

ACCESSING MATERIALS

You can download today's presentation along with other supporting reference materials for completing the contractor license application by visiting the Board's website:

<http://www.nvcontractorsboard.com/bap.html>

The documents are listed to the right of the video message, midway down the page!

BUSINESS ASSISTANCE PROGRAM



*An online workshop to guide you through
Nevada's license application requirements*

LIVE TODAY @ 9:00 a.m.

Join the workshop: <https://tinyurl.com/BAPMeeting>

PARTICIPANT EXPECTATIONS

- Participants' video and audio features will be disabled by the Board until the conclusion of the presentation.
- Questions will be taken at the end of the presentation, at which time your audio will be turned on. Participants are also welcome to use the "Chat" feature to submit questions during the presentation.
- Disruptive or offensive behavior during the presentation will result in a warning and could result in permanent removal from the meeting.

PLEASE NOTE

- The information obtained during this webcast is not, nor intended to be legal advice.
- While this webcast contains general information, including legal guidelines for contractor applications, it does not contain definitive statements of the law and may not reflect the most current legal developments in the construction industry.
- Such guidelines communicated or discussed during the webcast are for information purposes only.
- If you have questions about the application of the law for specific situations, you should contact an attorney who is familiar with Nevada law or review the statutory and regulatory requirements under NRS and NAC Chapter 624.

STATUS OF OPERATIONS

- All services of the Nevada State Contractors Board remain operational.
- New license applications are still being accepted and processed in the order received. Interested applicants are encouraged to apply.
- Following today's presentation, you are welcome to submit any additional questions you may have to:

CustomerService@nscb.state.nv.us

OBTAIN A BUSINESS LICENSE

Register your business with the Secretary of State to obtain a Nevada Business ID

www.nvsilverflume.gov/startBusiness

(800) 450-8594



LICENSE CLASSIFICATION

- Determine the specific scopes of work you intend to perform.
- Visit: www.tinyurl.com/LicenseClassifications (NAC 624.140 – 624.858) to review all license classifications available and identify which fits best with the work you intend to perform.

LICENSE CLASSIFICATION

The list of classifications will look like this →

Scroll down the site to view all classifications and the work that can be performed by each.

<p>NAC 624.140 Classification A: General engineering. (NRS 624.100, 624.220) The Board may perform the work described in subsection 2 of NRS 624.215. (Added to NAC by Contractors' Bd., eff. 8-26-83)</p> <p>NAC 624.150 Classification A: Subclassifications. (NRS 624.100, 624.220, 624.925) The</p> <ol style="list-style-type: none">1. AIRPORTS (subclassification A-1): The construction, alteration and repair of airports, inclu2. HIGHWAYS (subclassification A-2): The construction of highways, roads, streets and other3. DAMS AND RESERVOIRS (subclassification A-3): The construction, whether from earth, excavation and the construction of embankments, foundations, piles, piers, spillways, tunnels, roadv4. BRIDGES (subclassification A-4): The installation, construction, alteration and repair of br roadways and other appurtenances to the bridges.5. DIAMOND AND CORE DRILLING (subclassification A-5): The obtainment by diamond o6. DRILLING OF OIL, GAS AND EXPLORATORY WELLS (subclassification A-6): The drill7. EXCAVATING AND GRADING (subclassification A-7): The digging, movement and place grading and trenching operations.8. SEALING AND STRIPING OF IMPERMEABLE PAVING SURFACES (subclassification nonelectrical markers and striping on the surfaces.9. PIERS AND FOUNDATIONS (subclassification A-9): The examination, excavation, drillin provide an adequate capacity to sustain or transmit the structural load to the soil or rock below.10. COMMERCIAL AND RESIDENTIAL POOLS (subclassification A-10): The construc subclassification are:<ol style="list-style-type: none">(a) RESIDENTIAL POOLS (sub-subclassification A-10a): The design, construction, alteration a(b) RESIDENTIAL SPAS (sub-subclassification A-10b): The design, construction and repair of(c) REPAIR OF POOLS AND SPAS (sub-subclassification A-10c): The repair and replacement(d) POOLS AND SPAS OF FIBERGLASS (sub-subclassification A-10d): The design, construct(e) MAINTENANCE AND REPAIR OF POOLS AND SPAS (sub-subclassification A-10e): The(f) WATER AND GAS LINES FOR RESIDENTIAL POOLS AND SPAS (sub-subclassificati <p>authorized only for the holder of a certificate as a master plumber, journeyman plumber or journeym</p>
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← This is the primary classification 'A General Engineering'

These are the subclassifications for the 'A General Engineering' classification. They provide limited scopes of work based on the subclassification license.

LICENSE CLASSIFICATION

NAC 624.190 Classification C-1: Plumbing and heating contracting; subclassifications. (NRS 624.100, 624.220)

1. The Board will grant to qualified applicants a license in the specialty of plumbing and heating contracting. The subclassifications of the classification C-1 license.

2. The subclassifications of the classification C-1 license and the work authorized for persons licensed in the respective

(a) BOILERS (subclassification C-1a): The installation of boilers and pipes for hot water and steam, including all related

(b) FIRE SPRINKLERS (subclassification C-1b): The fabrication and installation of all systems of sprinklers for protect

(c) INSULATION OF PIPES AND DUCTS (subclassification C-1c): The insulation of pipes, ducts and related equipmen

(d) PLUMBING (subclassification C-1d): The installation and maintenance of:

(1) Material and fixtures to create sanitary conditions in buildings by providing a permanent means for a supply of sa

(2) Drainage systems for roofs;

(3) Hydronic heating systems not exceeding 200,000 British thermal units;

(4) Systems of landscape irrigation;

(5) Systems to heat potable water, including, without limitation, solar equipment;

(6) A permanent means to supply gas for residential and industrial purposes; and

(7) Pipes for compressed air, vacuums and gases for medical use.

➤ In addition to any work specified in this paragraph, a person who holds a subclassification C-1d license may install piping

(e) SHEET METAL (subclassification C-1e): The fabrication and installation of sheet metal, including, without limita

provisions of this paragraph do not authorize a holder of a subclassification C-1e license to install equipment which uses refr

(f) HEATING, COOLING AND CIRCULATING AIR (subclassification C-1f): The fabrication and installation of syst

paragraph do not authorize a holder of a subclassification C-1f license to fabricate or install cooling systems which use refrig

(g) PIPES AND VENTS FOR GAS (subclassification C-1g): The installation of pipes from the source of supply of lique

(h) WATER HEATERS (subclassification C-1h): The installation, replacement and repair of water heaters, including the

(i) CHILLED-WATER PIPING (subclassification C-1i): The fabrication, installation, repair and removal of pipes, pu

subclassification C-1i license to fabricate, install, repair, remove or connect to a chiller.

(j) SYSTEMS TO REPLENISH BREATHING AIR FOR FIREFIGHTERS (subclassification C-1j): The installation, rep

(k) INDUSTRIAL PIPING (subclassification C-1k): The fabrication, installation, repair and removal of pipes and equipm

(Added to NAC by Contractors' Bd., eff. 8-26-83; A 7-2-84; R095-07, 8-26-2008)

The 'C' Classifications are all specialty trades.

The **primary** classification is the bold header '**C-1: Plumbing and Heating Contracting**'

*****All work under this classification can be performed.***

The **subclassifications** are listed under #2 and are identified as:

(a) BOILERS

(b) FIRE SPRINKLERS...

*****You can only perform the specific scope of work in the subclassification if that is what you are applying for.***

LICENSE CLASSIFICATION

NAC 624.270 Classification C-9: Movement of buildings. ([NRS 624.100](#), [624.220](#)) The classification C-9 license may raise, crib, underpin and move buildings and other structures. (Added to NAC by Contractors' Bd., eff. 8-26-83)

NAC 624.280 Classification C-10: Landscape contracting. ([NRS 624.100](#), [624.220](#))

1. The Board will grant to qualified applicants a license in the specialty of landscape contracting
2. A person who holds a classification C-10 license may grade and prepare plots of land for ar install rocks, sand, gravel and other landscape materials that use xeriscape principles, hydroseed by s
3. In conjunction with the work specified in subsection 2, a person who holds a classification (retaining walls to a height not exceeding 3 feet and landscape lighting not exceeding 24 volts.

(Added to NAC by Contractors' Bd., eff. 8-26-83; A 9-13-91; 5-20-92; R209-03, 11-17-2005)

REVISER'S NOTE.

The regulation of the State Contractors' Board filed with the Secretary of State on November 17, 2005 (LCB File No. R209-03), wi "On the effective date of this regulation [November 17, 2005]:

1. A person who holds a subclassification C-10a license that was issued pursuant to the former provisions of paragraph (a) of sub
2. A person who holds a subclassification C-10b license that was issued pursuant to the former provisions of paragraph (b) of sub
3. A person who holds a subclassification C-10c license that was issued pursuant to the former provisions of paragraph (c) of sub

NAC 624.290 Classification C-11: Spraying mixtures containing cement. ([NRS 624.100](#), [624.220](#)) person who holds a classification C-11 license may spray mixtures containing cement, under pressure (Added to NAC by Contractors' Bd., eff. 8-26-83; A 9-13-91)

NAC 624.300 Classification C-13: Using sheet metal. ([NRS 624.100](#), [624.220](#)) The Board license may fabricate and install sheet metal, including, without limitation, cornices, flashings, gutter classification C-13 license to fabricate or install equipment which uses refrigeration as an integral part (Added to NAC by Contractors' Bd., eff. 8-26-83; A by R092-07, 8-26-2008)

Some classifications do not have any subclassification categories.

Therefore, they only serve as a primary license classification.

LICENSE CLASSIFICATION

Applying for Multiple PRIMARY Classifications

- Remember, the primary classification allows you to perform ALL work underneath that license.
- If your work requires more than one primary license, you must submit a separate application for each primary license.

LICENSE CLASSIFICATION

Applying for Multiple SUBCLASSIFICATIONS

- *Remember, a subclassification limits you to performing ONLY the work listed underneath that license.*
- Subclassifications that fall under the same primary classification can be listed together on a single application.
- Subclassifications that fall under different primary classifications must be listed on separate applications for each primary license.

LICENSE CLASSIFICATION

DID YOU KNOW?

- *If you are issued a license for a subclassification, you can broaden the scope of the license to other subclassifications within the primary classification or expand the license to full primary license at any time!*
- Requirements include submitting the **Broadening of Classification** form (\$250 application fee) and all required documentation demonstrating the Trade Qualifier's experience.

PRINCIPALS

The following principals need to be listed on the license application based on your business entity type:

Corporation

All officers listed with the Nevada Secretary of State along with all other elected officers

Sole Proprietor

Individual applying (sole owner)

General Partnership

All partners

Limited Partnership

All general partners

Limited Liability Co.

All managers/members with managing authority

QUALIFIED INDIVIDUALS

MANAGEMENT

Required to take and pass the business and law exam, referred to as the CMS Exam.

TRADE

- Required to take and pass applicable trade-specific exam(s).
- Must demonstrate 4 years of experience within the classification within the last 15 years.
- Experience should be of journeyman, foreman, supervising employee or contractor level.

QUALIFYING EXPERIENCE

Four Certificate of Work Experience Forms & Resume of Experience (attachments B & C)

- Identifies the work experience of the TRADE QUALIFIER. Certificates can include work performed in states outside Nevada.
- Each form must be completed by the person confirming the work performed. *Forms cannot be completed by the trade qualifier themselves.*
 - This may include current/former employers, homeowners, business clients, partners, etc. *Family members are not permitted unless they served as the trade qualifier's employer.*
- Each certificate should detail the work performed as it relates to the classification being applying for.
- Must demonstrate 4 years of experience within the past 15 years.

QUALIFYING EXPERIENCE

Current Master's Certification

- Provide a copy of the certification with your application.

Military Experience and Training

- Contact our Veteran, Military Spouses, and Training program coordinator to see how your military training and experience can be used to meet license experience requirements. ***(775) 850-7814 or (702) 486-1100 ext. 7814***

Educational & Related Training Experience

- Provide documentation regarding completed courses or programs with the application. Staff will review and determine the experience that qualifies.

EXAMINATION REQUIREMENTS



(800) 733-9267

www.PSIexams.com

- **Exams will not be taken until AFTER the application has been submitted.**
- NSCB will issue an exam eligibility letter upon submission of your application, which contains a Candidate ID Number.
- Those required to take an exam will schedule a time to take the test using PSI's website or by calling their office.
- PSI's website will provide the cost of exam(s) and all study/reference materials, which can be accessed at any time.

PSI EXAM REFERENCE MATERIAL

The screenshot shows the PSI Exams Online website. At the top left is the PSI logo and the text 'PSI Exams Online'. Below this is a dark blue bar with the word 'Information' in white. Underneath is a navigation bar with 'Select' and 'Details' separated by a right-pointing arrow. The main content area contains three dropdown menus: 'Select Jurisdiction' with 'Nevada' selected, 'Select Account' with 'NV Contractors' selected, and 'Select Classification' with 'B Classifications' selected. Below these menus is a table with a header 'Classification' and three rows of classification options: 'NV B General Building', 'NV B-2 Res And Sml Comm Gen', and 'NV B-6 Commercial Remodeling Contractor'.

Classification
NV B General Building
NV B-2 Res And Sml Comm Gen
NV B-6 Commercial Remodeling Contractor

ACCESSING EXAM INFORMATION

1. Go to www.nscb.nv.gov – Click the tab “Applying for a License” in the middle/top of the screen.
2. At the bottom of the page, select “Examination Information.”
3. In the “Downloads” box on the right of the screen, select “Candidate Information Bulletins and Exam Content Outlines”
4. You are now on the website pictured on this slide. Complete the drop down menus as demonstrated for you, selecting the classification you are applying for (*as an example, we will be selecting the B-2 classification*).

PSI EXAM REFERENCE MATERIAL

The screenshot shows the PSI Exams Online interface. At the top, there is a navigation bar with the PSI logo and links for Home, FAQs, Contact Us, and PSI Bookstore. Below this is an 'Information' section with a 'Select' button and a 'Details' link. The main content area displays exam information: 'Exam: NV B General Building' and 'Sponsor: NEVADA CONTRACTORS'. A prominent yellow warning box with a red border states: 'This program requires pre-approval before you can sit for the exam. Please follow the instructions listed in your Candidate Information Bulletin or application materials.' To the right of this warning is a red arrow pointing down to a 'Download Candidate Information Bulletin' button. Below the warning is a 'Portions' section with a table listing exam portions: 'B TRADE (180 minutes)' and 'CONTRACT MGMT SURVEY (126 minutes)'. To the right of this table is a red arrow pointing left. Below the portions table is a 'Fee' table with columns for 'Fee' and 'Cost(\$)', listing 'Examination Fee (One Portion)' at 95.00 and 'Examination Fee (Two Portions)' at 140.00. To the right of this table is a red arrow pointing left. Below the fee table is a 'Retake Fee' table with columns for 'Retake Fee' and 'Cost(\$)', listing 'Examination Fee (One Portion)' at 95.00 and 'Examination Fee (Two Portions)' at 140.00. To the right of this table is a red arrow pointing left. On the right side of the page, there is a 'Messages' section with a note about personal items and a link to buy books. Below that is a 'Testing Information' section with links for 'Test Centers' and 'FAQs on registration'. At the bottom right is an 'Information Links' section with a link to the 'Nevada State Contractors Board'. A large red arrow points down from the top of the page towards the 'Download Candidate Information Bulletin' button.

psi PSI Exams Online Home | FAQs | Contact Us | PSI Bookstore

Information

Select → Details

Exam: NV B General Building
Sponsor: NEVADA CONTRACTORS

This program requires pre-approval before you can sit for the exam. Please follow the instructions listed in your Candidate Information Bulletin or application materials.

Portions

Portion
B TRADE (180 minutes)
CONTRACT MGMT SURVEY (126 minutes)

Fee

Fee	Cost(\$)
Examination Fee (One Portion)	95.00
Examination Fee (Two Portions)	140.00

Retake Fee

Retake Fee	Cost(\$)
Examination Fee (One Portion)	95.00
Examination Fee (Two Portions)	140.00

Please click the link below to download the "Candidate Information Bulletin."

Download Candidate Information Bulletin

Messages

- NOTE: NO personal items are to enter the testing center; PSI will not be responsible for any personal items and suggests that you leave them in a safe place of your choosing.
- Click here to buy books, reference, and prep materials at the PSI Online Store!

Testing Information

- Test Centers
- FAQs on registration

Information Links

Nevada State Contractors Board

AFTER SELECTING A CLASSIFICATION

- If you have not received a Candidate ID number, the highlighted message will appear, but you can still access study materials.
- This page will provide you information on exam costs, timeframes to complete the exam(s), as well as information on testing centers near you.
- **TO ACCESS STUDY MATERIALS** – Click on the **“Download Candidate Information Bulletin”**

PSI EXAM REFERENCE MATERIAL

The Candidate Information Bulletin provides the following:

- Examinations by PSI licensure: certification
- Examination Registration and Scheduling Procedures ...
 - Fees and Eligibility.....
 - Internet.....
 - Telephone.....
 - Email.....
 - Standard Mail.....
 - Rescheduling an Examination.....
 - Canceling an Examination.....
 - Missed Appointment or Late Cancellation.....
 - Exam Accommodations.....
 - Emergency Examination Center Closing.....
- Examination Site Locations.....
- Reporting to the Examination Site
- Required Identification.....
- Security Procedures.....
- Taking the Examination by Computer.....
 - Identification Screen.....
 - Tutorial.....
 - Test Question Screen.....
 - Non-Scored Questions.....
 - Examination Review.....
- Score Reporting.....
- Duplicate Score Reports.....
- Tips for Preparing for Your License Examination .
- Reference Sources.....
- Examination Content Outlines.....
- Examination Registration Form.....
- Exam Accommodations.....

B - GENERAL BUILDING

SCOPE OF WORK

A general building contractor is a contractor whose principal contracting business is in connection with the construction or remodeling of buildings or structures for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind, requiring in their construction the use of more than two unrelated building trades or crafts, upon which he is a prime contractor and where the construction or remodeling of a building is the primary purpose. Unless he holds the appropriate specialty license, a general building contractor may only contract to perform specialty contracting if he is a prime contractor on a project. A general building contractor shall not perform specialty contracting in plumbing, electrical, refrigeration and air-conditioning or fire protection without a license for the specialty. A person who exclusively constructs or repairs mobile homes, manufactured homes or commercial coaches is not a general building contractor.

# of Questions	Minimum Passing Score	Time Allowed
80	56	3 Hours

CONTENT OUTLINE

Subject Area	# of Items
Sitework	6
Concrete	12
Masonry	6
Metals	12
Carpentry	7
Thermal and Moisture Protection	9
Doors and Windows	4
Drywall and Finishes	4
Safety	5
Plan Reading and Estimating	12
Nevada One Call	3

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also

Specific exam information is included within this document.

← # of questions, minimum passing score, & time allowed

← # of questions per subject area on the exam

← List of all study reference materials.

LICENSURE BY ENDORSEMENT

Endorsement of trade exam and/or experience requirements**

- Must be actively licensed in participating state for the past 4 years without lapse.
- Must not have had any disciplinary action taken against the license during that time.
- Must have taken and passed equivalent trade exam.

If applicant believes they qualify for endorsement:

- The **Verification of License Form (attachment D)** included in the application must be completed by the agency responsible for the out-of-state license.
- CMS Exam is still required for Management Qualified Individual.

****View the online State Equivalency Chart for current endorsement opportunities.**

LICENSURE BY ENDORSEMENT

Endorsement Opportunities Available if Licensed In:

Alabama

Arizona

California

Connecticut

Florida

Hawaii

Louisiana

New Mexico

North Carolina

South Carolina

Tennessee

West Virginia

NASCLA ACCREDITED EXAMS

Applying for a B or B-2 Classification?

You may qualify for waiver of the trade exam if you have passed the National Association of State Contractor Licensing Agencies (NASCLA) Accredited General Building Exam.

*****Certificates of Work Experience Forms and Resume of Experience will still be required with application*****

REQUIRED DOCUMENTATION

You'll need to purchase and electronically send your transcript to the Nevada State Contractors Board.

APPLICANT DISCLOSURES

**ALL individuals listed on the application
(principals, officers & qualified individuals)
are required to submit the following:**

1. Applicant Background Disclosure Form
2. Fingerprint Background Waiver
3. Copy of valid Driver's License or Government-Issued ID

*****If applying as Sole Proprietor, your spouse will need to complete the Applicant Background Disclosure Form and provide a copy of a valid Driver's License.***

FINGERPRINT REQUIREMENTS

- All persons listed on the license are required to submit fingerprints.
- Instructions on how to obtain the fingerprints will be given after the application has been submitted and reviewed by Board staff.
- **DO NOT submit fingerprints PRIOR TO submitting your application.**

MONETARY LIMIT

What is a Monetary Limit?

The maximum contract value a licensed contractor may undertake on one or more construction contracts on a single construction site or subdivision site for a single client.

Determining Your License Limit

- Consider the average contract value of work you intend to perform, including change orders.
- Contract values cannot exceed the monetary limit of your license.
- The monetary limit you request may not be the limit you qualify for once financial statements are reviewed.

MONETARY LIMIT

DID YOU KNOW?

Upon receiving your contractor's license, you can increase the monetary limit of your license at any time!

Updated financial statements will be required for both options below:

- **Single-Project Limit Increase**
 - *One-time limit increase that applies to a specific project.*
 - *Can be requested up to five times in a 12-month period.*
 - *Must be received by the Board at least 5 working days prior to the bid date.*
- **Permanent Limit Increase**
 - *Permanently increases your license for all future projects.*

FINANCIAL REQUIREMENTS

- Financial Statements Forms are **REQUIRED** for all monetary license limits and must be in U.S. dollars.
- Financial statement requirements are based on the monetary limit of the license.

FINANCIAL REQUIREMENTS

MONETARY LIMITS OF \$10,000 OR LESS

- Current financial statement prepared by an independent certified public accountant; or
- Current financial submitted on a form prescribed by the Board (available at our office or on our website); or
- Current financial prepared using accounting software in accordance with generally accepted accounting principles.

FINANCIAL REQUIREMENTS

MONETARY LIMIT MORE THAN \$10,000 BUT LESS THAN \$50,000

- Compiled financial statement prepared by an independent certified public accountant, current within 6 months from the date the application is received; or
- Reviewed or audited by an independent certified public accountant, current within 1 year from the date the application is received

FINANCIAL REQUIREMENTS

MONETARY LIMITS MORE THAN \$50,000 BUT LESS THAN \$250,000

- Compiled financial statement with full disclosures, prepared by an independent certified public accountant, current within 6 months from the application is received; or
- Reviewed or audited by an independent certified public accountant, current within 1 year from the date the application is received.

FINANCIAL REQUIREMENTS

MONETARY LIMITS OF \$250,000 OR MORE

- Reviewed or audited by an independent certified public accountant, current within 1 year from the date the application is received.

RESIDENTIAL RECOVERY FUND

Contractors performing qualified services on residential properties are required under NRS 624.470 to pay an assessment into the Residential Recovery Fund at the time of licensure and at the time of renewal (every 2 years).

Assessment Based on the Monetary Limit of the License:

Limits of \$1 million or less	\$80
Limits over \$1 million, not unlimited	\$200
Unlimited Limits	\$400

If ONLY performing work on commercial properties, the Recovery Fund assessment is not required.

RESIDENTIAL POOL & SPA

Will you be performing work on residential pools & spas?

Become familiar with the enhanced statutory/regulatory requirements for consumer protection, which can be found under **NRS 624.900-965 & NAC 624.695-697.**

BOND REQUIREMENTS

A License Bond is required for each new license

- Bonds may range in value from \$1,000 to a maximum of \$500,000

Bond requirements are established by the Board based on:

- Type of License
- Monetary Limit
- Financial Responsibility
- Experience

Types of Bonds

- Surety Bond
- Cash Deposit: Yearly service fee of \$100.00

Residential Pool & Spa contractors may also be required to obtain a Consumer Protection Bond as a condition of licensure.

PLEASE NOTE
Failure to maintain the bond after the license is issued will result in suspension of the license.

INDUSTRIAL INSURANCE

Prior to receiving a license, applicants must:

- Provide proof of coverage; OR
- Submit an affidavit of Exemption form

Once the license is issued, you will be required to provide proof of coverage again at the time of each renewal.

INDUSTRIAL INSURANCE INFORMATION

Nevada Division of Industrial Relations

www.dir.nv.gov – (775) 684-7270; (702) 486-9000

REVIEW OF COSTS

- \$300 Non-refundable application fee
- \$600 License fee due at the time the license is issued and every two years after to stay active.

Additional costs may be affiliated with (not an inclusive list):

- Registering your business with the Secretary of State
- Obtaining financial statements
- Taking required exams
- Residential Recovery Fund assessment
- Bond requirements
- Workers' Compensation Insurance requirements

LET'S RECAP!

- Register with the Secretary of State's office!
- Identify the license classification(s) you need & monetary limit.
- Identify the Trade and Management Qualified Individuals for each license.
- Have each person listed on the license complete the Applicant Background Disclosure Form and Fingerprint Background Waiver
- Complete the Financial Statement Form
- Review all information for accuracy and ensure all required areas are signed by the appropriate person!
- Submit your application along with \$300 check payable to NSCB.
- Download study materials from PSI to prepare for the exam (if needed).

HELPFUL RESOURCES

Nevada Small Business Development Center

(800) 240-7094

<https://nevadasbdc.org/>

Nevada Secretary of State

(775) 684-5708

www.nvsilverflume.gov/startBusiness

HELPFUL RESOURCES

PSI Exam Center

(800) 733-9267

www.PSIexams.com

Nevada Division of Industrial Relations (DIR)

(775) 684-7270 – OR – (702) 486-9000

www.dir.nv.gov

IMPORTANT REMINDERS!

- **BE TRUTHFUL** Misrepresentation can be grounds for denial of your license.
- Review application for accuracy and completeness; ensure all documents are signed.
- Applications are processed in the order received; your patience is greatly appreciated!

IMPORTANT REMINDERS!

- Communicate and respond to your license analyst in a timely manner (e-mail preferred).
- Submitting a complete application is the best way to reduce delays in processing.
- **It is unlawful to bid work that requires a license if the proper contractor's license has not been issued to you.**

ACCESSING MATERIALS

REMINDER

<http://www.nvcontractorsboard.com/bap.html>

- *Re-watch a summarized version of today's presentation*
- ***Available for Download:***
 - *Business Assistance Program Power Point Presentation*
 - *Business Assistance Program Reference Guide*
 - *Classification Reference Document*
 - *& Other Supporting Materials!*

QUESTIONS?

If you still have questions, please send us an e-mail and we'll be happy to assist you!

CustomerService@nscb.state.nv.us

702-486-1100 (Southern Nevada)

775-688-1141 (Northern Nevada)