



CONTRACTOR'S LICENSE CENTER, INC.

2810 Paa Street, Suite 3

Honolulu, Hawaii 96819

Tel: (808) 833-3051 1-800-833-4408 Fax: (808) 839-9683 mail@CLCexamprep.com

Aloha,

Enclosed are the necessary forms for your Contractors License and instructions to help with filling them out.

1. Experience Certificates (Yellow): Minimum of 3 required. They must be **notarized**. Enclosed is a "key words" sheet to assist you in what the Board is looking for.
2. Financial Worksheet: This must be current information (within the year) and is not required to be audited information. Our CPA will use it to prepare the Board financial statement. Be sure to fill out both sides. You will need to include a current bank statement verifying the amount in the bank. This should reflect the company name listed on the application.
3. Credit Report Information: Go to annualcreditreport.com to obtain a free credit report for each officer of the company & the RME who is applying for the contractor's license.
4. Application Fee: Please send 2 (two) checks for \$50.00 each made out to Dept. of Commerce and Consumer Affairs (DCCA). One is for the RME application, the other for the company application.
5. Experience Worksheet: Include employment dates, supervisory dates, average project size, average gross dollar amount, # supervised. Include Company name, address, and license # (if applicable). This info is for companies that gave you a W-2 at the end of the year.
6. Company Papers: We need a filed stamped copy of your articles of Incorporation, LLC or Partnership. In addition, if the Company is more than one year old, we need a Certificate of Good Standing from business registration. This can be obtained at the following website: <https://portal.hawaii.gov/business>.
7. Tax Clearance: For your convenience a tax clearance form is enclosed. **You must fill it out & take it to the State Tax Office for completion.** (For companies over 1 year old.)
8. Project Listing: This is **REQUIRED**. Include a listing of all projects adding up to 4 or more years. Work by months, not days or weeks. Be as detailed as possible – very repetitious which is what the Board requires. Do NOT include planning time – on-site work time only. Enclosed is a sample to follow. You can also use the Board's fillable form at https://cca.hawaii.gov/pvl/files/2013/06/Chronological-History-of-Projects-Form_11.17R.pdf
9. General Excise Number: **Not** part of application - required to do business in Hawaii. You may download the necessary Form BB-1 from the website at http://files.hawaii.gov/tax/forms/2018/bb1_f_packet.pdf.

Enclosed is your contract. We require ½ of the total cost up front with your paperwork. Please complete all forms and return them by the deadline. If you are unable to meet the deadline dates, give us a call as soon as possible.

Mahalo,

Cindy Namahoe
Manager, Director

KEY WORDS

Key words to be used on certificates in support of applicants experience qualification forms:

- SUPERVISION (Number of people you supervised)
 - FOREMAN
 - MANAGER
 - ESTIMATING
 - RESPONSIBLE FOR: (Employees, staff, journeyman, etc.)
 - COORDINATING SUB CONTRACTORS
 - ORDERING MATERIALS
 - BUILDING
- *Mention the biggest jobs, talk about complexity of projects, build a home/office on paper, etc.
-

An example of wording your experience certificates: (In an overall view.)

I have known (name) for _____ years. He has supervised _____ people. He can read blueprints, order supplies, materials, plan projects, coordinate with other contractors (or subcontractors), etc.
(GO ON TO DESCRIBE IN DETAIL EXACTLY WHAT THIS PERSON DOES ON THE JOB!!)

An example of wording your experience certificates for General Building:

I have worked with (name) on various jobsites over the past two years. (Name) has been the overall supervisor of all subs on the jobsite. He has directly supervised all phases of construction including foundations, framing, drywall, rough-in and finish work, carpentry work, painting, roofing, etc. Some of the projects we have worked together are etc.

(Then he can go on to say that you follow all code, works for perfection, etc.)

The Board wants to hear about actual general building, your ability to take a project from start to finish and from the ground up.

C-13: He has directly supervised all aspects of the electrical work to include installation of electrical systems, including wiring, conduits, appliances, fixtures, raceways, etc.

C-37: He supervised all aspects of plumbing including installation of all plumbing systems, piping, fixtures, sewer mains, excavating, backfill, etc.

Print Name of Applicant: _____

Date: _____

Section 444-30, HRS, of the contractors license law provides that: Any person or his agent who files with the Contractors License Board any notice, statement, or other document required under the provisions of the contractors license law, which is false or untrue or contains any material misstatement of fact is guilty of a misdemeanor.

Certification of Person Completing this form:

I, _____ hereby certify that I have personally known the person
(Print name of certifier)
named as applicant above; that I have direct knowledge of the applicant's supervisory experience which I have listed; and, all other statements and answers given here are true and correct.

Date: _____

Signature of the Certifier in front of Notary Public

Print Your Name: _____

Address of Certifier: _____

Contractor's Lic. No. ENTITY: _____ Contractor's Lic. No. RME: _____

Licensed Classifications of Certifier: _____ State: _____

Home Phone No.: () _____ Business Phone No.: () _____

Subscribed and sworn to before me this
_____ day of _____ A.D. 20 ____ .
Notary Signature: _____
Notary Public, State of: _____
My commission expires: _____
Print Name: _____

Doc. Date: _____ No. of Pages: _____
Notary Name: _____ Circuit Court: _____
Doc. Description _____
Notary Signature: _____
Date: _____

Print Form

DO NOT SEND THIS FORM TO THE CONTRACTORS LICENSE BOARD. INSTEAD, PLEASE RETURN IT TO THE APPLICANT SO THE APPLICANT CAN ATTACH IT TO THE APPLICATION.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

COMPLETION OF THIS EXPERIENCE CERTIFICATION

The applicant must detail **four full years of supervisory experience within the past 10 years**, in the classification the applicant is applying for, at the level of a Journeyman, Foreman, Supervisor, or Contractor (see definitions below). The applicant must also submit certificates to support this experience. The certificates must be completed by a qualified and responsible person; that is, by an employer, fellow employee, or journeyman who has DIRECT KNOWLEDGE of the applicant's experience.

DIRECT KNOWLEDGE is knowledge of the truth in regard to a particular fact, which is original, and does not depend on information or hearsay.

The applicant is requesting that you complete this form to certify as to your DIRECT KNOWLEDGE of the applicant's experience. As a qualified and responsible person you must certify that the applicant demonstrated a level of knowledge and skill expected of a journeyman or better in the classification for which the application is being made by describing in detail the applicant's experience performing on-site supervision and direction of employees in the classification the applicant is applying for.

JOURNEYMAN is an experienced worker in the trade who is fully qualified as opposed to a trainee, and is able to perform the trade without supervision.

FOREMAN/SUPERVISOR is a person who has the knowledge and skill of a journeyman and also directly supervises the physical construction.

CONTRACTOR is one or more of the following:

- 1) a currently licensed Hawaii contractor
- 2) a formerly licensed Hawaii contractor
- 3) a person listed under "*Personnel of Record*" on the license application of a currently licensed Hawaii contractor
- 4) an out-of-state contractor who held a license in that state

A Contractor is a person who has the skills necessary to manage the daily activities of a construction business, including field supervision.

Your cooperation is earnestly solicited so that the Contractors License Board can determine whether this applicant has the experience necessary to become a capable and qualified contractor.

IMPORTANT: You may be requested to provide documentation to verify all experience to which you are attesting. For your records, it is suggested that you keep a copy of the certificate you complete.

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Date: _____

Signature of the Certifier in front of Notary Public

Print Your Name: _____

Address of Certifier: _____

Contractor's Lic. No. ENTITY: _____ Contractor's Lic. No. RME: _____

Licensed Classifications of Certifier: _____ State: _____

Home Phone No.: () _____ Business Phone No.: () _____

Subscribed and sworn to before me this
_____ day of _____ A.D. 20 ____ .
Notary Signature: _____
Notary Public, State of: _____
My commission expires: _____
Print Name: _____

Doc. Date: _____ No. of Pages: _____
Notary Name: _____ Circuit Court: _____
Doc. Description _____
Notary Signature: _____
Date: _____

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Print Your Name: _____

Address of Certifier: _____

Contractor's Lic. No. ENTITY: _____ Contractor's Lic. No. RME: _____

Licensed Classifications of Certifier: _____ State: _____

Home Phone No.: () _____ Business Phone No.: () _____

Subscribed and sworn to before me this
_____ day of _____ A.D. 20 ____ .
Notary Signature: _____
Notary Public, State of: _____
My commission expires: _____
Print Name: _____

Doc. Date: _____ No. of Pages: _____
Notary Name: _____ Circuit Court: _____
Doc. Description _____
Notary Signature: _____
Date: _____

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APPLICANT'S NAME FROM PAGE 1 _____

6. **CITY, COUNTY, OR STATE GOVERNMENT CONTRACT:** Bid/Entering Into or Ongoing Contract Completion/Final Payment
For completion/final payment of contract, provide the name, agency, and telephone number of the contact person at the State or County Agency.
Name: _____ Agency: _____ Telephone Number: _____
7. **LIQUOR LICENSING:** Initial Renewal Transfer-Seller Transfer-Buyer Special Event
8. **CONTRACTOR LICENSING:** Initial Renewal
9. **STATE RESIDENCY:** DATE APPLICANT ARRIVED OR RETURNED TO HAWAII _____
10. **ACCOUNTING PERIOD:** Calendar year Fiscal year ending (MM/DD) _____
11. **TAX EXEMPT ORGANIZATION:**
A) Provide the Internal Revenue Code section that applies to your exemption (e.g., 501(c)(3)): _____
B) Does your organization file federal Form 990-T, Exempt Organization Business Income Tax Return? YES NO
C) Is your organization required to file federal Form 990, Return of Organization Exempt From Income Tax, or federal Form 990-EZ, Short Form Return of Organization Exempt From Income Tax? YES NO
If "YES," your organization is required to obtain a general excise tax license. Go to line 13.
If "NO," go to line 11D.
D) Does your organization have fundraising income? YES NO
If "YES," your organization is required to obtain a general excise tax license.
12. **INDIVIDUAL:** Spouse's Name _____ SSN _____
13. **IF YOU DO NOT HAVE A GENERAL EXCISE TAX LICENSE AND REQUIRE A TAX CLEARANCE:**
A) Description of your firm's business _____
B) Has your firm had any business income in Hawaii? YES NO
C) Has your firm had an office, inventory, property, employees, or other representatives in the State of Hawaii? YES NO
D) Has your firm provided any services within the State of Hawaii (e.g., servicing computers, training sessions, etc.)? YES NO
E) In the current or preceding calendar year has your firm had gross income of \$100,000 or more, or entered into 200 or more separate transactions attributable to Hawaii in any of the following, or combination of the following, activities? a) Tangible property delivered in Hawaii; b) Services used or consumed in Hawaii; or c) Intangible property used in Hawaii. YES NO

Note: If you answer "Yes" to any of the above questions, you are required to apply for a general excise tax license.

FILING THE APPLICATION FOR TAX CLEARANCE

The completed application may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch. Form A-6 may be used to get both a state tax clearance and a federal tax clearance. If you need to get a tax clearance from both agencies, you should submit a separate Form A-6 to each agency.

State Department of Taxation
Taxpayer Services Branch
P.O. Box 259
Honolulu, HI 96809-0259

Telephone No.: 808-587-4242
Toll Free: 1-800-222-3229
Fax No.: 808-587-1488
or
830 Punchbowl Street RM 124
Honolulu, HI 96813-5094

Internal Revenue Service
W&I Field Assistance
300 Ala Moana Blvd., #1-128
Honolulu, HI 96850

(By appointment only. To make an appointment, please call 844-545-5640.)

Automated phone messaging: 808-566-2748
Fax No.: 855-877-0789

Applications are available at Department of Taxation and IRS offices in Hawaii, and may also be requested by calling the Department of Taxation on Oahu at 808-587-4242 or toll-free at 1-800-222-3229. The Tax Clearance Application, Form A-6, can be downloaded from the Department of Taxation's website at tax.hawaii.gov.

Print Applicant Name: _____

Date: _____

(LAST, First, Middle)

I. EACH QUESTION MUST BE ANSWERED

- 1. Are you at least 18 years of age? ... YES NO
2. Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? ... YES NO
3. Have you previously applied for a Hawaii State contractor's license? ... YES NO
4. Have you ever been affiliated with a contracting entity whose license has been terminated due to issuance of a court order authorizing payment from the Contractors Recovery Fund of this state or any other state? ... YES NO
5. Have you or any construction organization in which you were an officer, partner, manager or member had a contractor's license or any professional or vocational license denied, fined, suspended or revoked by this state or any other state? ... YES NO
6. Has any bonding or surety company ever completed or made a financial settlement upon any construction contract or work undertaken by you or any construction organization in which you were an officer, partner, manager or member? ... YES NO
7. Are there now any unpaid past due bills or claims for labor, materials, or services, outstanding and unsatisfied, as a result of your operations or of any construction organization in which you were an officer, partner, manager or member? ... YES NO
8. Are there now any liens, suits, or judgments of record or pending, outstanding and unsatisfied, as a result of your operations or of any construction organization in which you were an officer, partner, manager or member? ... YES NO
9. Have you or any construction organization in which you were an officer, partner, manager or member ever been adjudicated as bankrupt or is presently in the process of bankruptcy proceedings? ... YES NO
10. Have you or any construction organization in which you were an officer, partner, manager or member ever made an assignment of assets, either voluntary or otherwise, in settlement of construction obligations for less than the total amount of the indebtedness? ... YES NO
11. Have you ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? ... YES NO

(CONTINUED ON PAGE 3)

(For completion by applicant who is an individual or RME. NOT applicable to an entity applicant.)

(J) EDUCATION: Vocational school, college, university, special training _____ yrs. _____ mos.

(K) EXPERIENCE STATEMENT

1) **TYPE OF WORK & TIME AT EACH** – I have worked as a:
 Apprentice for yrs. _____ mos.
 Journeyman for yrs. _____ mos.
 Supervisor for yrs. _____ mos.
 Superintendent for yrs. _____ mos.
 Contractor for yrs. _____ mos.
 Foreman for yrs. _____ mos.
 Project Manager for yrs. _____ mos.
 _____ for _____ yrs. _____ mos.
 2) **TOTAL TIME IN CONSTRUCTION:** yrs. _____ mos.

(3) **SKILLS-** I can perform the following:
 Read a financial statement
 Compute payroll
 Balance a checking account
 Read blueprints
 Prepare job estimates
 Order materials
 Design & layout construction projects
 Other (specify) _____
 Other (specify) _____

4) LIST THE MOST RECENT EXPERIENCE FIRST:

Name of Company *License No.*

Type of Business Company Engaged in

Address of Company
 Dates employed: _____ to _____ Total: _____
 Mo/ Mo/Yr Yr/Mo
 Dates supervised: _____ to _____ Total: _____
 Mo/Yr Mo/Yr Yr/Mo
 No. of people supervised: _____
 TYPE OF PROJECTS: Apartments Office Buildings
 Condominiums Remodeling
 Custom Tract Houses
 High Rise Other (specify): _____

Describe duties and responsibilities:
 Hours worked per week: _____

 AVERAGE SIZE OF COMPLETED PROJECTS (Give square footage or anything that will describe physical dimension):

 AVERAGE GROSS DOLLAR VALUE OF COMPLETED PROJECTS:
 \$ _____

Name of Company *License No.*

Type of Business Company Engaged in

Address of Company
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 Hours worked per week: _____

 AVERAGE SIZE OF COMPLETED PROJECTS (Give square footage or anything that will describe physical dimension):

 AVERAGE GROSS DOLLAR VALUE OF COMPLETED PROJECTS:
 \$ _____

ATTACH ADDITIONAL SHEETS IF NECESSARY

IMPORTANT ANNOUNCEMENT
ADDENDUM TO CONTRACTOR LICENSE APPLICATIONS

CONCERNING THE SUBMITTAL OF A

CHRONOLOGICAL HISTORY OF PROJECTS FORM

EFFECTIVE IMMEDIATELY

Every applicant for a RESPONSIBLE MANAGING EMPLOYEE (RME) or a SOLE PROPRIETOR contractor's license must submit a "**Chronological History of Projects Form**" ("Project List") as documentation of the applicant's previous supervisory work experience. Use as many pages as necessary to verify your four (4) years of supervisory experience. The Project List may be duplicated and is available on the Contractor License Board's website:

http://cca.hawaii.gov/pvl/boards/contractor/application_publication. Click on "**Chronological History of Projects Form**".

Submit a separate Project List **for each classification** the applicant intends to engage. Only include work experience performing on-site supervision and direction of employees.

Please ensure that the Project List is filled out completely (provide information in each column of the form) and that it includes the following:

- A description of your supervisory work experience performed in-house, with your own crew; and work or trades that were subcontracted to other contractors; and the means and methods of each project listed.
- The "Contract Amount" stated should be commensurate with information stated in the "Detailed Description of the Work You Supervised".
- The "Amount of Supervisory Experience" should only include the actual amount of time spent on-site supervising your own crew. Do not include time spent for design, ordering materials, scheduling or downtime for rain-outs or waiting for delivery of materials.

(CONTINUED ON NEXT PAGE)

NOTE: IF APPLYING FOR MORE THAN ONE CLASSIFICATION, SUBMIT A SEPARATE LIST FOR EACH.

SAMPLE

Classification requested*
(Check one only)

- "A" General Engineering
- "B" General Building
- "C" _____

CHRONOLOGICAL HISTORY OF PROJECTS COMPLETED

Project Start Date	Project End Date	Project	Employer	Employer's Classification	Position Title (# of workers supervised)	Detailed Description of the Project and the Work You Supervised	Contract Amount**	Amount of Supervisory Experience** (yrs/months)
1/12/14	6/22/14	John Doe Residence 220 Palama Street, Honolulu	John Construction	"B" General Building	Foreman - 8 workers	New residence - supervised foundation, framing, roofing with own crew. Coordinated plumbing, electrical, and drywall subcontractors	\$200,000	5 months
8/1/13	5/1/14	J. Doe Communications, Honolulu, HI	John Excavating Inc.	C-17 Excavating, grading & trenching	Construction supervisor - 12 workers	Detailed description: Construction of 90 site CMI/PCS network. Project consisted of excavating/trenching for installation of new conduit & manhole/vault systems. Grading of affected work areas to normal conditions. Direct supervision of: installation of new communications conduits & manhole systems by in-house crews. Included excavation, trenching, directional drilling & surface restoration/grading (asphalt & concrete).	\$1,200,000	6 months (Actual supervisory time - not the time project is on the books)

***You must submit a separate list for each classification requested.**

**All information should be specific to the license classification you are applying for. As in the second example, if you are applying for a specialty classification, the contract amount and years/months of supervisory experience should be specific to that specialty, and not the entire construction project (project start and end dates).

(FILLABLE FORM ON PAGE 3)

Please Print Name:

Entity: _____

RME: _____

Sole Owner: _____

Classification requested*
(Check one only)

"A" General Engineering

"B" General Building

"C" _____

CHRONOLOGICAL HISTORY OF PROJECTS COMPLETED

Project Start Date	Project End Date	Project	Employer	Employer's Classification	Position Title (# of workers supervised)	Detailed Description of the Project and the Work You Supervised	Contract Amount**	Amount of Supervisory Experience** (yrs/months)

***You must submit a separate list for each classification requested.**

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