PSI Services LLC
https://test-takers.psiexams.com/vacon
DPORSupport@psionline.com

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

CONTRACTOR EXAMINATION
CANDIDATE INFORMATION BULLETIN

EXAMINATIONS TO BE TAKEN BY THE COMPANY'S DESIGNATED EMPLOYEE

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a Class A and Class B Contractor in the Commonwealth of Virginia. To be licensed, the Designated Employee must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Department of Professional and Occupational Regulation (Department) has contracted with PSI to conduct its examination program. PSI works closely with the Department and its Examination Review Committee to be certain that examinations meet local, national, and international requirements in basic principles and examination development standards.

After passing the necessary examinations, you may apply to the Virginia Department of Professional and Occupational Regulation for a license. Once the Department has verified that you have met all of the requirements, the Department will issue the appropriate license. Questions concerning the licensing requirements should be addressed to the Board for Contractors licensing staff at (804) 367-8511.

The following is the combination of examinations offered for the Designated Employee by PSI in order to be licensed as a Contractor in the Commonwealth of Virginia (these examinations are not required for a Class C license). For more information on the Class C license, please see the VA Contractor Specialty Exams for Class A, B, and C Candidate Information Bulletin.

Class A
- Part 1-Virginia Portion (Rules and Regulations)
- Part 2-General Portion
- Part 3-Advanced Portion

Class B
- Part 1-Virginia Portion (Rules and Regulations)
- Part 2-General Portion

Questions about applications for licensure or certification should be directed to the:

Commonwealth of Virginia Department of Professional and Occupational Regulation
Board for Contractors
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8511
www.dpor.virginia.gov or email: Contractor@dpor.virginia.gov

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EXAMINATION REFERENCE MATERIALS

The following is a list of possible reference materials for the contractor examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the Virginia Department of Professional and Occupational Regulation.

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. You can use any edition of references and Code books as they become available. However, for Code questions, the examination will be based only on the edition of the Code book that is listed.

NOTE: All examinations are open book. You must bring your own references as they are not provided at the test site. No study guides are permitted. No loose papers or unbound references are permitted. If you download a reference from the Internet, it must be spiral bound or hole-punched and placed in a binder or stapled in the left-hand corner.

References may be highlighted, underlined, and/or indexed prior to the exam. Reference materials containing any writing will not be allowed into the examination. You may not write in reference materials during the examination session. A candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Department.

References may be tabbed with permanent tabs only. NO REMOVABLE TABS are allowed.

The URL listed for each reference is generated from the most current searches. However placement of material on websites may be modified resulting in some discrepancies. If you are unable to find the reference under the URL listed, it is recommended that you search online via a search engine (i.e., Google).

- **NASCLA Contractors Guide to Business Law and Project Management, Virginia 11th edition,** www.psionlinestore.com

- **Virginia Uniform Statewide Building Code, 2021 Edition, USBC,** Department of Housing and Community Development Office of Training and Certification, (804) 371-7150, https://shop.iccsafe.org/catalogsearch/result/?cat=&q=+virginia+construction+code

  The NASCLA Business and Project Management for Contractors reference contains all of the information needed for responding to the questions on the General and Advanced portions of the Contractor examination, and, along with the Virginia Uniform State Building Code, all of the information needed for the Virginia portion of the examination. Please refer to the following list of alternative references that may contain more comprehensive information on some of the examination topics. Any additional information contained in these other references would NOT be needed for responding to the test questions."

Alternative References

- **VA Board for Contractors Rules and Regulations**, 2014, Virginia Dept. of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, (804) 367-8511, https://www.dpor.virginia.gov/sites/default/files//Boards/Contractors/A501-27REGS.pdf
  Article 1, Title 54.1, Chapter 11 – Regulation of Contractors
  Article 2, Title 54.1, Chapter 11, VA Contractor Transaction Recovery Fund Act

- **VA Erosion and Sediment Control Law, Regulations and Certification Regulations,** Dept. of Conservation & Recreation, Division of Soil and Water Conservation, 203 Governor Street, Suite 206, Richmond, VA 23219-2094, (804) 371-7533, https://www.dcr.virginia.gov/soil-and-water/document/cd-tng-hnbk.pdf

- **VA Underground Utility Damage Prevention Act**, Title 56, Chapter 10.3, Virginia Code of Laws 56-265.14 through 56-265.32, https://vacode.org/56-265.32.txt

- Handy Reference Guide to the Fair Labor Standards Act, U.S. Department of Labor, Employment Standards Administration Wage and Hour Division, Washington, D.C., https://www.dol.gov/whd/regs/compliance/Digital_Reference_Guide_FLSA.pdf

- **Circular E, Employer's Tax Guide,** Department of the Treasury, Internal Revenue Service, Washington, D.C., (703) 368-9694, https://www.irs.gov/pub/irs-pdf/p15.pdf

- **Virginia Mechanics' Lien Law**, Title 43, Chapter 1, Code of Virginia, https://law.justia.com/codes/virginia/2010/title-43/chapter-1/

- **Virginia Employment Commission Employer Handbook,** Virginia Employment Commission, 703 E. Main Street, Richmond, VA 23219, (804) 786-7554, http://www.vec.virginia.gov/vecportal/employer/pdf/I9Handbook.pdf

- **Virginia Right to Work Law**, Virginia Code of Laws 40.1-58 through 40.1-69, https://www.nrtw.org/right-to-work-states-virginia/

- **OSHA Form Number 300** - Log and Summary of Occupational Injuries and Illnesses, U.S. Department of Labor, https://www.bls.gov/respondents/iif/forms/oshaforms.pdf

- **OSHA Form Number 301,** U.S. Department of Labor, https://www.osha.gov/sites/default/files/OSHA-RK-Forms-Package.pdf

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- **VA Workers' Compensation Act**, Title 65.2 Available through local libraries or by writing to:
  Comptroller
  Virginia Workers' Compensation Commission
  1000 DMV Drive Richmond, VA 23220
  https://workcomp.virginia.gov/
- **Form I-9,** Department of the Treasury, Internal Revenue Service, Washington, DC, (703) 368-9694, https://www.uscis.gov/i-9
- **Code of Federal Regulations, 29 CFR 1904** (OSHA Recordkeeping), U.S. Department of Labor, https://www.osha.gov/laws-regs/regulations/standardnumber/1904
- **Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI,** with latest available amendments, (866) 589-3088, https://www.psionlinestore.com/29-cfr-part-1926-selections-2013/
- **Builders Guide to Accounting,** Revised Edition, Craftsman Book Company, PO Box 6500, Carlsbad, CA 92018, (800) 829-8123, https://www.amazon.com/Builders-Guide-Accounting-Michael-Thomsett/dp/1572181052
- **Construction Contracting,** 7th Edition, Richard H. Clough, S. Keoki Sears, Glenn A. Sears, https://www.amazon.com
- **VA Job Safety and Health Protection Poster,** Virginia Department of Labor and Industry, Northrun Office Park, 1570 East Parham Road, Richmond, VA 23228, (804) 371-3104, https://www.laborposters.org/virginia/358-virginia-osha-poster.htm

PRACTICE EXAMINATIONS ARE NOW AVAILABLE

NOW YOU CAN TAKE PRACTICE EXAMS ONLINE AT HTTPS://TEST-TAKERS.PSIEXAMS.COM/VACON/TEST TO PREPARE FOR YOUR VIRGINIA CONTRACTOR'S LICENSE EXAM.

VIRGINIA CLASS A OR B GENERAL PORTION

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination. Note: You may take the practice exams an unlimited number of times. However, you will need to pay each time.

EXAMINATION CONTENT OUTLINES

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

The Examination Content Outlines have been approved by the Virginia Department of Professional and Occupational Regulation. These outlines reflect the minimum knowledge required by Contractor professionals to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

VIRGINIA PORTION
24 Items
Passing Score: 18
48 Minutes to complete this portion.

A. Regulation of Contractors (7 Items)
B. Board Rules and Regulations (5 Items)
C. Building Codes (5 Items)
D. Transaction Recovery Fund (5 Items)
E. Virginia Erosion and Sediment Control Regulations (2 Items)

PART 2-GENERAL PORTION
50 Items

Passing Score: 35
100 Minutes to complete this portion.

A. Business Organization (2 Items)
B. Estimating and Bidding (10 Items)
C. Contract Management (10 Items)
D. Project Management (7 Items)
E. Risk Management (3 Items)
F. Safety (5 Items)
G. Labor Laws (3 Items)
H. Financial Management (5 Items)
I. Federal and State Taxes (4 Items)
J. Lien Laws (1 Item)

PART 3-ADVANCED PORTION
24 Items
Passing Score: 17
60 Minutes to complete this portion.

A. Estimating and Bidding (1 Item)
B. Contract Management (4 Items)
C. Project Management (1 Item)
D. Risk Management (2 Items)
E. Safety (2 Items)
F. Labor Laws (4 Items)
G. Financial Management (5 Items)
H. Federal and State Taxes (4 Items)
I. Lien Laws (1 Item)

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

EXAMINATION FEE FOR CONTRACTOR A/B

One Portion	**$40**
Two Portions	**$72**
Three Portions	**$85**

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

TELEPHONE

PSI registrars are available at (855) 340-3910 Monday through Friday, between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

For telephone registration, you will need you will need a valid credit card (VISA, MasterCard, American Express, or Discover).

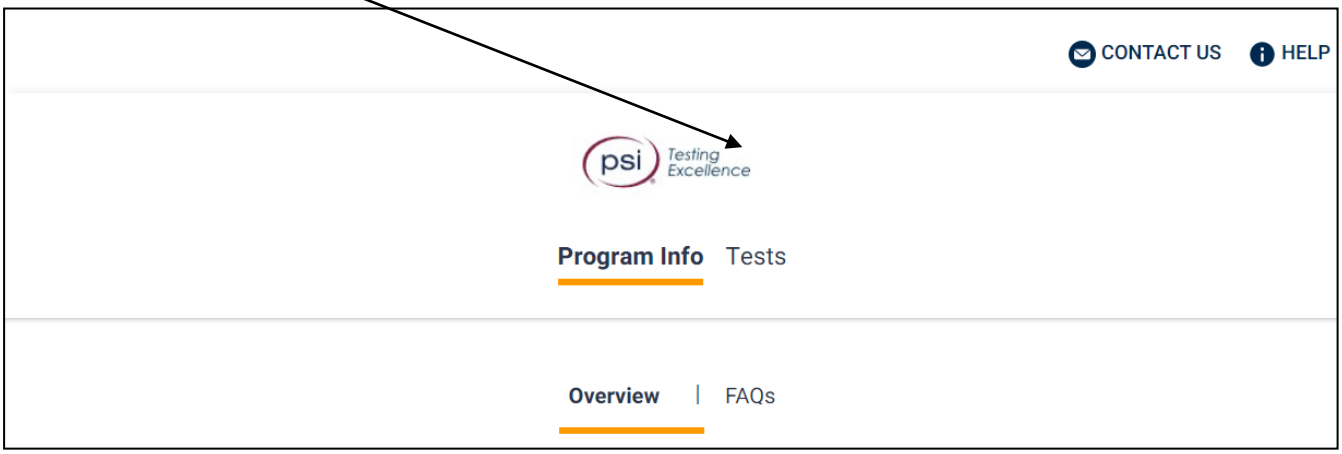
ON-LINE (HTTPS://TEST-TAKERS.PSIEXAMS.COM/VACON)

For the fastest and most convenient examination scheduling process, PSI recommends that you pay and register for your examination using the Internet. You pay and register online by accessing PSI's registration website at https://test-takers.psiexams.com/vacon. Internet registration is available 24 hours a day.

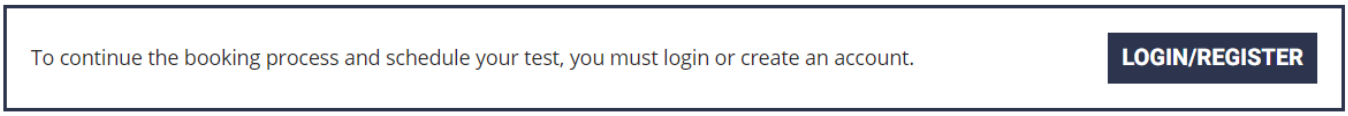
1. Go to: https://test-takers.psiexams.com/vacon

2. Select **TESTS** to create an account.

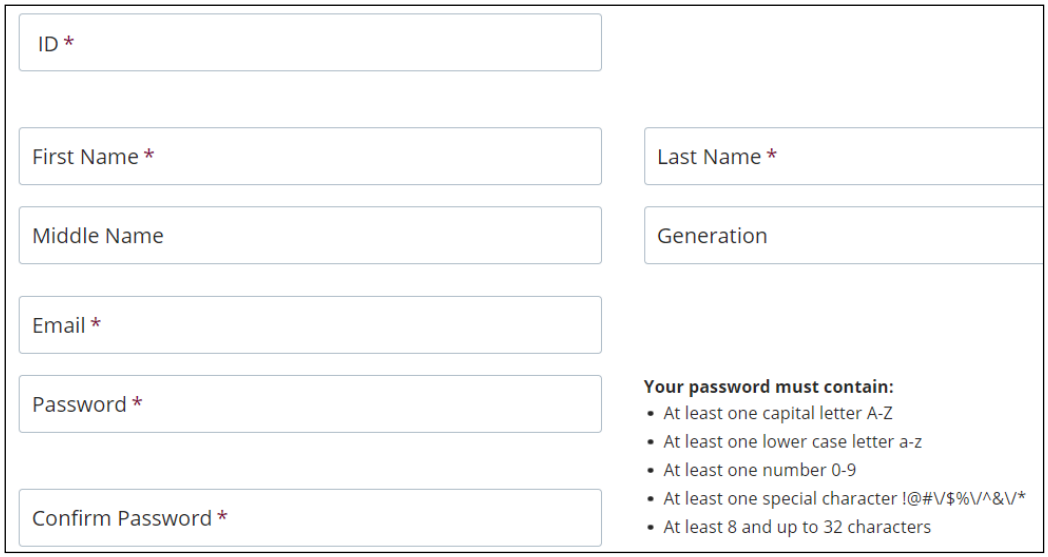
3. Select the examination and you are ready to create an account. Select **LOGIN/REGISTER.**



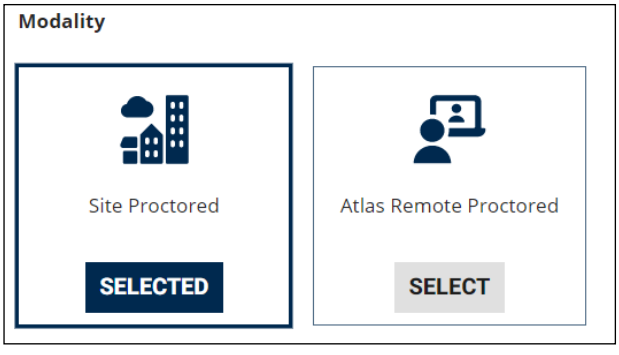
4. You will be prompted to **CREATE AN ACCOUNT** with PSI.



The first and last name must match exactly with your current, valid, government-issued ID.

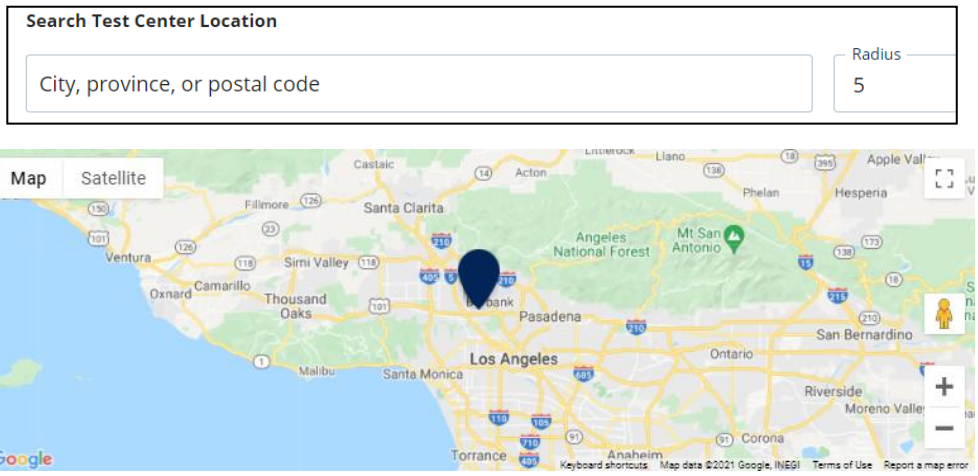


5. Select your test format: (Test Center) or (Remote Proctored).

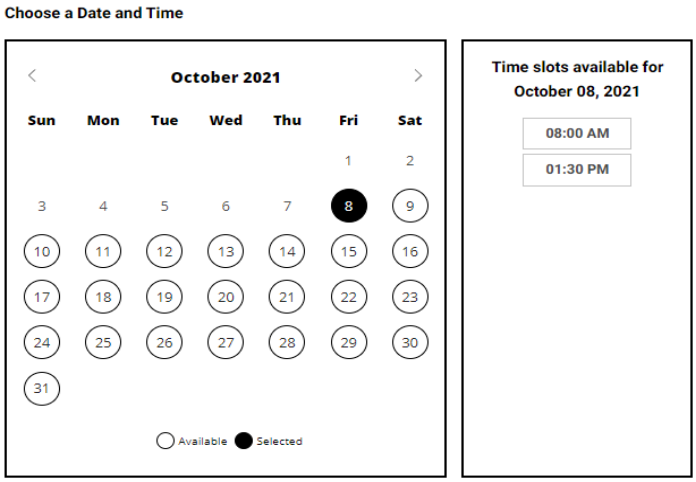


Scheduling at a Test Center

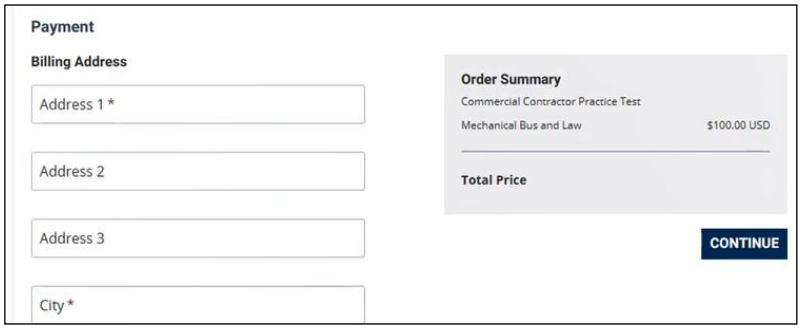
1. Enter the “City or Postal Code” and select **FIND**.



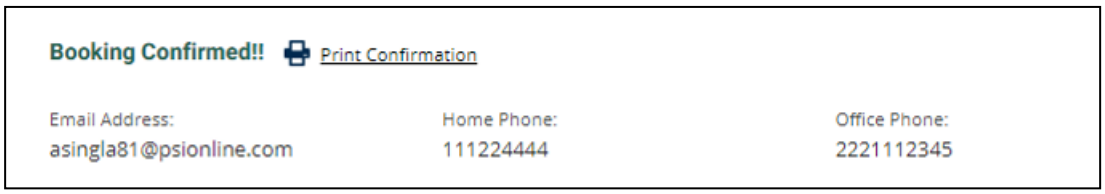
2. Select a date and time to book an appointment.



3. You are now ready to pay.

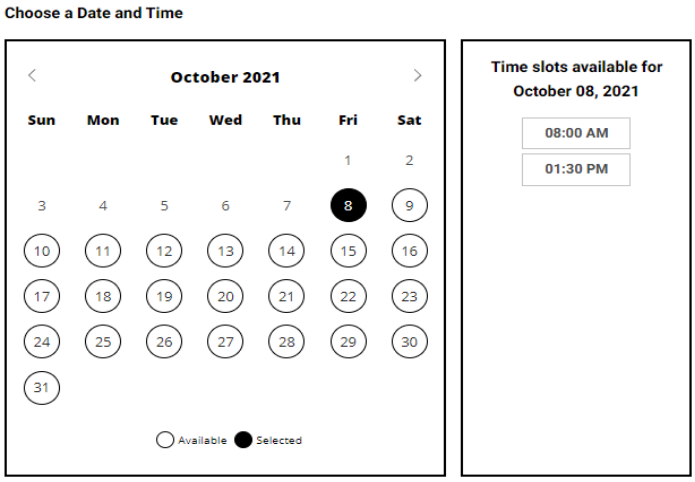


4. Once payment has been made you will receive a message confirming the test center, booked date, and booked time.

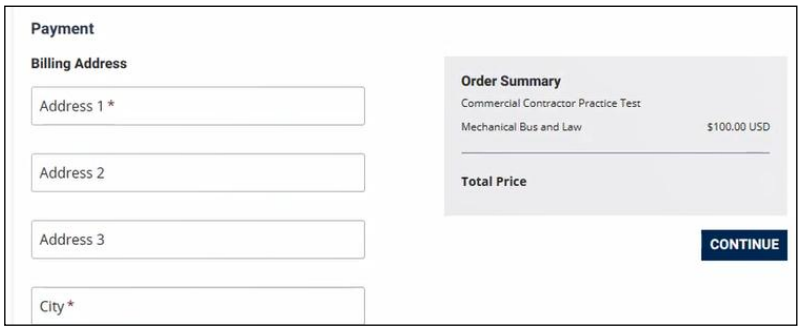


Scheduling via Remote Proctor

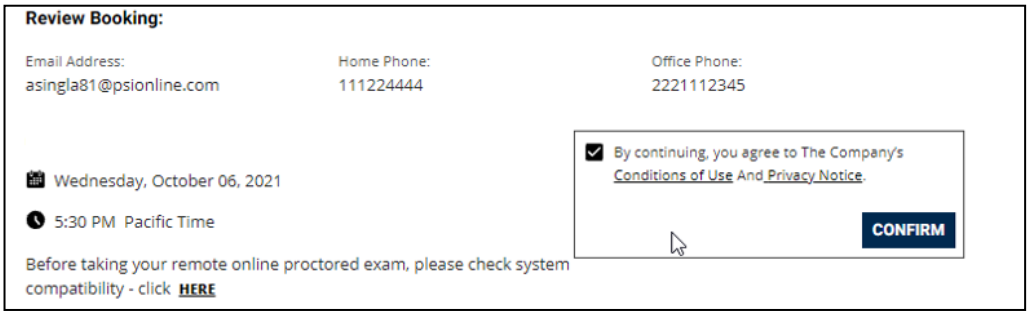
1. Select a date and time to book an appointment.



2. You are now ready to pay.

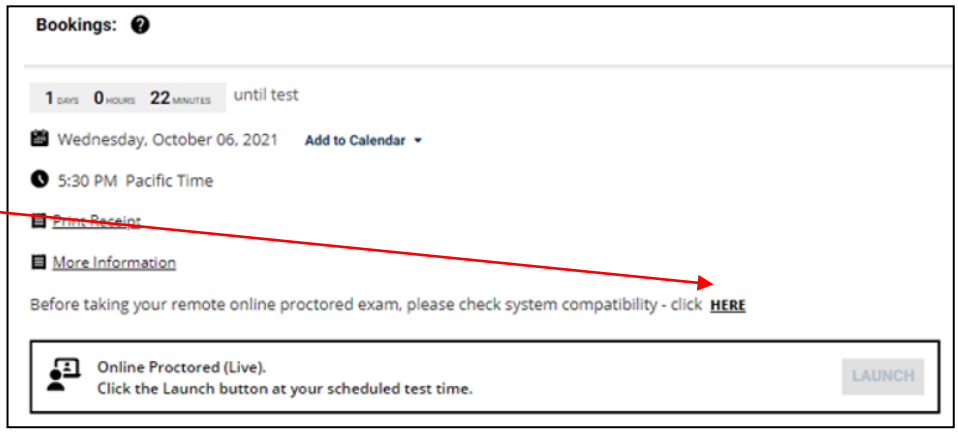


3. Once payment has been made you will receive a message confirming the booked date and booked time. Please review the booking before selecting **CONFIRM**.



4. Your booking will now display in your account. You will be able to LAUNCH your test within 30 minutes of your booked test time.

IMPORTANT: BE SURE TO CHECK THE COMPATIBILTY OF YOUR COMPUTER to include Audio/Video Check, Webcam Check and System Check. Prior to testing, **CLICK HERE**.



By not starting your test within 15 minutes after your booked time, you forfeit your test fee or test eligibility. Fees and test eligibilities are non-refundable. If you have any questions regarding your compatibility check, or if you experience issues launching your test, you may contact PSI's technical support team at (866) 395-0907.

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RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (2) days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 340-3910.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI to speak directly to a Customer Service Representative.

RETAKING A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination due to processing and reporting results. Depending upon space availability, unsuccessful candidates may be able to retest within two business days. You may access a registration form at https://test-takers.psiexams.com/vacon. You may also call PSI at (855) 340-3910.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. You will also forfeit your examination fee, if you:

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Are not checked in by your scheduled start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS (ADA)

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request alternative arrangements by **Clicking Here**.

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your scheduled examination by calling (855) 340-3910. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at https://test-takers.psiexams.com/vacon.

EXAMINATION SITE LOCATIONS

Following are the examination centers where you may take the Virginia licensing examinations. Virginia candidates can test only at the examination centers listed below. They are not allowed to test out-of-state.

ALEXANDRIA AREA
205 S. Whiting St
The Landmark Building, Suite 608
Alexandria, VA 22304

FREDERICKSBURG AREA
2020 Lafayette Blvd
Fredericksburg, VA 22401

HARRISONBURG AREA
2322 Blue Stone Hills Drive, Suite 280
Harrisonburg, VA 22801

CHARLOTTESVILLE
2114 Angus Road, Suite #105-B
Charlottesville, VA 22901

SALISBURY AREA
1322 Belmont Avenue, Bldg #2, Suite 203
Salisbury, MD 21801

JOHNSON CITY
904 Sunset Drive, Ste 7A
Johnson City, TN 37604

RICHMOND (BOULDERS II)
7400 Beaufont Springs Dr
Boulders II Building, Suite 560
Richmond, VA 23225

ROANOKE
5115 Bernard Dr, Suite 104
Roanoke, Virginia 24018

STAFFORD
1010 Corporate Drive, Suite 103
Stafford, VA 22554

TAZEWELL
165 Chamber Drive
Tazewell, VA 24651

VIENNA AREA
1919 Gallows Rd, Suite 360
Vienna, VA 22182

VIRGINIA BEACH
484 Viking Dr, Suite 105
Virginia Beach, VA 23452

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

Candidates need to provide one (1) form of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

REQUIRED IDENTIFICATION (with photo) – Choose One

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport card
- Military ID (will not be accepted for remote testing)
- Military ID for spouses and dependents (will not be accepted for remote testing)
- Alien Registration Card (Green Card, Permanent Resident Visa)

SECURITY PROCEDURES

The following examination protocols apply during any examination. PSI may pause or terminate an examination at any time. Failure to follow the examination protocol, may result in the disqualification of examination results, prohibition from taking future examinations, and may lead to legal action.

If testing at a PSI test site you will be given an LCD writing tablet at check-in that must be returned at check-out. This is to be used for notes.

Candidates may bring reference books. However, no study guides are allowed. Reference books may be highlighted, underlined, and/or indexed prior to the exam. They must be otherwise UNMARKED (not written in). Sample examinations are not allowed.

Candidates are allowed to bring a word-to-word translation dictionary. Word-to-word language translation dictionaries are not to contain pictures or definitions.

Prohibited Items:

- Reference materials of any kind.
- Electronic devices of any type, including but not limited to; cellular phones, cameras, computers of any type (e.g., laptops, tablets, iPads), earbuds, electronic games, electronic watches, handheld calculators, headsets, mobile devices, music players (e.g., iPods), pagers, radios, recording devices (audio or video), smart watches, televisions, etc.).
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Bulky or loose clothing or coats including but not limited to; open sweaters, cardigans, shawls, scarves, vests, jackets and coats.
    - In the event you are asked to remove bulky or loose outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Other personal items, including but not limited to; backpacks, briefcases, chewing gum, drinks, food, good luck items, notebooks, paper or other materials on which to write, pens, pencils or other writing devices, purses, reading material, smoking or chewing products, wallets, etc.

Prohibited Behavior:

- Giving or receiving assistance on an examination.
- Copying or communicating examination content.
- Using outside references or resources during an exam, examples:
    - Browsing other local resources.

    - Browsing the internet.
    - Attempting to use a computer or computer program not provided or approved by PSI.
    - Attempting to use a telephone or mobile device.
    - Using notepad on the computer.
    - Using an application on the computer not provided by PSI.
- Engaging in disruptive behavior during check-in or during an exam, examples:
    - Acting in an inappropriate manner.
    - Using abusive language.
    - Speaking aloud.
    - Causing noise unrelated to keyboard typing.
- Engaging in prohibited behavior during check-in or during an exam, examples:
    - Reading questions out loud.
    - Leaving the room without proctor approval.
    - Using instant messaging, or other electronic communication.
    - Capturing a picture or video of exam items.
    - Attempting to use telephone or mobile device.
    - Obstructing the proctor's view (camera or in person).
    - Having inappropriate materials on desktop (explicit).
    - Changing spaces during the exam without proctor approval.
    - Not focusing eyes on the screen.

During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.

No prohibited items are allowed within the candidate's reach or line of sight. If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle for test center exams. PSI will not be responsible for the security of any personal belongings or prohibited items.

- Any candidate seen giving or receiving assistance on an examination, found with prohibited items, or displaying prohibited behavior or violating any security regulations will have his or her examination terminated, and be asked to surrender all examination materials. All such instances will be reported to the examination sponsor.

Additional protocols for testing at a testing center, include but not limited to:
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues, or instructors.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

Additional protocols for remote online proctored exams, include but not limited to:
- Temporarily moving out of the camera's line of sight.
- Testing environment must be clear, quiet, and free from distraction including no unauthorized persons or activity appear on the video monitors or in the audio recordings.
- Candidates are not allowed to have scratch paper.
- Adequate lighting for the proctor to see candidate's activity.
- Internet service must be sufficient to administer the exam.
- Web camera must be placed for ideal viewing by the proctor.
- Candidate may not change computers during the exam.
- Candidate may not change spaces during the exam.
- Candidate must follow proctor instructions, which may include, but are not limited to:
    - Keeping hands on the desktop.
    - Keeping eyes on the computer screen.
    - Not fidgeting during the exam.
    - Keeping hands away from face.
- Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.
- Breaks are NOT allowed during remote online proctored examinations. If you believe you cannot complete your examination without a break, please do not register for remote online proctored examinations.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, a small number of five to ten "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the Department, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, and all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

SCORE REPORTING

Board policy dictates that examination score results are valid for 1 year**. If you do not pass all necessary portions of your examination within one year of the initial examination, you will have to retake the entire examination.**

IMPORTANT LICENSE INFORMATION:

Class A examination candidates approaching the one-year retention of scores deadline who have passed the General Portion and the Virginia Portion, but not the Advanced Portion, may choose to apply for the Class B license and advise PSI to forward their scores to the Board. Those candidates may then continue to apply for the Advanced Portion in order to upgrade the license to Class A.

Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type.

You may print the score report from your online account.

LICENSE APPLICATION INSTRUCTIONS

If you have any questions regarding the license application requirements or process, please contact the Virginia Board for Contractors at (804) 367-8511.

To obtain the license application forms for submittal to the Department please go to the following website: http://www.dpor.virginia.gov/Boards/Contractors/

NOTE: YOU MUST USE THE SAME NUMBER (SS OR DMV) WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.

If you have any questions about the application you can email Contractor@dpor.virginia.gov or call 804-367-8511