



ARIZONA REGISTRAR OF CONTRACTORS



1700 W. Washington St., Suite 105 • Phoenix AZ 85007-2812 • 602-542-1525 • AZ Toll Free 877-692-9762 • Fax 602-542-1599

Douglas A Ducey, Governor

Jeff Fleetham, Director

PROJECT/EXPERIENCE VERIFICATION INSTRUCTIONS

A.R.S. § 32-1122(F) requires a qualifying party have a minimum number of years' experience with the type of construction performed by the license for which the applicant is applying. The registrar may waive the work experience documentation if the qualifying party is currently, or has previously been, a qualifying party for the applicable license classification within the preceding five years.

The ROC verifies experience by applicants submitting documentation of (a) project experience, and (b) employment experience.

General Information

- Providing proof of adequate experience ensures a timely review of the application. Inadequate project or experience verifications may result in the ROC being unable to confirm the required experience, and a delay of your license application until the required information is received.
- Family members should not be used as verifiers.
- The qualifying party's portion of the verification forms should be completed prior to sending the forms to individuals providing verification.
- Forms should not be altered after the verification is completed. Modified forms may be rejected.
- The ROC may contact individuals verifying the experience.
- A separate form should be submitted for each project and for each person verifying experience. Additional forms are available on the ROC website at http://www.azroc.gov/1_Forms.html.
- Type or print legibly in black or blue ink.

Instructions

Refer to the License Classification Requirements for the number of projects and number of years' experience required for each license classification.

Project Verifications

- Complete and submit the number of Project Verification Forms required for the license classification being sought (please provide the new and/or maintenance projects noted).
- The projects submitted should span the number of years of the experience required for the license classification being sought.

Experience Verifications

- Complete and submit Experience Verification Forms spanning the number of years of the experience required for the license classification being sought.
- Provide proof of employment history (e.g. copies of W-2's, 1099s, etc.).
- Technical training, diplomas and/or certifications may be submitted to substantiate experience.

Project and Experience Verification Forms for applicants applying for General Contracting license classifications should demonstrate experience for the full scope of the license (including construction that the general contractor can perform or subcontract to a licensed specialty contractor).

Project Verification Form

Mail To: Registrar of Contractors
P.O. Box 6688
Phoenix, AZ 85005-6688



Part 1: Information to be Completed by the Qualifying Party

Qualifying Party's Name (Last, First, Middle)		Project Name	
Project Address		City	State Zip
Date Project Began	Date Project Ended	Project Size (e.g. building size, lot size)	Project Contract Price

Instructions for Person Providing Verification:

1. Complete the information requested below (including having your signature notarized).
2. Return this Project Verification Form to the qualifying party.

Part 2: Information to be Completed by Person Providing Verification

Verifier's Name (Last, First, Middle)			
Verifier's Mailing Address		City	State Zip
Verifier's Phone Number	Verifier's Email		Verifier's Fax
Verifier's Role for this Project			
<input type="checkbox"/>	Journeyman	<input type="checkbox"/>	Superintendent
<input type="checkbox"/>	Foreman	<input type="checkbox"/>	Property Owner
Contractor (list license # and classification)			
Other (please describe):			
Qualifying Party's Duties on this Project			
<i>I certify that I have direct knowledge of this qualifying party's work covering the time period outlined above. I certify that I have reviewed the entire contents of this verification form and the information provided is true and accurate. I understand that providing false information is a violation of the Arizona Criminal Code in Arizona Revised Statutes, Title 13, Chapter 27.</i>			
Printed Name		Signature	Date

Subscribed and sworn to me on the ____ day of _____, 20__ [Notary Seal]

Notary Public

Experience Verification Form

Mail To: Registrar of Contractors
P.O. Box 6688
Phoenix, AZ 85005-6688



Part 1: Information to be Completed by the Qualifying Party

Qualifying Party's Name (Last, First, Middle)		Business Name of Employer				
State Where Employer is Licensed		Employer's Contractor License Number		Employer's License Classification		
Employer's Mailing Address		City		State	Zip	
Date Employment Began		Date Employment Ended		Duration of Employment (Years / Months)		
				Average Hours Worked Each Week		
Verifying Person Was My		Positions Held by Qualifying Party With this Employer				
<input type="checkbox"/>	Employer	<input type="checkbox"/>	Apprentice	Duration (Years / Months)	Projects #	Size of Projects (From / To)
<input type="checkbox"/>	Project Manager	<input type="checkbox"/>	Journeyman	Duration (Years / Months)	Projects #	Size of Projects (From / To)
<input type="checkbox"/>	Foreman / Supervisor	<input type="checkbox"/>	Foreman	Duration (Years / Months)	Projects #	Size of Projects (From / To)
<input type="checkbox"/>	Employee	<input type="checkbox"/>	Superintendent	Duration (Years / Months)	Projects #	Size of Projects (From / To)
<input type="checkbox"/>	Client / Customer	<input type="checkbox"/>	Project Manager	Duration (Years / Months)	Projects #	Size of Projects (From / To)
	Other (please describe):		Other (please describe):	Duration (Years / Months)	Projects #	Size of Projects (From / To)
Description of main duties:						

Instructions for Person Providing Verification:

1. Complete the information requested below (including having your signature notarized).
2. Return this Experience Verification Form to the qualifying party.

Part 2: Information to be Completed by Person Providing Verification

Verifier's Mailing Address		City		State	Zip
Verifier's Phone Number		Verifier's Email		Verifier's Fax	
<i>I certify that I have direct knowledge of this qualifying party's work covering the time period outlined above. I certify that I have reviewed the entire contents of this verification form and the information provided is true and accurate. I understand that providing false information is a violation of the Arizona Criminal Code in Arizona Revised Statutes, Title 13, Chapter 27.</i>					
Printed Name		Signature		Date	

Subscribed and sworn to me on the _____ day of _____, 20____ [Notary Seal]

Notary Public

Engineering Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
A-	General Engineering	4	5 new 5 maintenance	4	B, T	
A-4	Drilling	4	5 new 5 maintenance	4	B, W	
A-5	Excavating, Grading and Oil Surfacing	4	5 new 5 maintenance	4	B	
A-7	Piers and Foundations	4	5 new 5 maintenance	4	B, T	
A-9	Swimming Pools	4	5 new 5 maintenance	4	B, T	
A-11	Steel and Aluminum Erection	4	5 new 5 maintenance	4	B, T	
A-12	Sewers, Drains and Pipe Laying	4	5 new 5 maintenance	4	B, T	
A-14	Asphalt Paving	4	5 new 5 maintenance	4	B	
A-15	Seal Coating	2	5 new 5 maintenance	2	B	
A-16	Waterworks	4	5 new 5 maintenance	4	B, T, W	
A-17	Electrical and Transmission Lines	4	5 new 5 maintenance	4	B, T	
A-19	Swimming Pools, Including Solar	4	5 new 5 maintenance	4	B, T, S	Yes

General Commercial Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
B-1	General Commercial Contracting	4	5 new 5 maintenance (over \$250K)	4	B, T	
B-2	General Small Commercial Contracting	4	5 new 5 maintenance	4	B, T	

Specialty Commercial Contracting

Required years of experience must be at Journeyman level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
C-4	Boilers, Steamfitting and Process Piping	4	7 new 8 maintenance	4	B, T	
C-6	Swimming Pool Service and Repair	1	15 maintenance	1	B	
C-9	Concrete	4	7 new 8 maintenance	4	B, T	
C-11	Electrical	4	7 new 8 maintenance	4	B, T	
C-16	Fire Protection Systems	4	7 new 8 maintenance	4	B, T	
C-27	Lightweight Partitions	2	5 new 5 maintenance	2	B	
C-37	Plumbing	4	7 new 8 maintenance	4	B, T	
C-39	Air Conditioning and Refrigeration	4	7 new 8 maintenance	4	B, T	
C-49	Refrigeration	4	7 new 8 maintenance	4	B, T	
C-53	Water Well Drilling	2	5 new 5 maintenance	2	B, W	
C-58	Comfort Heating, Ventilating, Evaporative Cooling	2	5 new 5 maintenance	2	B, T	
C-74	Boilers, Steamfitting and Process Piping, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
C-77	Plumbing Including Solar	4	10 new 5 solar	4	B, T, S	Yes

C-78	Solar Plumbing Liquid Systems Only	2	5 new 5 solar	2	B, T, S	Yes
C-79	Air Conditioning and Refrigeration, Including Solar	4	10 new 5 solar	4	B, T, S	Yes

General Residential Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
B-	General Residential Contractor	4	5 new 5 maintenance	4	B, T	
B-3	General Remodeling and Repair Contractor	4	10 (over \$25K)	4	B, T	
B-4	General Residential Engineering Contractor	4	5 new 5 maintenance	4	B, T	
B-5	General Swimming Pool Contractor	4	25 new pools	4	B, T	
B-6	General Swimming Pool Contractor, Including Solar	4	25 new pools 5 solar	4	B, T, S	Yes
B-10	Pre-Manufactured Spas and Hot Tubs	2	5 new 5 maintenance	2	B	

Specialty Residential Contracting

Required years of experience must be at Journeyman level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
R-2	Excavating, Grading and Oil Surfacing	2	7 new 8 maintenance	2	B	
R-4	Boilers, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
R-4R	Boilers	4	7 new 8 maintenance	4	B, T	
R-6	Swimming Pool Service and Repair	1	15 maintenance	1	B	
R-9	Concrete	4	7 new 8 maintenance	4	B, T	
R-11	Electrical	4	7 new 8 maintenance	4	B, T	
R-13	Asphalt Paving	4	5 new 5 maintenance	4	B	
R-16	Fire Protection	4	7 new 8 maintenance	4	B, T	
R-17	Structural Steel and Aluminum	4	5 new 5 maintenance	4	B, T	
R-22	House Moving	4	15	4	B	
R-37	Plumbing, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
R-37R	Plumbing	4	7 new 8 maintenance	4	B, T	
R-39	Air Conditioning and Refrigeration, Including Solar	4	10 new 5 solar	4	B, T, S	Yes
R-39R	Air Conditioning and Refrigeration	4	7 new 8 maintenance	4	B, T	
R-53	Drilling	2	5 new 5 maintenance	2	B, W	
R-62	Minor Home Improvements	0	0	0	B	

General Dual Engineering Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
KA-	Dual Engineering	4	5 new 5 maintenance	4	B, T	
KA-5	Dual Swimming Pool Contractor	4	25 new	4	B, T	
KA-6	Dual Swimming Pool Contractor Including Solar	4	25 new pools 5 solar	4	B, T, S	Yes

General Dual License Contracting

Required years of experience must be at Superintendent level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
KB-1	Dual Building Contractor	4	5 new 5 maintenance (over \$250K)	4	B, T	
KB-2	Dual Residential and Small Commercial	4	5 new 5 maintenance	4	B, T	

Specialty Dual License Contracting

Required years of experience must be at Journeyman level or above.

Classification and Description		Minimum Years of Experience	Verified Number of Projects	Years of W-2s	Exam(s)	Solar Warranty Required
CR-1	Acoustical Systems	2	5 new 5 maintenance	2	B	
CR-2	Excavating, Grading and Oil Surfacing	3	7 new 8 maintenance	3	B	
CR-3	Awnings, Canopies, Carports and Patio Covers	2	5 new 5 maintenance	2	B	
CR-4	Boilers, Steamfitting and Process Piping	4	7 new 8 maintenance	4	B, T	
CR-6	Swimming Pool Service and Repair	1	15 maintenance	1	B	
CR-7	Carpentry	4	7 new 8 maintenance	4	B, T	
CR-8	Floor Covering	2	5 new 5 maintenance	2	B, T	
CR-9	Concrete	4	7 new 8 maintenance	4	B, T	
CR-10	Drywall	2	5 new 5 maintenance	2	B	
CR-11	Electrical	4	7 new 8 maintenance	4	B, T	
CR-12	Elevators	4	7 new 8 maintenance	4	B, T	
CR-14	Fencing	3	7 new 8 maintenance	3	B	
CR-15	Blasting	4	5 new 5 maintenance	4	B, T	
CR-16	Fire Protection Systems	4	7 new 8 maintenance	4	B, T	
CR-17	Steel and Aluminum Erection	4	5 new 5 maintenance	4	B, T	
CR-21	Landscaping and Irrigation Systems	4	5 new 5 maintenance	4	B, T	
CR-24	Ornamental Metals	2	5 new 5 maintenance	2	B	
CR-29	Machinery (As restricted by Registrar)	2	5 new 5 maintenance	2	B	
CR-31	Masonry	4	7 new 8 maintenance	4	B, T	
CR-34	Painting and Wall Covering	2	5 new 5 maintenance	2	B, T	
CR-36	Plastering	3	7 new 8 maintenance	3	B	
CR-37	Plumbing	4	7 new 8 maintenance	4	B, T	
CR-38	Signs	3	7 new 8 maintenance	3	B	
CR-39	Air Conditioning, Refrigeration and Heating	4	7 new 8 maintenance	4	B, T	
CR-40	Insulation	2	5 new 5 maintenance	2	B	
CR-41	Septic Tanks and Systems	3	7 new 8 maintenance	3	B, T	
CR-42	Roofing	4	7 new 8 maintenance	4	B, T	
CR-45	Sheet Metal	2	5 new 5 maintenance	2	B	
CR-48	Ceramic, Plastic and Metal Tile	3	7 new 8 maintenance	3	B, T	

CR-53	Water Well Drilling	2	5 new 5 maintenance	2	B, W	
CR-54	Water Conditioning Equipment	2	5 new 5 maintenance	2	B	
CR-56	Welding	2	5 new 5 maintenance	2	B	
CR-57	Wrecking	3	7 new 8 maintenance	3	B	
CR-58	Comfort Heating, Ventilating, Evaporative Cooling	2	5 new 5 maintenance	2	B, T	
CR-60	Finish Carpentry	2	5 new 5 maintenance	2	B	
CR-61	Carpentry, Remodeling and Repairs	4	15 maintenance	4	B, T	
CR-62	Reinforcing Bar and Wire Mesh	4	7 new 8 maintenance	4	B, T	
CR-63	Appliances	2	5 new 5 maintenance	2	B	
CR-65	Glazing	3	7 new 8 maintenance	3	B, T	
CR-66	Seal Coating	2	7 new 8 maintenance	2	B	
CR-67	Low Voltage Communication Systems	2	5 new 5 maintenance	2	B, T	
CR-69	Asphalt Paving	4	5 new 5 maintenance	4	B	
CR-74	Boilers, Steamfitting and Process Piping, including Solar	4	10 new 5 solar	4	B, T, S	Yes
CR-77	Plumbing including Solar	4	10 new 5 solar	4	B, T, S	Yes
CR-78	Solar Plumbing Liquid Systems Only	2	5 new (solar) 5 maintenance (solar)	2	B, T, S	Yes
CR-79	Air Conditioning and Refrigeration including Solar	4	10 new 5 solar	4	B, T, S	Yes
CR-80	Sewers, Drains and Pipe Laying	4	5 new 5 maintenance	4	B, T	