

Licensing Checklist Summary

After you receive your Contractors License KIT

- Review all the materials you have received and confirm that it is what you ordered
- Contact Industry Schools immediately to correct any discrepancies in your order
- To reduce processing time start working on your application as soon as possible

State Applications Original and Additional Contractors License

- Locate the Contractor's License Application for Original and make a copy
- Use the copy of the Original or Additional Application to record your information
- Complete your Application to the best of your ability
- Answer each question honestly, you cannot be denied for telling the Truth.
- If you have questions Email to Questions@IndustrySchools.com or Call 408-243-3636
- After completing and before sending a fax the Application to 408-244-0253
- Once received, we will contact you and share any suggestions to your application
- After making the changes to your application make a copy and retain for your files
- Send Only your Application, Certification of Work Experience and \$300 to the State

Start with One of your Contractors Licensing Courses

- While working on your application insert a DVD or CD to begin one of the Courses
- Follow along with the instructors as they guide you through the Study Manual
- The Manuals are separated into the Lecture Notes and the Practice Exam Questions
- Review the DVDs & CDs and Lecture Notes until you are at ease with the information
- Once you are comfortable with the Lectures go on to the Practice Exam Questions

Study Manuals Practice Exam Questions with Answers and Explanations

- Study each Question, read the Question then Immediately read the Correct Answer
- Read the Explanations carefully and understand WHY that answer is correct
- Studying all questions two-three times before moving to the "Online Exams Prep"

Get Access to our Online Practice Exam Prep Center

- After Studying the Questions in the Study Manuals go online to our Practice the Exams
- Locate your "Activation Code" in the first couple pages of the Study Manuals
- Go online to www.ExamPrepCenter.com on the Internet and follow the instructions
- You have 180-day access from enrollment and should practice until you are getting 95%
- The Exams are Multiple Choice you should select the MOST correct answers.
- These Exams are timed just like at the State, and you have 3 and ½ hours to complete
- After completion, your will show the correct answers to the questions you missed

After sending in your application

- Within 3 to 5 weeks, the State will send a Receipt of Application with more Instructions.
- You will need to get a Live Scan (Finger Prints) at your local Sheriff's Office
- The Sheriff's office will send your records directly to the State
- Within 6 to 10 weeks, the State will send a "Notice to Appear" for your Exam

After Your Exam

- After passing your exams, the State will issue a Confirmation Letter (Keep this Letter)
- You now must send your Letter, \$180 and your Contractors Bond to the State
- Review again the additional forms we included to see if they pertain to your situation.
- Contact your insurance company regarding any California Insurance questions.

The following information covers the Contractors Licensing Steps in much greater detail. These pages are a great resource for tips and tricks and should be reviewed carefully.