Applying for a New Construction Supervisor License

1. Determine which type of license.
2. Verify work experience.
3. Download and submit exam registration form
4. Call for exam date in 10-days.
5. Prepare for and take exam.
6. Submit Score Report to BBRS for license by mail.

Exams are intended to test knowledge of the building code and general construction practices. Exams are administered by Prometric, a private contractor for the Department of Public Safety (DPS), at convenient locations across the State. After receiving a Score Report with a passing grade from Prometric at the exam location, the applicant shall complete the Score Report form and mail it with the license fee to DPS, which will issue the license in approximately 30 days.

WORK EXPERIENCE

Candidates must demonstrate 3 years of experience in building construction or design to be eligible for the exam. Work experience need not be continuous but must be full-time (40 hours per week) within the past ten years. Exceptions:

- Successful completion of a three- or four-year vocational high school or other vocational school program in the field of building construction shall be deemed as satisfying one year of work experience.
- Completion of a bachelor’s degree from an accredited college or university shall be deemed as satisfying one year of work experience.
- Successful completion of a bachelor’s degree from an accredited college or university in architecture or science, engineering, or technology in a related field shall be deemed as satisfying two years’ work experience.
- Active construction related military experience may be considered full time experience.

Note, education cannot account for more than two years of experience, and, union affiliation only is not acceptable as work experience.

DOCUMENTATION OF WORK EXPERIENCE

Provide either tax forms or a letter of attestation, but not both, as follows:
• Tax forms. W-2, or IRS Schedule C or 1099 forms are acceptable. Submit forms for the equivalent of three years full time experience. If education is used for experience then submit a copy of the diploma and/or degree that you acquired.

• Letter of Attestation. In lieu of tax records a notarized letter of attestation from an individual (e.g. engineer, architect, employer, military supervisor, licensed contractor, or other) stating that you have at least three years of construction and/or design experience.