** or your State License Number ●**Minimum Liability Insurance of at least \$150,000 (\$100,000 per occurrence of personal injury plus \$50,000 per occurrence of property damage)**
 - **WORKERS COMPENSATION EXEMPTIONS** - If applicant has a Workers Compensation exemption / REISSUANCE exemption must be supplied and a Marion County Workers Compensation Affidavit Form must be filled out.

NOTE: Once all of the applicable steps above are completed, the competency card will be activated and then the applicant can work in Marion County. To become a State Certified Contractor, contact the Department of Business and Professional Regulation, (850) 487-1395, or visit their website, WWW.MYFLORIDALICENSE.COM

FORM 4 - REV 9/23/10

"Meeting Needs by Exceeding Expectations"

APPLICATION FOR EXAMINATION

ASSIGNED # _____

OFFICE USE ONLY

TRADE _____

FIRST NAME _____

MIDDLE NAME _____

LAST NAME _____

SOCIAL SECURITY NUMBER _____

DATE OF BIRTH _____

DRIVERS LICENSE NUMBER _____

MAILING ADDRESS _____

CITY
CODE _____

STATE _____

ZIP _____

HOME PHONE NUMBER _____

FAX NUMBER _____

MOBILE NUMBER _____

E-MAIL ADDRESS _____

NAME OF CURRENT EMPLOYER _____

TELEPHONE NUMBER _____

EMPLOYER ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

POSITION HELD _____

LENGTH OF EMPLOYMENT _____

DOCUMENTATION NEEDED WITH APPLICATION:

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- Proof that applicant is 18 years of age. (Drivers License)
- Applicant must have at least four (4) years of current experience in the trade that they wish to test for. One (1) of the four (4) years must be as a supervisor or foreman. The years of experience can be gained through receiving a baccalaureate degree from an accredited college in the appropriate field of building construction and one (1) year of proven experience in the category in which the person seeks to qualify.
- Notarized **Letter of Recommendation** from a Licensed Contractor.
- \$25.00 application fee.

ANSWER THE FOLLOWING QUESTIONS COMPLETELY:

1. Have you ever been denied a Certificate of Competency by a board of examiners in the state of Florida?
 yes no
If yes, please explain: _____

2. Have you ever had a Certificate of Competency suspended or revoked by a Board of Examiners in the State of Florida? yes no
If yes, please explain: _____

3. Have you ever been disciplined concerning a license in the construction industry?
 yes no **If yes, please attach explanation.**

4. Have you ever been convicted, pled no contest, had arbitration withheld, or had prosecution deferred on any misdemeanor, felony, or dui. yes no **If yes, please attach explanation.**

5. Do you have any charges pending against you or are you currently enrolled in a pre-trial intervention program? yes no **If yes, please attach explanation.**

6. List the Florida Counties in which you presently hold a Certificate of Competency below:

NAME OF COUNTIES WHERE REGISTERED	CERTIFICATE #

If this application is falsified in any manner, the license review board may reject it. If additional investigation (after acceptance of this application) indicates falsification, then the Marion County Certificate of Competency may be revoked.

SIGNATURE OF APPLICANT: _____ DATE: _____

<u>FOR OFFICE USE ONLY</u>			
_____	Date application was received	_____	Received
_____	Date of rejection by the license review board	_____	Denied
_____	Date of approval by the license review board	_____	Approved