

## After the State Exam Instructions

You now have 4 years from the date that you “passed” to get your license.

### **Congratulations from all of us here at Gold Coast School of Construction!**

You have passed a very challenging test. This is no small accomplishment, it gives us great satisfaction to know that we were a part of your success. Please contact our school so we can update our records to reflect your status as “passed.”

Check your experience requirements as listed in the statutes, rules and on the license application itself. If you need more experience, then now is the time to do that. Your passed exam results are valid four years from the date of the last test that you passed.

You might also consider obtaining additional contractor licenses if you have experience in other areas of construction than the test that you took. Once you get one license with Construction Industry Licensing Board, you are exempt from having to take the Business and Finance exam for any additional licenses. (i.e.: GC first, then roofing).

### **After Passing the Exam the 1<sup>st</sup> Few Steps**



#### 1. Decide your Business Organization

- i. Individual; Partnership- LLC or Corporation.
- ii. If Individual go to step 2
- iii. If individual but want a Fictitious name then follow the next step.
- iv. For Fictitious name, LLC or Corporation please visit [www.sunbiz.org](http://www.sunbiz.org) and file for your company. Duplicate names are not allowed for LLC and Corporation. However, for fictitious names duplicates are allowed.
- v. Apply for Federal Employment Identification Number at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>



#### 2. Get Credit reports & Fingerprints

- i. Order credit reports on all owners/ stockholders, including yourself and on the company, itself. The total credit reports shall be total number of owners plus one for the company.
- ii. The list of these companies: [http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb\\_credit\\_reporting\\_agencies.pdf](http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_credit_reporting_agencies.pdf)
- iii. Your fingerprints must be filed electronically. **Gold Coast Schools offers fingerprinting services at all 5 of our locations. No appointment necessary. The fingerprints themselves can be retained for life with a nominal fee.**



#### 3. Submit your State Application

- i. Depending upon your licensure and business organization you will select the application. <http://www.myfloridalicense.com/dbpr/pro/cilb/apply/main.html>
- ii. Attach the proper fees.
- iii. If you have more questions you may review the state FAQ document. [http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb\\_faqs.pdf](http://www.myfloridalicense.com/dbpr/pro/cilb/documents/cilb_faqs.pdf)
- iv. Submit all work experience evidence and certifications.
- v. If you find it difficult you can use the professional service providers who aid you in filling out your application. List attached at the end of this document.

### **After the Application & Prior To Getting the License**



#### 4. Workers' Comp/ Exemption

- i. If you choose to seek exemption than you can apply online at: <https://www.myfloridacfo.com/division/wc/Employer/Exemptions/default.htm>
- ii. To get an exemption your stake in the company should be more than 10%
- iii. Anyone opting to do business as individual **can't get** the exemption
- iv. If you want to get insured by FWCJUA, you can find insurance agents at: <https://www.fwcjua.com/> .
- v. The other options to secure WC insurance is go with PEO companies and have leased employees.
- vi. **Please seek legal advice before you make your decision.**



#### 5. Occupational License and Liability Insurance

- i. You need to secure state needed General Liability insurance. The local county and city shall need you to produce the General Liability and Proof of Workers' Comp or an exemption before they can give you the Occupational License.
- ii. Once you have your state license you will need to seek County and City Business licenses called Business Tax Receipts (f/k/a Business Occupational License), at the location you conduct your business. Please contact local county and city for this process.

### **After Your License and Start of Business**



#### 6. Maintaining your License

- i. Ensure that you have created an account with the DBPR if you don't have one.
- ii. Link all your licenses.
- iii. Every **even** year, before August 31<sup>st</sup>, you will need to renew your license. This can be done online.
- iv. To complete the license renewal, you will need to have completed 14 hours of Continuing Education in the stipulated sections and formats.
- v. We at Gold Coast will be looking forward to partnering with you to provide your CE needs every two years.

### **Welcome Aboard – You are Now Gold Coast Alumni**

Thank you for choosing Gold Coast Schools. We look forward to continuing to support you throughout your career with the continuing education courses that you need to keep your license valid, as well as with many industry training courses designed help you in specialized areas of construction. Please contact our helpful Career Counselors at 1-800-732-9140 if there is ever anything that we can do to help.