

18 VAC 50-22-100. Fees.

Each check or money order shall be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable. In the event that a check, money draft or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus the additional processing charge specified below:

| Fee Type | When Due | Amount Due |
|------------------------------------|--|-------------------------------|
| Class C Initial License | with license application | \$65 <u>\$125</u> |
| Class B Initial License | with license application | \$85 <u>\$150</u> |
| Class A Initial License | with license application | \$100 <u>\$175</u> |
| Declaration of Designated Employee | with license application | \$25 <u>\$30</u> |
| Qualified Individual Exam Fee | with exam application | \$20 |
| Class B Exam Fee | with exam application (\$20 per section) | \$40 |
| Class A Exam Fee | with exam application (\$20 per section) | \$60 |
| Water Well Exam | with exam application | \$40 |
| Dishonored Check Fee | with replacement check | \$25 |

Note: A \$25 Recovery Fund assessment is also required with each initial license application. If the applicant does not meet all requirements and does not become licensed, this assessment will be refunded. The examination fees approved by the board but administered by another governmental agency or organization shall be determined by that agency or organization.

PART III.

RENEWAL.

18 VAC 50-22-140. Renewal fees.

Each check or money order should be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable.

In the event that a check, money draft, or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus the additional processing charge specified below:

| Fee Type | When Due | Amount Due |
|----------------------|--------------------------|-------------------------------|
| Class C Renewal | with renewal application | \$ 50 <u>\$100</u> |
| Class B Renewal | with renewal application | \$ 70 <u>\$135</u> |
| Class A Renewal | with renewal application | \$ 90 <u>\$150</u> |
| Dishonored Check Fee | with replacement check | \$ 25 |

The date on which the renewal fee is received by the Department of Professional and Occupational Regulation or its agent shall determine whether the licensee is eligible for renewal or must apply for reinstatement.

PART IV.

REINSTATEMENT.

18 VAC 50-22-170. Reinstatement fees.

Each check or money order should be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable. In the event that a check, money draft, or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus the additional processing charge specified below:

| Fee type | When Due | Amount Due |
|-----------------------|--------------------------------|---------------------------------|
| Class C Reinstatement | with reinstatement application | \$140 <u>\$225</u> * |
| Class B Reinstatement | with reinstatement application | \$170 <u>\$285</u> * |
| Class A Reinstatement | with reinstatement application | \$190 <u>\$325</u> * |
| Dishonored Check Fee | with replacement check | \$ 25 |

* Includes renewal fee listed in 18 VAC 50-22-140.

The date on which the reinstatement fee is received by the Department of Professional and Occupational Regulation or its agent shall determine whether the licensee is eligible for reinstatement or must apply for a new license and meet the entry requirements in place at the time of that application. In order to ensure that licensees are qualified to practice as contractors, no reinstatement will be permitted once six months from the expiration date of the license has passed.

18 VAC 50-22-250. Fees.

Each check or money order should be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable. In the event that a check, money draft, or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus the additional processing charge specified below:

| Fee Type | When Due | Amount Due |
|---|---------------------------|-----------------------------|
| Change of Designated Employee | with change form | \$25 <u>\$30</u> |
| Change of Qualified Individual | with change form | \$25 <u>\$30</u> |
| Addition of Classification or Specialty | with addition application | \$25 <u>\$30</u> |
| Dishonored Check Fee | with replacement check | \$25 |

18 VAC 50-30-90. Fees for licensure, certification and examination.

A. Each check or money order shall be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable and the date of receipt by the department or its agent is the date that will be used to determine whether or not it is on time. Fees remain active for a

period of one year from the date of receipt and all applications must be completed within that time frame.

B. In the event that a check, money draft or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus the additional processing charge of \$25.

C. Tradesman license - original fee - by examination. The fee for an initial tradesman license shall be ~~\$40~~ \$75.

D. Tradesman license - original fee - without an examination, through successful completion of an appropriate apprenticeship program offered through the Virginia Voluntary Apprenticeship Act. The fee for an initial tradesman license shall be ~~\$40~~ \$75.

E. Commencing July 1, 1995, the Department of Professional and Occupational Regulation will institute a program of issuing tradesmen's cards. Those tradesmen who hold valid tradesmen cards issued by local governing bodies prior to July 1, 1978, or by the Department of Housing and Community Development prior to July 1, 1995, must replace the old cards with new cards issued by the Board for Contractors.

In order to obtain the tradesman card issued by the Board for Contractors, the individual must use the current application form provided by the Department of Professional and Occupational Regulation. The fee for card exchange application and processing is ~~\$10~~ \$20. As a matter of administrative necessity, the department will assign expiration dates in a manner that will stagger renewals for these applicants. Once the initial period ends, all renewals will be for a period of 24 months.

F. Commencing July 1, 1998, the Department of Professional and Occupational Regulation

will institute a voluntary program of issuing backflow prevention device worker certification cards. Those individuals who hold valid backflow prevention device worker certifications issued by local governing bodies or the Virginia Department of Health prior to that date may replace those cards with new cards issued by the board.

In order to obtain the backflow prevention device worker certification card issued by the board, the individual must use the current application form provided by the department. The fee for the card exchange application and processing is ~~\$10~~\$20. The term of certification will be for a period of 24 months.

G. Backflow prevention device worker certification through the "grandfather" clause of § 54.1-1131.B.2. of the **Code of Virginia** expired on July 1, 1999. ~~The fee for an initial certification shall be \$40.~~

H. Commencing on the effective date of the Board's final regulations, the Department of Professional and Occupational Regulation will add the trades of liquefied petroleum gas fitter and natural gas fitter provider to the trades regulated by the Board for Contractors. The fee for the initial licensure shall be ~~\$40~~\$75.

18 VAC 50-30-100. Fees for examinations.

The examination fee shall consist of the administration expenses of the department resulting from the board's examination procedures and contract charges. Exam service contracts shall be established through competitive negotiation, in compliance with the Virginia Public Procurement Act (§ 11-35 et seq. of the **Code of Virginia**). The current examination shall not exceed a cost of \$100 for the journeyman's exam and \$125 for the master's exam for any of the trades or \$100 for the backflow prevention device worker exam.

18 VAC 50-30-110. Fees for duplicate cards.

The fee for a duplicate card shall be as follows:

| | |
|----------------|---|
| First request | \$10 <u>\$30</u> |
| Second request | \$20 <u>\$30</u> |
| Third request | \$40 <u>\$45</u> and a report sent to the Enforcement Section. |

Any request for the issuance of such a card must be in writing to the board.

PART III.

RENEWAL AND REINSTATEMENT.

18 VAC 50-30-120. Renewal.

A. Tradesman licenses or backflow prevention device worker certification cards issued under this chapter shall expire two years from the last day of the month in which they were issued, as indicated on the tradesman license or the backflow prevention device worker certification card.

B. The fee for renewal of a tradesman license is ~~\$25~~\$35. The fee for renewal of a backflow prevention device worker certification card is ~~\$25~~\$35. All fees required by the board are non-refundable and shall not be prorated.

The board will mail a renewal notice to the regulant outlining procedures for renewal. Failure to receive this notice, however, shall not relieve the regulant of the obligation to renew. If the regulant fails to receive the renewal notice, a photocopy of the tradesman license or backflow prevention device worker certification card may be submitted with the required fee as an application for renewal within 30 days of the expiration date.

The date on which the renewal fee is received by the department or its agent will determine whether the regulant is eligible for renewal or required to apply for reinstatement.

The board may deny renewal of a tradesman license or of a backflow prevention device

worker certification card for the same reasons as it may refuse initial issuance or to discipline a regulant. The regulant has a right to appeal any such action by the board under the Virginia Administrative Process Act (§ 9-6.14:4.1 et seq. of the **Code of Virginia**).

Failure to timely pay any monetary penalty, reimbursement of cost, or other fee assessed by consent order or final order shall result in delaying or withholding services provided by the department, such as, but not limited to, renewal, reinstatement, processing of a new application, or exam administration.

18 VAC 50-30-130. Reinstatement.

A. Should the Department of Professional & Occupational Regulation fail to receive the renewal application or fees within 30 days of the expiration date, the regulant will be required to reinstate the tradesman license or backflow prevention device worker certification card.

B. The fee for reinstatement of a tradesman license (all designations) is ~~\$50~~\$75 (this is in addition to the ~~\$25~~\$35 renewal fee, which makes the total fee for reinstatement ~~\$75~~\$110). The reinstatement fee for a backflow prevention device worker certification card is ~~\$50~~\$75 (this is in addition to the ~~\$25~~\$35 renewal fee, which makes the total reinstatement fee ~~\$75~~\$110). All fees required by the board are non-refundable and shall not be prorated.

Applicants for reinstatement shall meet the requirements of 18 VAC 50-30-30.

The date on which the reinstatement fee is received by the department or its agent will determine whether the license or certification card is reinstated or a new application is required.

In order to ensure that license or certification card holders are qualified to practice as tradesmen or backflow prevention device workers, no reinstatement will be permitted once one year from the expiration date has passed. After that date the applicant must apply for a new tradesman license or backflow prevention device worker certification card and meet the then

current entry requirements.

Any tradesman activity conducted subsequent to the expiration of the license may constitute unlicensed activity and may be subject to prosecution under § 54.1 of the **Code of Virginia**. Further, any person who holds himself out as a certified backflow prevention device worker, as defined in § 54.1-1128 of the **Code of Virginia**, without the appropriate certification, may be subject to prosecution under Title 54.1 of the **Code of Virginia**.

C. The board may deny reinstatement of a tradesman license or a backflow prevention device worker certification card for the same reasons as it may refuse initial issuance or to discipline a regulant. The regulant has a right to appeal any such action by the board under the Virginia Administrative Process Act (§ 9-6.14:1 et seq. of the **Code of Virginia**).

Failure to timely pay any monetary penalty, reimbursement of cost, or other fee assessed by consent order or final order shall result in delaying or withholding services provided by the department, such as, but not limited to, renewal, reinstatement, processing of a new application, or exam administration.

18 VAC 50-30-140. Status of regulant during the period prior to reinstatement.

A. When a regulant is reinstated, the individual shall continue to have the same number and shall be assigned an expiration date two years from the previous expiration date.

B. A regulant who reinstates his tradesman license or backflow prevention device worker certification card shall be regarded as having been continuously licensed or certified without interruption. Therefore, the regulant shall remain under the disciplinary authority of the board during this entire period and may be held accountable for his activities during this period. Nothing in this chapter shall divest the board of its authority to discipline a regulant for a violation of the law or regulations during the period of licensure or certification.

PART IV.

STANDARDS OF PRACTICE.

18 VAC 50-30-150. Changes, additions, or deletions to trade designations.

A regulant may change a designation or obtain additional designations by demonstrating, on a form provided by the board, acceptable evidence of experience, and examination if appropriate, in the designation sought. The experience, and successful completion of examinations, must be demonstrated by meeting the requirements found in **Part II** (18 VAC 50-30-20 et seq.) of this chapter.

The fee for each change or addition is ~~\$25~~\$30. All fees required by the board are non-refundable.

While a regulant may have multiple trade designations on his license, the renewal date will be based upon the date the card was originally issued to the individual by the board, not the date of the most recent trade designation addition.

If a regulant is seeking to delete a designation, then the individual must provide a signed statement listing the designation to be deleted. There is no fee for the deletion of a designation. If the regulant only has one trade or level designation, the deletion of that designation will result in the termination of the license.

Department of Professional and Occupational Regulation

FINAL – BOARD FOR CONTRACTORS REGULATIONS & BOARD FOR
CONTRACTORS TRADESMAN REGULATIONS

I certify that this regulation is full, true, and correctly dated.

Eric L. Olson, Assistant Director

Department of Professional and Occupational Regulation

Date: _____

