

License by Endorsement for Contractors

GENERAL INFORMATION

Utah offers a licensure pathway known as **licensure by endorsement**. This is often confused with reciprocity. It is the **responsibility of the applicant** to demonstrate that the Utah requirements have been satisfied. The requirements for licensure by endorsement are established by Utah Code Ann § 58-1-302.

I. RESIDENCY REQUIREMENT:

ALL APPLICANTS FOR ENDORSEMENT MUST be a resident of the State of Utah in order to apply for licensure by endorsement.

A “resident” is defined as an individual who:

- (i) has established a **domicile in this state (a permanent home)**; and
- (ii) engages in a trade, profession, or occupation in this state, or who accepts employment in other than seasonal work in this state, and **who does not commute into the state**; and
- (iii) holds an **unexpired Utah driver license or an unexpired Utah identification card**.

II. PATHWAYS TO LICENSURE BY ENDORSEMENT:

A license may be issued to a **resident** who has been licensed in another state or foreign country where **EITHER**:

- (1) the **education, experience, and examination** requirements of the state, district, or territory of the United States or the foreign country, at the time the license was issued, **were substantially equal to the current requirements of Utah**. If the applicant demonstrates that their prior licensure is substantially equal to the current Utah requirements, certain contractor classification tests may be waived for the qualifier and experience from that state may satisfy Utah’s experience requirements. See Utah Code Ann § 58-1-302(2)(a).

OR

- (2) after being licensed outside of this state, you have **at least one year of experience** in the state, district, or territory of the United States **where the license was issued**, and the resident demonstrates that they have the **education, experience, and skills** necessary to **demonstrate competency** in the occupation or profession for which licensure is sought. See Utah Code Ann § 58-1-302(2)(b).

It is the **responsibility of the applicant to demonstrate** that the requirements to obtain their original contractor’s license are substantially equivalent to the requirements in Utah or that their education, experience, and skills demonstrate competency in the occupation.

As Utah no longer requires experience or exams for specialty contractors, **the licensure by endorsement only applies to the general contractor classifications** which still require experience and exams – the B100 General Building Contractor, E100 General Engineering Contractor, and R100 Residential/Small Commercial Contractor. **Specialty contractors are not eligible for licensure by endorsement.**

II. UTAH LAWS & RULES EXAM

All applicants for endorsement are still required to have their qualifiers pass the Utah Business Laws & Rules Exam. Each qualifier is required to pass the Utah Business Law and Rule Exam. DOPL's testing provider will electronically send the results of your examination directly to DOPL. Applicants must apply directly to PSI Examination Services at www.psiexams.com or 1-800-733-9267 to register for the examinations. Submit the fees directly to the testing agency. *Do not submit your application until you have passed any required exams.*

III. LICENSURE BY ENDORSEMENT UNDER UTAH CODE ANN § 58-1-302(2)(a)

If you are seeking licensure by endorsement under Utah Code Ann § 58-1-302(2)(a), exams will be required. The Utah Division of Occupational and Professional Licensing (DOPL) may accept certain examinations as an equivalent substitute for the Utah contractor classification examinations required if the exam in the other state is **substantially equivalent** to the Utah contractor classification exam.

Although this list is not exclusive, Utah has determined that certain license classifications and their exams **with Arizona, California, Louisiana, Nevada and South Carolina** are substantially equivalent to Utah's classification requirements. *See below for a chart of the corresponding exam equivalencies.*

Utah also accepts the **NASCLA Commercial General Building Contractor Examination** as equivalent to the Utah B100 and R100 Trade Exam. Official verification of your passing score on the NASCLA exam must be provided to Utah by accessing the NASCLA National Examination Database (NED) at <https://ned.nascla.org>, to purchase and electronically send your transcript to the Utah Construction Trades Bureau. The NASCLA exam is accepted by Alabama, Arkansas, Georgia, Louisiana, Mississippi, Nevada, North Carolina, South Carolina, Tennessee, Virginia, West Virginia and the Virgin Islands. You need not be licensed in any of these states to use the NASCLA Commercial General Building Contractor Examination in lieu of the Utah Exam; however, official verification of the exam must be provided either from the state where you sat the exam or from NASCLA directly.

After you have made arrangements with the other state board or NASCLA to send verification, you must complete the Utah Application for Contractor License, which can be found on our website, www.dopl.utah.gov. Please time the submission of the application with the arrival of the verification from the other state. Utah applications are valid for only 30 days, and if incomplete after 30 days, are considered abandoned and denied.

Electrical and plumbing contractor classifications are not listed in the State License Classification Chart because a Utah Master Electrician or Master Plumbers license is required for the qualifier on electrician and plumbing contractor licenses. Please see the Utah Electrician or Plumbers license application for requirements to become a licensed electrician or plumber in Utah.

III. LICENSURE BY ENDORSEMENT UNDER UTAH CODE ANN § 58-1-302(2)(b)

If you are seeking licensure by endorsement via the Utah Code Ann § 58-1-302(2)(b) pathway, you must be a **resident** and have **at least one (1) year of experience** where your license was issued and you must provide evidence and demonstrate that you have the **education, experience, and skills** necessary to **demonstrate competency** in the occupation or profession.

EXPERIENCE:

If the applicant has held a comparable license in another state, district, or territory of the United States or the foreign country for at least one (1) year, you will need to provide **verification of licensure** in the other jurisdiction AND provide evidence of experience (W-2s, paystubs, etc) including the **Affidavit of Experience** in that profession. **Unlicensed in a jurisdiction that requires licensure or exempt experience in the other jurisdiction does not satisfy the requirements.**

EVIDENCE OF EDUCATION, EXPERIENCE & SKILLS:

The applicant must provide evidence of education, experience, and skills necessary to demonstrate competency in the occupation or profession. It is the **responsibility of the applicant to demonstrate** that they have the education, experience, and skills to demonstrate competency in the profession sought.

APPLICATION FOR LICENSURE BY ENDORSEMENT

GENERAL INFORMATION

Business Legal Name _____
**Note: If you are a Sole Proprietor, this is your full legal name.*

DBA (if applicable): _____

Mailing Address: _____
Street Address (including Apt/Unit/Ste #) and/or PO Box

City State ZIP Code

Phone: _____ **Email:** _____

Qualifier Residential Address: _____
Street Address (including Apt/Unit/Ste #). NO P.O. BOX – MUST BE RESIDENTIAL ADDRESS

City State ZIP Code

Qualifier Phone: _____ **Qualifier Email:** _____

I understand that in all areas of this application the words “you”, “I” and “applicant” apply to the entity listed above and all subsidiaries, owners, officers, managers, qualifiers, and prior entities for which these individuals have been involved.

AFFIDAVIT AND RELEASE

1. I certify that I am qualified in all respects for the license for which I am applying in this application.
2. I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.
3. I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.
5. I certify that I do not currently pose a direct threat to myself, to my clients, or to the public health, safety or welfare because of any circumstance or condition.
6. I understand that I am responsible to update the Division of any changes relating to my license/certification/registration.

Signature of Authorized Signer: _____ Date: ____/____/____

Printed Name: _____

Position of Signer: _____

ENDORSEMENT QUESTIONS

1. Yes No Is your qualifier **a resident of the State of Utah?**

2. Yes No Does your qualifier have **a comparable, active license** in another state, district, or territory of the United States or the foreign country?

If yes, list the jurisdiction and license number: _____

Did your qualifier **take an exam as part of your licensure?**

3. Yes No *If yes, list the date of exam, exam name, and score:*

4. Yes No Does your qualifier **have at least of one (1) year of work experience** as a comparable licensee in another state, district, or territory of the United States or the foreign country?

If you answered YES to only Questions 1, 2 and 3, please provide the following in addition to this form:

1. Submit a completed Application for *Contractor : All Classifications*.
2. Official verification of licensure from the other jurisdiction.
3. Evidence to demonstrate that the qualifier has the education, experience, and examination were **substantially equal** to the current requirements of Utah.

If you answered YES to all of the above questions, please provide the following in addition to this form:

1. Submit a completed Application for *Contractor : All Classifications*.
2. Official verification of licensure from the other jurisdiction.
3. Affidavit of Experience and other evidence of experience.
4. Evidence to demonstrate that the qualifier has the education, experience, and skills necessary to demonstrate competency in the occupation or profession.

If you answered NO to Question 1 or 2, you are NOT eligible for licensure by endorsement.

EVIDENCE OF SUBSTANTIAL EQUIVALENCE

If you are required to provide evidence that your licensure was substantially equal to the current Utah requirements under Utah Code Ann § 58-1-302(2)(a), please provide evidence and a detailed written explanation that demonstrates that the requirements of the jurisdiction (other state) from where the other license originates are **substantially equivalent** to the requirements in Utah for the contractor license in which you seek.

It is the **responsibility of the applicant** to demonstrate that the requirements to obtain their original contractor's license are substantially equivalent to the requirements in Utah.

The requirements for Utah contractor licensure are found at the following depending on the type of licensure sought:

Utah Code Ann. 58-1-101 et. seq. <https://le.utah.gov/xcode/Title58/Chapter1/58-1.html>

Utah Code Ann. 58-55-101 et. seq. <https://le.utah.gov/xcode/Title58/Chapter55/58-55.html>

Utah R. Admin Code R156-1-101 et. seq. <https://rules.utah.gov/publicat/code/r156/r156-01.htm>

Utah R. Admin Code R156-55a-101 et. seq. <https://rules.utah.gov/publicat/code/r156/r156-55a.htm>

Utah has already determined some license classification in some other states as substantially equivalent. See chart below.

Request for Verification of License

Use this form to verify licensure in another state, if applicable.

It is recommended you contact the other state to verify fees and time to process before submitting your request or application.

APPLICANT INFORMATION

To be completed by the applicant:

Name of Licensed Contractor: _____

Full Legal Name of Qualifier: _____
First Middle Last

Mailing Address: _____
Street/PO Box City State/Zip

Phone: _____ **Email:** _____

License Number: _____ **State of Issue:** _____

LICENSE INFORMATION

To be completed by the verifying agency:

Please furnish the information requested, sign and seal the document and mail it directly to DOPL.

Classification of License Issued: _____

License Number: _____ **Current Status:** _____

Original Date of Issue: _____ **Expiration Date:** _____

Continuously Licensed? Yes No, please explain: _____

Licensed by:

Exam, Type: _____ Score: _____ Date: _____

Endorsement, please indicate state endorsed from: _____

Experience Required for Licensure: _____

Is there disciplinary action or pending disciplinary action?

No Yes, please provide certified copies of all Petitions, Orders, etc.

Signature of Verifying Official: _____

Title: _____

Agency: _____ {Seal}

Date: _____

RECIPROCAL STATE LICENSE CLASSIFICATION CHART

Arizona Contractor Classifications Reciprocal with Utah			
AZ Commercial	AZ Residential	AZ Dual	Utah Equivalent
A		KA	E100
A-17			E100
B-1		KB-1	B100
B-2	B, C	KB-2	R100

California Contractor Classifications Reciprocal with Utah	
California	Utah Equivalent
A	E100
B	B100
B	R100

Louisiana Contractor Classifications Reciprocal with Utah	
Louisiana	Utah Equivalent
I	B100
I-18	R100
II	E100
II-12	E100
II-13	E100
II-14	E100
III	E100
III-2	E100
III-4	E100
III-7	E100
III-10	E100
III-11	E100
III-13	E100
III-14	E100
IV	E100
IV-1	E100
IV-6	E100
V-1	E100

Nevada Contractor Classifications Reciprocal with Utah	
Nevada	Utah Equivalent
A	E100
B	B100
B2	R100

South Carolina Contractor Classifications Reciprocal with Utah	
South Carolina	Utah Equivalent
Building (Unlimited)	B100
Building (Limited)	R100