

**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](mailto: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](mailto: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.

**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:

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)**

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

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:

By Phone: P.S.I. at 1-855-257-1620  
Payment methods: VISA, Mastercard, American Express or Discover  
Schedule the following: ***Arkansas Contractor Business and Law Exam***

Registering Online: [www.psiexams.com](http://www.psiexams.com)

Follow these instructions:

1. Go to the above website. You will be asked to create an account.  
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. You will be asked to select the examination.
  - a. Select the following: ***Arkansas Contractor Business and Law Exam***
  - b. You will then enter your personal contact information and then be ready to pay and schedule for your exam. Enter your zip code and a list of the examination sites closest to you will appear. If you prefer to test at a location outside the state of Arkansas, a drop-down menu allows you to select a different state. Once you select the desired examination site, available dates will appear.
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.