

TO CHANGE OR ADD A QUALIFIER FOR YOUR COMPANY

*** Our office is to be notified in writing within 15 business days of the “qualifiers” departure with the licensed entity. ***

Submit the following to our office:

1. A letter on company letterhead, requesting to remove or add another qualifier.
2. Qualifying party form filled out and notarized.
3. One of the following:
 - a. Arkansas Business and Law Exam test results
 - b. Reciprocal form and affidavit (under forms on our website)
 - c. Master Trade license (if applicable)

** The above forms MUST be signed by a current owner, member or officer of the company that we have listed on file.

** If owners/members/officers need to be updated, please attach a list with this request.

All the above required information can be faxed to 501-372-2247, email to Jodie Hatfield at jodie.hatfield@arkansas.gov or mail it to:

**Arkansas Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72117**

Please contact Jodie via email or by calling 501-371-1507 for more information.

Arkansas Contractors Licensing Board
4100 Richards Rd.
North Little Rock, AR 72117
Fax - 501-372-2247

ID# _____

QUALIFYING PARTY : _____ , SS# _____
(person taking test or trade license holder)

I, _____ being duly sworn, do hereby certify that the above name
(Owner, Member, or Officer of Company)

listed as a qualifying party is (check (✓) one of the following)

____ Full time paid employee (with W-2 income)

____ Owner, Member, or Officer of the company (actively involved in the day to day operations)

and do further understand and agree should this person's employment terminate, the licensed entity would notify the Contractors Licensing Board in writing within fifteen (15) business days and have another party qualified within thirty (30) days. If proper documentation is not received in our office within 30 days from termination date of employment, the license shall become invalid, unless a written request for more time to requalify is received in this office.

Company Name: _____

Signature: _____ Date: _____
(Owner, Member or Officer)

Contact Phone Number: _____

Notary information:

STATE OF _____ COUNTY/PARISH _____

Sworn/Affirmed before me this ____ day of _____, 20 ____.

(Notary public's signature and stamp/seal)

Arkansas Business & Law Test (Instructions)

The test is given by an independent testing company (Prometric). If you have questions about the test or need more information beyond what is furnished here please call them at 888-763-0131.

Registration Instructions:

1. Call 1-888-763-0131 or visit www.experioronline.com
2. Register for **ARO4 Program name**.
3. **Exam Code 100**
4. The operator will assist you in finding the nearest Testing Center.
5. The test is administered 6 days a week (M-F 8:00 a.m. – 8:00 p.m., Sat 8:00 a.m. - 4:00 p.m.)
6. Payment – Prometric will accept VISA, MasterCard, American Express or a check can be drafted from your checking account. (Have a check ready for relaying the appropriate numbers)
The charge for the test is \$80.00.
7. You will receive a confirmation number and directions to the testing center.
(Note these at the bottom of this page for your references)
8. The test is open book, multiple choice, and 50 questions, with a 2-hour time limit.
9. The book (Contractors Guide to Business, Law and Project Management, Arkansas Edition) is available directly from the Publisher, call (623) 587-9519.
10. No handwritten or additional notes are allowed in the reference book (No Letters, words, diagrams, etc.) Highlighting and permanent tabbing is acceptable. Post it notes are not permanent and will not be allowed. **Permanent tabs can be purchased at <http://www.nascla.org/tabs-arkansas> for \$9.99**

On the day of your examination, you must arrive at the Prometric Center 30 minutes before your scheduled appointment to complete the admission procedures required before your test begins. You must bring the following with you: One official government issued photo identification such as a driver's license, passport, etc., and your Contractors Guide to Business, Law and Project Management, Arkansas Edition.

PLEASE BE ADVISED:

- a) You may be given extra manuals when you arrive to take the test. You will only be tested from the Contractors Guide to Business, Law and Project Management, Arkansas Edition.
- b) Verify your exam code before you take the test.
- c) **Have PROMETRIC send the results to YOU. It is your responsible to get the passing test score to our office by fax 501-372-2247 or regular mail.**
- d) If you request your results be sent to our offices it could take several weeks to get to us, which could postpone the approval and release of your license.

Confirmation Number: _____

Appointment Date: _____

Appointment Time: _____

Testing Site: _____