

## **QUALIFYING AGENT CHANGE (Instructions)**

### **Who may be a Qualifying Agent?**

Pursuant Rule 0680-1-.02 (3), the Qualifying Agent must be one of the following:

- **Sole Proprietorship** – the person who is in responsible supervision of the business management and construction practice and is either the individual owner or full time employee with a written power of attorney.
- **Partnership** – the person who is in responsible supervision of the business management and construction practice and is either a general partner or full time employee with a written power of attorney.
- **Corporation** – the person who is in responsible supervision of the business management and construction practice and is either a major stockholder or full time employee with a written power of attorney.
- **Limited Liability Company** – the person who is in responsible supervision of the business management and construction practice and is either a manager or full time employee with a written power of attorney.

### **Process to Add New Qualifying Agent (QA)**

A new individual must be designated within 90 days, pursuant T.C.A. § 62-6-115 and Rule 0680-1-.23. To add a QA, you must:

1. Complete the attached application to add, change or remove the Qualifying Agent (QA) designated on a contractor's license.
2. For classifications requiring a trade exam, attach a copy of the passing exam score; the "Business and Law" exam is not required to be taken by the new QA.
  - If you are not attaching an exam score, be sure to explain on section "7" of the application and provide the information. If you are requesting reciprocity from Alabama, Arkansas, Louisiana, Mississippi, North Carolina or South Carolina, please attach the license verification form completed by that state. Note: Some states may charge a fee for completion.
  - You may review the exam information from the Board's website or contact the exam vendor (PSI) at 800-733-9267 or visit their website at [www.psiexams.com](http://www.psiexams.com). Exams are offered at various locations in several states.
3. If the QA is listed on more than one license and not an owner, they cannot be added. Be sure to provide the license number of any other license(s) connected to the new QA.
4. If the QA has been convicted of a felony, has complaints with the Board, pending judgments, or disciplined by this or another license agency, the request will be reviewed at the next Board meeting. (The Board meets during the months of January, March, May, July, September and November).
5. If applicable, please list the name of the QA leaving.
6. The new/added QA must sign and date the application.
7. If the QA is a full time employee only, with no ownership or less than 20% ownership interest, the "Power of Attorney" form must also be signed, notarized and attached to this application.
8. If the license classification does not require a trade exam, please list experience or attach a resume of the QA being added.
9. There is no fee for this service. Please mail the completed "Qualifying Add/Change" form to:

**Contractors License Board  
500 James Robertson Pkwy.  
Nashville, TN 37243-1150**

**Please allow 30 days for processing.** A revised license certificate will not be issued; however, you will receive a letter confirming the QA change. For additional information, feel free to contact our office at 800-544-7693 or fax your questions to the "Revision" section at (615) 532-2868. You may review from our website under the Quick Links sections at the "Reports and Data" or go directly to the Regulatory Board links at: <http://tn.gov/commerce/reports/index.shtml> to review the "Qualifying Agent" list. This report will be under "Contractors" and requires the following:

Username: **guest**  
Password: **report**



**QUALIFYING AGENT EXPERIENCE LIST**  
*(May attach resume)*

**Please list experience or attach resume of qualifying agent:**

1. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Name of Company Performing Work: \_\_\_\_\_

Comments: \_\_\_\_\_

2. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Name of Company Performing Work: \_\_\_\_\_

Comments: \_\_\_\_\_

3. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Name of Company Performing Work: \_\_\_\_\_

Comments: \_\_\_\_\_

4. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Name of Company Performing Work: \_\_\_\_\_

Comments: \_\_\_\_\_

5. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Name of Company Performing Work: \_\_\_\_\_

Comments: \_\_\_\_\_

STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
**BOARD FOR LICENSING CONTRACTORS**  
500 JAMES ROBERTSON PARKWAY, SUITE 110  
NASHVILLE, TENNESSEE 37243-1150  
(800) 544-7693 or (615) 253-4710 or FAX - (615) 532-2868

**POWER OF ATTORNEY**

Know all that I, \_\_\_\_\_, of \_\_\_\_\_,  
(Officer's/Owner's Name) (County)

\_\_\_\_\_, owner/stockholder of \_\_\_\_\_ hereby appoint:  
(State) (License Name)

\_\_\_\_\_  
(Qualifying Agent)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date of Employment)

Above named is at least 18 years of age and a full time employee, is authorized to act as the qualifying agent (QA) on the company's behalf an taken any examinations(s) required for a Tennessee contractors license in order to add classification. Further, the QA \_\_\_ **\*Has** or \_\_\_ **HAS NOT** not been convicted of a felony or violated the licensing law, with outstanding complaints or judgments.

This designated qualifying agent \_\_\_ **\*IS** or \_\_\_ **\*WAS** or \_\_\_ **IS NOT** listed as the QA for another license (attach explanation if prior or currently listed on another license in Tennessee). I understand should the qualifying agent leave the company, pursuant T.C.A. §62-6-115, the Board must be notified within 10 days and another individual must be designated to pass the examinations within 90 days, or the license classification is invalid.

\_\_\_\_\_  
*Officer's /Owner's Signature*

\_\_\_\_\_  
*Qualifying Agent's Signature*

Affirmed, witnessed and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

-(Seal)-

My Commission Expires: \_\_\_\_\_

**\*If you checked "IS" or "WAS" on another contractor's license, please identify the license(s) ID# or name of these entity(s):** \_\_\_\_\_.

(NOTE: A Qualifying agent cannot be listed on more than one license unless they are an owner or their license is inactive or retired. Please submit an explanation.)

(Power of Attorney form is needed if the Qualifying Agent is NOT an owner)

Reciprocity for QA Changes: TN License ID#000 \_\_\_\_\_

TENNESSEE BOARD FOR LICENSING CONTRACTORS  
500 JAMES ROBERTSON PARKWAY, SUITE 110  
NASHVILLE, TENNESSEE 37243-1150  
(800) 544-7693 or FAX - (615) 532-2868  
[www.state.tn.us/commerce/boards/contractors](http://www.state.tn.us/commerce/boards/contractors)



**ALL CONTRACTORS MUST HOLD A TENNESSEE LICENSE PRIOR TO OFFERING A PRICE, CONTRACTING OR BIDDING OR BE SUBJECT TO PENALTIES AND DENIAL OF LICENSE (See TCA 62-6-120).**

The State of Tennessee has entered into a trade exam waiver agreement with licensing agencies in: Alabama – (General, Electrical, Residential, and HVAC); Arkansas (General Contracting); Louisiana; Mississippi, North Carolina (Residential/Commercial) and South Carolina. Reciprocity is with the TRADE exam, only. The contractor must pass the Tennessee Business and Law exam; complete the license application with all financial requirements, workers compensation insurance, and Board review. Please also attach copy of license and exam score, if available. Corporations or LLC must register with the Tennessee Secretary of State.

### LICENSE VERIFICATION

Licensee: \_\_\_\_\_ License #: \_\_\_\_\_  
(Name as it appears on license)

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_; Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner or Officer) Date: \_\_\_\_\_

ATTN: Reciprocating State - The above named applicant is applying for a contractor's license in the State of Tennessee. Please complete the bottom portion and return to the contractor for them to submit with their Tennessee license application.

### RECIPROCATING STATE AGENCY COMPLETES PORTION BELOW

#### Verifying State Completing Form:

\_\_\_Alabama \_\_\_Arkansas \_\_\_Louisiana \_\_\_Mississippi \_\_\_North Carolina \_\_\_South Carolina

Owner(s) or Officer(s): \_\_\_\_\_

Name of Qualifying Agent(s): \_\_\_\_\_

License Classification: \_\_\_\_\_ Monetary Limit: \_\_\_\_\_

Original Date of Licensure: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

#### Licensed By:

Exam - Type & Score: \_\_\_\_\_ Date \_\_\_\_\_

Endorsement- State: \_\_\_\_\_

Waiver - \_\_\_\_\_

Complaints:  None  Yes - Disciplinary Action: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

(By State Agency)

TCA 12-4-801 - **Bid Preference Law** - A like reciprocal preference is allowed to the lowest responsible bidder to a contractor who is either a resident of this state or is a resident of another state.

## FREQUENTLY ASKED QUESTIONS

**Q. What is a Qualifying Agent (QA)?**

**A.** The Qualifying Agent (QA) is the individual designated on behalf of the license applicant, which may be a sole proprietor, LLC, corporation or partnership, to take the trade exam for a license classification on a contractor's license. Not all license classifications require a trade exam. In order to replace a QA, if a trade exam is required when replacing a QA, it must be taken within 90 days. The QA may be an owner, officer, partner or full time employee and there may be more than one (1) QA who passed the trade exams for a license. The license is not issued to the QA unless they are the owner who provided the financial statement. The Business and Law does not have to be taken by the same person who took the trade exam or to replace a QA, unless there are complaints on file.

**Q. May the person taking the exam (qualifying agent) be listed/designated on more than one license?**

**A.** If they are an owner, they may be listed on more than one license. The qualifying agent must be an owner or full time employee. If a full time employee, they cannot be named on more than one license. The qualifying agent who is a full time employee of one licensee may also obtain a license as an owner in order to perform projects outside his full time employment.

**Q. Is the qualifying agent considered the owner of the license?**

**A.** Not if the qualifying agent is only a full time employee. The license is issued to the entity or individual providing the financial statement. If the qualifying agent leaves, the company must notify the Board within 10 days and designate a new individual, who has passed the trade exam if required, within 90 days; the Business and Law exam is not required to be taken to change or add a qualifying agent. After 90 days, if a new QA has not been designated, the license classification is removed from the license or the license is made invalid.

**Q. Is the Business and Law exam required for classifications which do not require a trade exam?**

**A.** The "Business and Law" exam is not required; even when there is not a trade exam. The new QA must supply a resume of experience and if applicable, provide environmental training certificates.

**Q. How do I know which classification is designated on the license?**

**A.** The license classification is listed on every contractor's license, along with a monetary limit. There is an outline of classifications listed in the rules of 0680-1-.16 and this list may be downloaded from our website at:  
<http://www.state.tn.us/commerce/boards/contractors/pdf/contLicClassOutline.pdf>

**Q. How do I schedule to take the trade exam?**

**A.** You may schedule an appointment by registering with PSI, Inc., the exam vendor. For more information, review the "Candidate Information Bulletin" on the web at: <http://www.state.tn.us/commerce/boards/contractors/pdf/CIB2006.pdf> or you may contact PSI at 800-733-9267 or visit their website at [www.psiexams.com](http://www.psiexams.com). Exams are offered in several states.

**Q. Does Tennessee reciprocate with other States?**

**A.** Yes. Tennessee has agreements with several agencies in the following states: Alabama (Residential, Commercial, HVAC and Electrical), Arkansas (General Contracting), Louisiana, Mississippi, North Carolina (Residential and Commercial); and South Carolina. Attach a copy of your trade exam score, if available, and also the license verification form must be completed by your state, and submit with your application. Some states may charge a fee to complete the verification form.

**Q. I have taken a residential and commercial building exam. The license I am requesting to be added is for residential, only. Will commercial be added automatically to the license?**

**A.** No. The licensed company would need to apply for a "revision" to their license. Revisions must be approved by the Board and are due by the end of the month prior to the next Board meeting. You may apply by completing the appropriate revision forms to: add classifications, increase your monetary limit, change mode of operation (transfer), or change name on a license.

You may go to the following link for a list of these different forms:

<http://www.state.tn.us/commerce/boards/contractors/formsandapps.html>

**Q. I currently hold a license and want to get out of the business. May I transfer my license to another company and just work for them?**

**A.** No. A license is not transferable to another entity. They would be required to apply for a new license. As long as you remain as a full time employee, you may be designated as a the QA. However, should you leave, you must notify the Board within 10 days. In addition, the licensed entity must designate a new QA within 90 days.

**Q. May the codes office deny a permit prior to 90 days before the new QA is added?**

A. The Board does not have jurisdiction over the local permit requirements.

**Q. What happens if a new Qualifying Agent has not been designated after 90 days?**

A. After 90 days, the license is considered invalid and any contracting would be subject to penalties for unlicensed violations. If a contractor has more than one classification, they may request to remove the classification which is designated by the QA who left the company.

**Q. How long does it take to be added on as a QA on a license?**

A. These are processed by staff in the office and it may take 30 days to get all the information in the system. You may check the website to see if the QA has been changed at:

<http://www.state.tn.us/commerce/reports/contract/index.html>

As long as you have notified the Board in writing within 10 days and submitted the new QA information and trade exam scores within 90 days, you have complied with the law. If additional information is needed or the application was submitted incomplete, you will be sent a letter.