Questions and Responses from the Virginia Board for Contractors

1. How can I contact the Board for Contractors to get information?

Virginia Board for Contractors
3600 West Broad Street, 4th Floor
Richmond, VA 23230
804-367-8511 (Phone)
804-367-0674 (Fax)
contractor@dpor.virginia.gov (E-mail)
http://www.dpor.virginia.gov/dporweb/con_main.cfm (Website)

2. Who is supposed to take this class?

Effective August 21, 2006, the Designated Employee or one member of the Responsible Management for all contractors applying for licensure of a business entity that is not currently licensed must provide documentation of successful completion of an eight-hour contractor prelicense business class approved by the Board for Contractors.

3. What is the difference between Class A, B and C licenses?

The three contractor business license classes (A,B,C) set the limits for individual contract and annual aggregate dollar amounts performed by licensed contractors. Each license class has unique eligibility requirements per the Code of Virginia and the Board for Contractors Regulations. Class A and B Contractors have testing requirements.

Class A contractors perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is $120,000 or more, or (ii) the total value of all contracts in one year is $750,000 or more.

Class B contractors perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is $7,500 or more, but less than $120,000, or (ii) the total value of all contracts in one year is $150,000 or more, but less than $750,000.

Class C contractors perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is
over $1,000 but less than $7,500, or (ii) the total value of all contracts in one year is less than $150,000.

Note: Landscape Irrigation and Water Well contractors must be licensed as a Class A, Class B or Class C contractor regardless of the dollar amount of the project or contract.

4. Can someone pass the licensing exam with no knowledge of construction?

All business entities seeking a Class A or a Class B Contractor license must declare a Designated Employee who (1) is a full-time employee or one of the business’ Responsible Managers (see Part I of the Board for Contractors Regulations); (2) is at least 18 years of age; and (3) has successfully completed the Board’s licensing examination requirements.

The Designated Employee examination tests general business knowledge, knowledge of the laws and regulations governing contractors in Virginia, and knowledge of the Virginia Uniform Statewide Building Code. To include the Building (BLD) specialty classification on the license, the Building examination is required which also tests knowledge of the International Residential Code. Examinations are open-book and books may be permanently tabbed prior to the examination. Content areas and test references are listed in the Candidate Information Bulletin provided by the Board’s testing service, Psychological Services, Inc (PSI), who can be contacted at 1-800-733-9267 or at www.psiexams.com.

5. What will taking this class do for me?

Completing the contractor prelicense business class will meet one of the prerequisites for receiving a Virginia Board for Contractors Business License.

6. I am a painter. Do I need to take the class?

Any painter in Virginia who performs any single contracting job for $1000 or more needs a Virginia Board for Contractors Business License, and, therefore, needs to complete the contractor prelicense business class as a condition for licensure.

7. I have been in business for 10 years. Why am I required to take this class to renew my license?

Contractor businesses that renew their licenses are not required to take the contractor prelicense business class. Only the Responsible Manager or Designated Employee of a new contractor business entity is required to take this class.
8. How do I know if I am the right person from my company to take this class? Who in my company should take this class?

Either the Designated Employee (For Class A or B Contractor Business Licenses) or one member of the Responsible Management (For Class A, B or C Contractor Business Licenses) must complete the contractor prelicense business class as a condition for licensure.


   a. If I complete this class successfully, does that mean that I have my license?

   No. Completing the contractor prelicense business class is only one of the entry requirements for obtaining a Virginia Contractor Business License. Please review the “Entry” Section of the Board for Contractors Regulations and the Contractor Business License Application for a listing of all the requirements to obtain a Virginia Contractor Business License.

   b. What is the process for applying for a Contractor’s License?

   Please review the “Entry” Section of the Board for Contractors Regulations and the Contractor Business License Application for instructions on the process for applying for a Virginia Contractor Business License. Please contact the Board for Contractors staff at 804-367-8511 or go to the Board’s website at http://www.dpor.virginia.gov/dporweb/con_main.cfm if you have specific questions regarding the license application process.

   c. Where do I take the licensing exam? Where is the closest licensing center?

   The licensing examination is offered in the Central, Northern Virginia, Tidewater and Western regions of the state. It is also offered in Johnson City, Tennessee. Candidates for the examination should contact the Board’s testing service, PSI, at 1-800-733-9267 or at www.psiexams.com The Candidate Information Bulletin which is available on the PSI web site contains the necessary examination information and application.

   d. Where do I sign up for the licensing exam?

   Candidates for the examination should contact the Board’s testing service, PSI, at 1-800-733-9267 or at www.psiexams.com to obtain the necessary examination information to register for the licensing examination.

   e. How long does the licensing exam last?
The examination consists of as many as four portions depending on the license and/or specialty sought by the applicant:

Virginia Portion (Class A or B) - 48 minutes
General Portion (Class A or B) - 100 minutes
Advanced Portion (Class A) - 60 minutes
Building (Class A or B license) - 160 minutes

f. What is the cost of the licensing exam?

Any One portion - $35
Any Two portions - $65
Any Three portions - $75
All Four portions - $85

g. Is the licensing exam offered in Spanish? If not, can I take an interpreter to the exam?

The licensing exam is offered in English only. For examination security reasons, the Board for Contractors does not allow interpreters or foreign language dictionaries or word translations in the examination.

h. Is the licensing exam an open book exam?

Yes, the Contractor Licensing Exam is open book.

Examination candidates can bring with them into the exam room any "bound" publication that is related to contracting. The Basic Contractor Business Licensing Manual can be brought into the exam room, and it probably would be helpful as a secondary resource. However, the Virginia NASCLA Manual is the primary resource for the contractor licensing exam. Please see Page Two of the attached Candidate Examination Bulletin (www.psiexams.com).

10. Why is my personal information collected during the class and provided to the Board for Contractors?

Virginia law mandates a social security number as a requirement for the Board for Contractors to issue a license. The Board for Contractors Regulations require applicants to be at least 18 years old to qualify for licensure.

Questions and Responses Prepared for the Community Colleges:

Frequently Asked Questions by the Participants:

1. Where is the Contractors Business Licensing Class being offered?
Response: The schedule for the Basic and Advance Contractor Business Licensing Class can be found at http://www.wdscommunity.vccs.edu/s/262/index.aspx, click on Basic Contractor Business Licensing Class Schedule on menu on the left margin to get the schedule for the Community Colleges.

2. What is the tuition charged by the colleges that are offering the dealer training?
Response: (Responses for tuition for each college will vary.)
Currently the tuition charged by the colleges ranges from $139.00 to $200.00. The Community College System is working to standardize the price across the state.

3. Do you offer a BLD Prep class?
Response: (responses will vary by college)

4. Is there an exam to take at the end of class?
Response: There may be an exam at the end of the class. However, the exam is used as a learning tool. There is no grade given for the exam.

5. Is this class offered in Spanish? If not, can I bring an interpreter to the exam?
Response: Currently, this class is not delivered in Spanish. We are looking into making that offer. [The response to bringing an interpreter is up to each individual college and instructor.]