

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

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. Email notice to Jodie.hatfield@arkansas.gov***

Submit the following to our office:

1. A letter on company letterhead with the following:
Request to remove and/or add another qualifier
2. Qualifying party form filled out and notarized. (attached)
Notary cannot be over 90 days old and must include notary stamp.
3. Updated list of officers & their positions, members, and owners form (attached)
4. One of the following:
 - a. Arkansas Business and Law Exam passing test score.
 - b. Completed reciprocal form if applicable (under forms on our website)
 - c. Arkansas Master Trade license
(if applicable – ie: electrical, plumbing, HVAC)

** All forms and letters MUST be signed by a current owner, member, or officer of the company from #3 on this list.

When completed - the above required information can be sent via the following:
emailed 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 501-371-1520 for more information.

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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:

1. Employment Status of Qualifying party (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)

2. Answer the following questions pertaining to the qualifying party by checking yes or no

Yes ___ No ___ Has the above listed qualifier filed bankruptcy or were a part of any other organization that filed bankruptcy within the last ten (10) years? **If yes, attach a written explanation as to why bankruptcy had to be filed, along with a copy of the document prepared by your attorney listing the creditors that shows the amounts owed to each creditor and a copy of the bankruptcy discharge.**

Yes ___ No ___ Has the above listed qualifier ever been convicted of a felony? **If yes, you will need to fill out the criminal history form. (attached) One form for each offense.**

Yes ___ No ___ Does the above listed qualifier required to register on the sex offender registry in this state or any other state? **If yes, you will need to fill out the criminal history form. (attached) One form for each offense.**

Yes ___ No ___ Does the above listed qualifier have any outstanding liens, judgments, or pending litigation? **If yes, attach separately details and a written explanation.**

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 thirty (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)

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ID# _____

Company Name/Individual Nameas licensed:

Updated list of Owners/partners/Members involved in the day to day operations

Name: (First MI Last)

Social Security Number:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Updated list of Officers & their titles:

Ex: President, Vice President, Secretary, Treasurer, CEO, CFO, Member

Name: (First MI Last)

Title:

Social Security Number:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Complete this form ONLY if you answered "yes" to question # 2 on page 2 regarding felonies or sex offender

Criminal Background Information

State of Arkansas Contractors Licensing Board

IN CASES OF MULTIPLE OFFENSES, MAKE A COPY OF THIS FORM TO SHOW INFORMATION FOR EACH OFFENSE....

1. Offender's legal name: _____
2. Offender's SSN: _____
3. The crime in question: _____
4. The date of the conviction: _____
5. The jurisdiction (State, County, and City): _____
6. The sentence: _____

7. If you were incarcerated, the date of your release: _____
8. If you were placed on probation or parole, the date of release from probation or parole: _____

9. Has the offense been sealed by the Court, pardoned, or expunged? If yes, which one? _____

10. Written explanation as to what occurred: _____

Arkansas Business & Law Test (Instructions)

The test is given by an independent testing company (P.S.I). If you have questions about the test or need more information beyond what is furnished here please call them at 800-733-9267.

Examination Fee: \$84.00

Examination fees are not refundable or transferable

Registration Instructions:

Registering Online:

www.psiexams.com

Phone: P.S.I. at 1-800-733-9267

Follow these instructions:

1. Go to the above website. **CREATE YOUR ACCOUNT FIRST!!!**
Put in your email address and the spelling of your name **EXACTLY** as it is shown on your identification that you will be presenting at the examination site.
2. Once your account is created follow these instructions:
 - a. Click on View all my activities
 - b. Click on register for a test
 - c. Click on Select Organization
 - d. Select Government/State Licensing Agencies
 - e. Click on Select Jurisdiction
 - f. Select Arkansas
 - g. Click on Select Account
 - h. Click on AR Construction
 - i. Under Classification click on AR Business and Law Examination
 - j. Click on Register and enter personal contact information; hit submit
 - k. Click to check the box that reads AR Business and Law Examination (120 minutes)
 - l. Click continue – enter payment information and follow instructions from there.
3. Testing is held Monday - Saturday at most sites. Hours are determined at each site.
4. The test is open book, multiple choice, and 50 questions, with a 2-hour time limit.
5. You can order the book by calling the publisher directly at (623) 587-9519.
Order the following:
Arkansas Contractors Guide to Business, Law and Project Management
6. You may highlight, underline, annotate, and or tab with permanent tabs prior to the exam session. However, reference material may not be written in during the exam session.
7. Permanent tabs are permitted.
(Permanent tabs are defined as tabs that would tear the page if removed)
8. Temporary tabs are **NOT** permitted.
(Temporary tabs are defined as post-it notes or other tabs that may be removed without tearing the page)
9. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by calling P.S.I at 800-733-9267.
10. On the day of your examination, you must arrive at the P.S.I. 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 will only be tested from the Contractors Guide to Business, Law and Project Management, Arkansas Edition.
- b) Verify your exam before you take the test to make sure it is the AR Contractors Exam.
- c) **P.S.I will give you your results immediately. You can also have P.S.I. send the results directly to you. It is your responsible to get the passing test score to our office by fax 501-372-2247 or regular mail.** 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.