



**Construction Trades Qualifying Board
APPLICATION FOR
PERSONAL CERTIFICATION
RETAKE EXAMINEES**

APPLICATION FEES

PERSONAL APPLICATION FEES

JOURNEYMAN AND MAINTENANCEMAN.....	\$ 240.00
MASTER AND INSTALLER.....	\$ 315.00
BUILDING/BUILDING SPECIALTIES PERSONAL CERTIFICATE.....	\$ 315.00
ENGINEERING PERSONAL CERTIFICATE.....	\$ 315.00

MAKE CHECK PAYABLE TO MIAMI-DADE COUNTY

Refunds may be granted **only** for exam categories under specific circumstances outlined in Section 10-23 of the Code of Miami-Dade County. In those cases where a refund is applicable, there will be a non-refundable processing fee of \$80. Refund requests must be made in writing no later than six months from the exam date. Original receipt must be presented for a refund.

APPLICATION SUBMITTAL

Return this application and all supporting documents by mail to the Miami-Dade County Building Code Compliance Office, Contractor Licensing, 140 W. Flagler Street, Suite 1603, Miami, FL 33130-1563. You may also hand deliver documents to Contractor Licensing located on the 16th floor of the same building. If you have questions, please contact one of the following Contractor Licensing staff at (305) 375-2901.

Licensing Clerk
Licensing Clerk
Licensing Clerk
Licensing Clerk
Licensing Clerk
Supervisor

Valease Spann
Lourdes Maytin
Karen Jackson
DaShawn Williams
Rafaela Castellon
Shirley Brown

*For Engineering categories, return application and all supporting documents to the Public Works Department at 111 NW 1st Street, Suite 1510, Miami, FL 33128. For further information call (305) 375-2705.

FILING DATE

All licensing categories requiring an exam must be reviewed and approved by the Contractor Enforcement Section and the Construction Trades Qualifying Board prior to taking an exam. The completed application along with the supporting documents as required with the fee must be received at least thirty (30) calendar days before the next scheduled CTQB meeting. A notice will be sent to the applicant indicating the date, time and location of the requested examination at least 10 days prior to the next scheduled exam.



Construction Trades Qualifying Board

BUILDING AND NEIGHBORHOOD COMPLIANCE DEPARTMENT
11805 S.W. 26 Street, Room 207
Miami, FL 33175-2474

SECTION A: to be filled out by individual that is filing for a PERSONAL CERTIFICATION

PLEASE TYPE OR PRINT (must be legible). An answer must be provided for each question. If a question does not apply indicate "N/A".
For retakes, complete 1 through 8.

Trade and category applying for _____

If exam category, provide exam date _____

1. Name _____ Social Security No. _____
Phone: Home _____ Work _____ Pager or Cellular _____
Fax: _____ Email Address: _____
Address _____ City _____ State _____ Zip Code _____
Driver's License No. _____ Place of Birth _____ Date of Birth _____ Age _____
2. Number of years working in trade applied for: _____ Yrs. as a Trainee: _____ Yrs. as Journeyman: _____
3. If applying for a MASTER examination and the prerequisite is a Miami-Dade County Journeyman certification, when did you pass the Journeyman examination? _____
4. Have you previously taken an examination in Miami-Dade County in the category you are now applying for? Yes _____ No _____
If Yes, when? _____
5. Were you previously denied in Miami-Dade County to take an examination? If yes, in which category and for which exam date?
Category _____ Exam date _____
6. As a condition of this application, you will be responsible for becoming familiar with and abiding by the requirements of Chapter 10 of the Code of Miami-Dade County. Have you read Chapter 10 of the Code of Miami-Dade County? Yes _____ No _____
7. Do you hold a certificate/license in any of the construction trades issued by any county or state board? Yes _____ No _____
If yes, attach copy.

Part A
(TECH. PART)

Part B
(BUSINESS PART)

Part A & B

JOURNEYMAN

SPANISH

TRADE EXPERIENCE

8. List below your complete trade experience related to the category for which you are applying. Be accurate and detailed since this information will be verified. If additional space is needed please use back of this page.
(CURRENT EMPLOYER)

					DATE	
Company	Street	City	State	Zip	FROM: Month/Yr.	TO: Month/Yr.

In what capacity did you work, or what did you do?

I certify that the above described work and experience recorded represents to the best of my knowledge all information relative to the scope of work and category for which I am applying. I further certify that all supporting documentation submitted with this application is true and accurate. I understand that an issuance of a personal certificate does not permit me to act as a contractor in the trade concerned and in order to work in the trade I must be employed by a licensed contractor. I realize that if I do contract without a contractor's business certificate of competency, I will face the possibility of receiving a fine of up to \$5,000 on each count and my personal certificate could be suspended or revoked by the Miami-Dade County Construction Trades Qualifying Board. I understand that refunds may be granted **only** for exam categories under specific circumstances outlined in Section 10-23 of the Code of Miami-Dade County and include a non-refundable process fee of \$80.

X _____
Applicant's Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced a _____ as identification and who did / did not take an oath.

NOTARY PUBLIC

FOR DEPARTMENT USE ONLY

Fee _____ Process No. _____ Clerk _____ Date _____

Is this application for a late renewal (missed more than two consecutive renewal periods) of a personal certificate?
Yes _____ No _____

Special Exam Provisions: _____ Applicant Initials: _____ Date: _____

Notes _____

Review of PERSONAL APPLICATION

Approved

Rejected

Board Appearance Required

FOR CTQB USE ONLY

APPROVED REJECTED

Special instructions/comments from CTQB _____

By: _____
CTQB Member (Signature)

Date: _____

(Print Name)
