



Department of Commerce

Division of Industrial Compliance
& Labor

John Kasich, Governor
David Goodman, Director

LICENSE QUALIFICATION PROCESS

The Ohio Construction Industry Licensing Board (O.C.I.L.B.), Department of Commerce, Division of Industrial Compliance, issues state commercial licenses to the following contractors: electrical, HVAC, hydronics, plumbing, and refrigeration. To receive a state license, an applicant must meet the following requirements: 1) be at least 18 years of age; 2) be a United States citizen or a legal alien-must provide proof of being a legal alien; 3) either have been a tradesperson in the type of licensed trade for which the application is filed for not less than five years immediately prior to the date the application is filed, currently be a registered engineer in this state with three years of business experience in the construction industry in the trade for which the engineer is applying to take the examination, or have other experience acceptable to the appropriate section of the board; 4) not have been convicted of or plead guilty to a misdemeanor involving moral turpitude or of any felony; 5) pass the examination in the trade; 6) carry minimum \$500,000 contractor liability coverage; 7) pay the applicable fees.

TO QUALIFY TO SIT FOR THE EXAMINATION

Complete the attached exam application. Item nine (9) on the exam application: **Dates of employment must have start and end month, day and year to verify five (5) years working experience in that trade with no breaks in that five year history immediately prior to completing the application.** You must be able to show the last 5 years as a tradesperson working under a licensed contractor on projects that required a permit. Attach at least one permit for each of the last five years and the license number of the contractor you worked under. Be specific in nature of duties, or be a currently registered engineer in this state with three years of business experience in the construction industry in the trade for which the engineer is applying to take an examination, or other experience acceptable to the Board under OAC 4101:16-3-02. Attach **copies** of any other documentation that would support your credentials such as local registrations, W-2's, signed contracts, invoices, verification of employment on company letterhead, etc. The application **MUST** be notarized. Incomplete applications will delay the process. **PLEASE REMOVE (cross out) SOCIAL SECURITY NUMBER FROM ALL DOCUMENTATION!**

Mail the completed O.C.I.L.B. examination application/Homeland Security declaration page along with a \$25 nonrefundable check or money order made payable to "Treasurer, State of Ohio" to the following address:

**OHIO DEPARTMENT OF COMMERCE
OHIO CONSTRUCTION INDUSTRY LICENSING BOARD (OCILB)
6606 TUSSING ROAD, P.O. BOX 4009
REYNOLDSBURG, OH 43068-9009**

The application will be reviewed by the Board to determine eligibility to sit for the examination. The applicant will be notified by mail of the results of the Board's review. **BE ADVISED, ONCE YOU HAVE BEEN APPROVED BY THE BOARD, YOU ARE REQUIRED TO OBTAIN A BCI and FBI BACKGROUND CHECK PRIOR TO SITTING FOR THE EXAMINATION.** Approval is good for one year.

Approved applicants will be provided with a Candidate Information Bulletin which contains detailed instructions on how to schedule to take the exam. All licensure exams are computer based testing by appointment at sites throughout Ohio & the U.S. Individuals who take the examination will receive a notice advising them of their examination pass/fail status at the completion of their exam. Those who pass both sections of the examination can receive a state license by sending the following information to O.C.I.L.B: **1) a copy of the examination results, 2) a \$25 check made payable to "Treasurer, State of Ohio", and 3) proof of \$500,000 minimum contractor liability insurance "CERTIFICATE OF LIABILITY INSURANCE" (with the actual policy number listed), and 4) Declaration Regarding Material Assistance Form (DMA).** Submit the required information to the Ohio Construction Industry Licensing Board (OCILB), 6606 Tussing Road, P.O. Box 4009, Reynoldsburg, OH 43068-9009.

DIC 3526 10/06/2011

Ohio Construction Industry Licensing Board
6606 Tussing Road
PO Box 4009
Reynoldsburg, OH 43068-9009 U.S.A.

Frank Alexander, Administrative Section Chairman
An Equal Opportunity Employer and Service Provider

614 | 644 3493
Fax 614 | 728 1200
TTY/TDD 800 | 750 0750
www.com.ohio.gov

EMPLOYER'S NAME AND ADDRESS	Contractor License # you worked under.	PHONE NUMBER	DATES OF EMPLOYMENT	PLEASE CIRCLE ONE	TITLE OF POSITION
			/ / to / /	FULL OR PART-TIME	

Nature of Duties: _____

EMPLOYER'S NAME AND ADDRESS	Contractor License # you worked under.	PHONE NUMBER	DATES OF EMPLOYMENT	PLEASE CIRCLE ONE	TITLE OF POSITION
			/ / to / /	FULL OR PART-TIME	

Nature of Duties: _____

10. This applicant agrees to conform to Rules 4101:16-1 through 4101:16-3 of the Ohio Administrative Code relating to the type of license indicated on the front page of this application.

I solemnly swear or affirm that the information I have supplied to each and all of the questions within this application are complete and true to the best of my knowledge and belief.

Signature

THIS APPLICATION MUST BE NOTARIZED

Subscribed and duly sworn before me according to law, by the above named applicant this _____ day of _____, _____ at _____ County of _____, State of _____

Public Signature of Notary

Public Printed Name of Notary

ONCE YOU HAVE BEEN APPROVED BY THE BOARD, YOU ARE REQUIRED TO OBTAIN A BCI BACKGROUND CHECK PRIOR TO SITTING FOR THE EXAM.

READ BEFORE COMPLETING YOUR DMA FORM

Forms not conforming to the specifications listed below or not submitted to the appropriate agency or office will not be processed.

- To complete this form, you will need a copy of the Terrorist Exclusion List for reference. The Terrorist Exclusion List can be found on the Ohio Homeland Security Web site at the following address:

<http://www.homelandsecurity.ohio.gov/dma/dma.asp>

- Be sure you have the correct DMA form. If you are applying for a state issued license, permit, certification or registration, the "State Issued License" DMA form must be completed (HLS 0036). If you are applying for employment with a government entity, the "Public Employment" DMA form must be completed (HLS 0037). If you are obtaining a contract to conduct business with or receive funding from a government entity, the "Government Business and Funding Contracts" DMA form must be completed (HLS 0038).
- Your DMA form is to be submitted to the issuing agency or entity. "Issuing agency or entity" means the government agency or office that has requested the form from you or the government agency or office to which you are applying for a license, employment or a business contract. For example, if you are seeking a business contract with the Ohio Department of Commerce's Division of Financial Institutions, then the form needs to be submitted to the Department of Commerce's Division of Financial Institutions. Do NOT send the form to the Ohio Department of Public Safety UNLESS you are seeking a license from or employment or business contract with one of its eight divisions listed below.
- Department of Public Safety Divisions:

Administration	Ohio Homeland Security*
Ohio Bureau of Motor Vehicles	Ohio Investigative Unit
Ohio Emergency Management Agency	Ohio Criminal Justice Services
Ohio Emergency Medical Services	Ohio State Highway Patrol
- * DO NOT SEND THE FORM TO OHIO HOMELAND SECURITY UNLESS OTHERWISE DIRECTED. FORMS SENT TO THE WRONG AGENCY OR ENTITY WILL NOT BE PROCESSED.

