

# 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, Change or Remove a Qualifying Agent (QA)

If adding a QA due to one leaving, the law requires to be designated within three (3) months, pursuant T.C.A. § 62-6-115 and Rule 0680-1-.23 or the classification will be invalid until one is added. If this is the only classification on the license, then it will be considered invalid. Do not complete this form to revise the license to add a “new” classification; this form is for current approved classifications.

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, please explain.
  - If you are requesting reciprocity from Alabama, Arkansas, Georgia, Louisiana, Mississippi, North Carolina, Ohio or South Carolina, please attach the license verification form (see page 4) completed by that state. Note: Some states may charge a fee for completion. For more information, see: <http://www.tn.gov/commerce/boards/contractors/documents/BLCReciprocationwithTN.pdf>
  - 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. If the QA is listed on several licenses or a new employee (less than six (6) months), the Board will be required to approve and may request an interview.
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 not a majority owner (less than 20% ownership interest), the “Power of Attorney” form must also be signed by the owner, notarized and attached to this application (see page 3)
8. If the license classification does not require a trade exam, please list their experience or attach a resume of the QA.
9. There is no fee for this service. Please mail the completed “Qualifying Add/Change” form to the Board’s mailing address at:

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

To hand-deliver, the Board is located at: 710 James Robertson Parkway; 3<sup>rd</sup> Floor of the Andrew Johnson Tower. Please allow 30 days for the information to be entered into our system. For those replacing a QA, as long as you have complied with replacing a QA who has passed the exam for your license classification, you may continue to operate. A revised license certificate will not be issued; however, you will receive a letter confirming the QA change. The QA’s are listed on the “Reports and Data” of the license roster which may be downloaded at: <http://tdcidata.tn.gov/default.aspx> at no charge. License status may be checked at: <http://verify.tn.gov/>



Tennessee Board for Licensing Contractors  
 500 James Robertson Pkwy.  
 Telephone: (615) 253-6235 or 800-544-7693  
 Fax: (615) 532-2868  
 Website: <http://www.tn.gov/regboards/contractors/>  
 Staff: [Bianca.Dennis@tn.gov](mailto:Bianca.Dennis@tn.gov)  
 Email: [Contractors.Home-Improvement@tn.gov](mailto:Contractors.Home-Improvement@tn.gov)

**QUALIFYING  
 AGENT (QA)  
 (NOTICE OF CHANGE)**

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*No Fee*

- Change (Replacing prior QA)**                       **Remove QA**
- Add Additional QA**                                       **Other:** \_\_\_\_\_
- LICENSE INFORMATION**                                       **License ID#000** \_\_\_\_\_

1. **Name on License:** \_\_\_\_\_

2. **Mailing Address:** \_\_\_\_\_

3. **New Qualifying Agent's Name:** \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

4. **Date of Employment:** \_\_\_\_\_; **Does the new QA have Ownership?** \_\_\_\*No \_\_\_Yes - \_\_\_\_\_%  
 (\*If the QA does not have majority ownership, please complete the attached "Power of Attorney" – See Page 3)

5. **License Classification Designated**                       **Exam Score not available; pull from prior license file ID#** \_\_\_\_\_

*Exam Scores Required:*    \_\_\_BC;    \_\_\_BC-A;    \_\_\_BC-B;    \_\_\_BC-b(sm);    \_\_\_BC-C;    \_\_\_LMC    \_\_\_\*MU or MU-B  
    \_\_\_CE;    \_\_\_CE-A,H;    \_\_\_CMC;    \_\_\_CMC-A;    \_\_\_CMC-C;    \_\_\_CMC-D;    (\*requires BC-B exam)

*Certifications Required:*    \_\_\_S-A (Asbestos);    \_\_\_S-B (UST);    \_\_\_S-C (Lead);    \_\_\_S-D (Haz. Waste)  
    \_\_\_S-E (Air, Water or Soil Rem);    \_\_\_S-Medical Gas    \_\_\_Other-\_\_\_\_\_

*License/Registrations:*    \_\_\_CMC-D (Division of Fire Prevention – Fire Sprinklers)    \_\_\_CE-D (Alarm Systems Board)  
    \_\_\_HRA-E.4 (Well Driller – TDEC)

*No Trade Exam Req:*    \_\_\_MU-A,C,D;    \_\_\_HRA;    \_\_\_HC;    \_\_\_S-\_\_\_\_\_ ;    \_\_\_BC-\_\_\_\_\_ ;  
 \_\_\_ Other: \_\_\_\_\_

6. **Trade Exam Taken:**    \_\_\_ Yes - Score: \_\_\_\_\_ (Attach a copy of score);    \_\_\_ No – Please explain below:  
 \_\_\_ - Non-tested Class;    \_\_\_ - Transfer from license ID# \_\_\_\_\_;    \_\_\_ - Reciprocity (attach completed verification- page 4)

7. **Contractor Licenses -** Is new QA listed on another or prior Tennessee Contractors license?  
 \_\_\_ No \_\_\_\*Yes – License ID# \_\_\_\_\_  
 (If "Yes", the Qualifying Agent must be a majority owner to be listed on more than one license; **and** must disclose complaints from prior licenses)

8. **Complaint History -** Does the new Qualifying Agent have: **1) Complaint History;** **2) Outstanding Judgments;**  
**3) Felony Conviction;** or **4) Disciplinary Action** in Tennessee or in another state license agency?  
 \_\_\_ No \_\_\_\*Yes – If yes, please attach an explanation. Request will require Board approval and an interview may be required.

9. **Name of Qualifying Agent Removing:** \_\_\_\_\_ Effective Date: \_\_\_\_\_ N/A \_\_\_\_\_

10. **Signature(s) and Acknowledgement of QA Adding (signature of QA Removing is not required).**

Print New QA's Name	Qualifying Agent's Signature	Date
<b>FOR OFFICE USE ONLY</b>		
___ Score/Verification/Transfer/Exp	___ Cross Ref Name/# to Prior License	___ Write QA Ltr Removal
___ POA Needed	___ Add to RBS DBA Name	___ Hold 90 days or less
___ QA Signature Needed	___ Add to PSD	___ Tickler Date: _____
___ Check Complaint History	___ Remove from ATTN on address	___ Change License Status (AL-13)
___ Remove from Prior License	___ Notify Licensee if new QA is needed	___ Approved
___ Present to Board	___ Hold for Add'l Information _____	___ Write QA Confirmed Ltr (file in all app. lic. files)

Not applicable - Trade exam passed within last two (2) years.  
 Not Applicable – See attached resume of QA in lieu of this list.

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

**Please list experience or attach resume of the qualifying agent (QA) designated to a license for classification(s) without a trade examination; or if the exam score is more than two (2) years old. If a trade exam was passed within the last two (2) years, the experience list is not required.**

Name of Employer/Contractor/Client: \_\_\_\_\_

Type of Work: \_\_\_\_\_ Project Amount: \$ \_\_\_\_\_

Name of Project/ Location: \_\_\_\_\_ Year: \_\_\_\_\_

Performed Work as:  Employee  Contractor  Subcontractor  Other - \_\_\_\_\_

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Name of Employer/Contractor/Client: \_\_\_\_\_

Type of Work: \_\_\_\_\_ Project Amount: \$ \_\_\_\_\_

Name of Project/ Location: \_\_\_\_\_ Year: \_\_\_\_\_

Performed Work as:  Employee  Contractor  Subcontractor  Other - \_\_\_\_\_

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Name of Employer/Contractor/Client: \_\_\_\_\_

Type of Work: \_\_\_\_\_ Project Amount: \$ \_\_\_\_\_

Name of Project/ Location: \_\_\_\_\_ Year: \_\_\_\_\_

Performed Work as:  Employee  Contractor  Subcontractor  Other - \_\_\_\_\_

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Name of Employer/Contractor/Client: \_\_\_\_\_

Type of Work: \_\_\_\_\_ Project Amount: \$ \_\_\_\_\_

Name of Project/ Location: \_\_\_\_\_ Year: \_\_\_\_\_

Performed Work as:  Employee  Contractor  Subcontractor  Other - \_\_\_\_\_

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Name of Employer/Contractor/Client: \_\_\_\_\_

Type of Work: \_\_\_\_\_ Project Amount: \$ \_\_\_\_\_

Name of Project/ Location: \_\_\_\_\_ Year: \_\_\_\_\_

Performed Work as:  Employee  Contractor  Subcontractor  Other - \_\_\_\_\_

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*(Attach any certifications or other applicable licenses, such as: Fire Sprinkler RME; Environmental Training; etc.)*



STATE OF TENNESSEE  
 DEPARTMENT OF COMMERCE AND INSURANCE  
**BOARD FOR LICENSING CONTRACTORS**  
 500 JAMES ROBERTSON PARKWAY  
 NASHVILLE, TENNESSEE 37243-1150  
 (615) 253-6235 or (800) 544-7693 FAX or (615) 532-2868  
 Email: [Bianca.Dennis@tn.gov](mailto:Bianca.Dennis@tn.gov)

A Power of Attorney for the Qualifying Agent is required if someone other than a majority owner takes the exam or designated for a classification.

**POWER OF ATTORNEY**

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

\_\_\_\_\_, of \_\_\_\_\_ do hereby appoint:  
 (State) (License Company Name)

\_\_\_\_\_  
 (Qualifying Agent's Name)

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

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

Above named is at least 18 years of age; a full time employee or officer; and authorized to act as qualifying agent (QA) on the license entity's behalf by taking the examinations(s) and/or interview, as required for a Tennessee contractor's license. Pursuant T.C.A. §62-6-115, as an employee/officer, they have sufficient knowledge to bind the licensee.

This designated qualifying agent  \*IS -or-  \*WAS -or-  IS NOT listed as the QA for another Tennessee contractor's license (list the contractor's license ID# if you checked "IS" or "WAS" listed on another license in order for our files to be updated). 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 applicable trade examination(s) within 90 days, or the license classification is considered invalid.

\_\_\_\_\_  
 Owner/Officer - Signature

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

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

\_\_\_\_\_  
 Notary Public My Commission Expires: \_\_\_\_\_

- (Notary Seal) -

\*List License ID# \_\_\_\_\_ or company name if "currently" or "was" listed on another license. You must be a majority owner of one of the licenses to be listed as the QA.

(If the Qualifying Agent is a majority owner, this form is not needed)

Office Use

\*If the QA is or was listed on a prior Tennessee contractor's license, update all computer records.

For applicants who have passed the trade exam with a reciprocal state and requesting a waiver.

# State of Tennessee

## Board for Licensing Contractors

500 James Robertson Pkwy., Nashville, TN 37243-1150

800-544-7693 or (615) 532-3981 / Fax (615) 532-2868

Website: <http://www.tn.gov/regboards/contractors/> Email: [Bianca.Dennis@tn.gov](mailto:Bianca.Dennis@tn.gov)



### REQUEST FOR LICENSE VERIFICATION

**Instructions to Applicant:** Complete the "Applicant Information" section below and forward to the reciprocal State verifying the licensing information for a trade exam waiver. The verifying state should return to you and include it with your application request form.

#### CONTRACTOR LICENSE APPLICANT INFORMATION

**License Name:** \_\_\_\_\_ **License ID#** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** ( ) - \_\_\_\_\_ **Fax#:** ( ) - \_\_\_\_\_

**Contract Person:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you are licensed with one of the following state agencies, Tennessee has entered into a trade exam waiver agreement and you may qualify to have the trade exam waived: **Alabama** – (General, Electrical, Residential, and HVAC); **Arkansas**; **Georgia** (Commercial and Electrical); **Louisiana**; **Mississippi**, **North Carolina** (Residential/Commercial); **Ohio** (Electrical; Plumbing; and HVAC); and **South Carolina** (Commercial). The Board also accepts the **NASCLA National Commercial** trade exam). NOTE: Reciprocation is with the **TRADE** exam, only.

**Instructions for Verifying State:** The above named applicant has submitted an application for a contractor's license with this Board. Please complete the following and return this form to the applicant.

**License Name:** \_\_\_\_\_

**License ID#:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_ **Status:** \_\_\_Active \_\_\_\*Inactive \_\_\_\*Expired

**Expiration Date:** \_\_\_\_\_ **Disciplinary Action:** \_\_\_No \_\_\_\*Yes *\*Does not qualify for exam waiver*

**License Classification(s):** \_\_\_\_\_

Qualifying Agent's Name	Trade Exam <i>Residential, Commercial, Electrical, etc.)</i>	Exam Type <i>(PSI, NAI, Exporior, Block, NASCLA, In- House, etc.)</i>	Exam Date	Score	Waiver <i>(Endorsement; Prior to Exam;; Not Required, etc.</i>

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

State Agency: \_\_\_\_\_

- State Seal -

T.C.A. § 12-4-801 - **Bid Preference Law** - A like reciprocal preference is allowed to the lowest responsible bidder to a contractor 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 firm to pass the trade exam and/or designated for the license classification based upon their experience. The license firm may be a sole proprietor, LLC, corporation or partnership. Not all license classifications require a trade exam. In order to replace a QA, if a trade exam is required, it is required within three (3) months before the license is considered invalid or classification is removed. The QA may be an owner, officer, partner or full time employee; and there may be more than one (1) QA designated if they have passed the trade exam 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, then it may be required by the Board. Note: The license does NOT belong to the Qualifying Agent.

### **Q. May the person taking the exam (Qualifying Agent) be listed or designated on more than one license?**

**A.** If they have majority ownership of one of the two entities, they may be listed on more than one license. The QA must be an owner or full time employee. If a full time employee, they cannot be named on more than one license, unless they are applying for their own license (majority owner) to perform projects outside their full time employment. Applying for their own license requires all the same requirements, such as: financial statement; insurance; reference; etc., and Board approval. If the QA has been listed on more than two (2) licenses, the Board may request an interview with the contractor and QA before approving.

### **Q. Is the Qualifying Agent (QA) considered the owner of the license?**

**A.** No, the license belongs to the owner(s) of the business entity or firm. If the QA is only a full time employee, they are not the owner of the license. The license is issued to the entity or individual providing the financial statement, insurance, etc. If the QA leaves, the licensed entity must notify the Board within 10 days. They have three (3) months to designate a new individual to pass the trade exam, if their classification requires it. Otherwise, they may supply experience or certifications (when applicable) as required. The Business and Law exam is not required to be taken to change or add a QA. After three months, if a new QA has not been designated, the license classification is removed from the license (*if there are more than one license classifications*); otherwise, the license is made invalid until a new QA is assigned (*which should be before the expiration of a license*).

### **Q. Is there a license to be a Qualifying Agent (QA)?**

**A.** No, the Board does not issue licenses or certifications to be a QA. The QA is not considered licensed; the firm holds the license. If an individual passes the exam, it would not be of any benefit unless they also hold a license. In addition, the QA cannot use the firm's license to perform work for their own business. The exam score is not a license.

### **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 when changing a QA.

For non-tested classifications, the QA must supply a resume of experience and if applicable, provide environmental training certificates; some designations require licenses or registrations from other state agencies, such as: Alarm Systems; Fire Sprinklers; and Well Drillers.

- Alarm Systems Board  
<http://www.tn.gov/commerce/boards/asc/index.shtml>
- Division of Fire Protection  
<http://www.tn.gov/commerce/sfm/fpplsect.shtml>
- Tennessee Department of Environment  
<http://www.tn.gov/environment/permits/welldrill.shtml>

Environmental certifications for asbestos, lead based paint abatement, etc. would be required for these type of classifications.

**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.tn.gov/commerce/boards/contractors/documents/ClassificationOutlineWeb.pdf>

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

A. You may schedule an appointment by registering with PSI, the exam vendor. For more information, review the "Candidate Information Bulletin" on our Exam Resource on our website at: [https://candidate.psiexams.com/bulletin/display\\_bulletin.jsp?ro=yes&actionname=83&bulletinid=200&bulletinurl=.pdf](https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=200&bulletinurl=.pdf) or, contact PSI at 800-733-9267; or visit their website at [www.psiexams.com](http://www.psiexams.com). Exams are offered in several states and you may take a Tennessee exam by requesting special accommodations for your state.

**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 (Contractors Board); Georgia (Commercial and Electrical); Louisiana; Mississippi; North Carolina (Residential and Commercial); Ohio (Electrical and Mechanical); and South Carolina (Commercial). Not all agencies in these states reciprocate; some have separate boards. Attach a copy of your trade exam score, if available, and also the license verification form (page 4) must be completed by your state, then submit with this QA revision application. Some states may charge a fee to complete the verification form. The Board will also accept NASCLA National Commercial exam. More information is available from our website at: <http://www.tn.gov/commerce/boards/contractors/documents/BLCReciprocationwithTN.pdf>

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

A. No. The licensed firm would need to apply for a revision to "Add a Classification" 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. To apply, complete the appropriate revision forms to "Add Classification". There are also revision forms to increase 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.tn.gov/commerce/boards/contractors/forms.shtml>

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

A. No. A license is not transferable to another entity. The company would be required to apply for their own license by completing the new license application. You may be designated as their QA as long as you remain as a full time employee or have majority ownership to be designated on more than one (1) license.

**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 (QA) 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. The License classification will be changed to an "Inactive" status, "NEED QA". If a contractor has more than one classification, they may request to remove the classification and continue with the remaining classification. However, they should notify the Board and a revised license certificate will be issued.

**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 5 to 7 business days; but due to volume of work, please allow 30 days to get all the information entered into the system.

As long as you have 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.

- A letter will be sent confirming the change, however, a new license certificate will not be issued. You may check the status online to ensure it is “Active” at: <http://verify.tn.gov/> The QA is typically not listed at the “Verify License” link unless they are listed on the address “ATTN” line.
- You may check the website to see if the QA has been changed on the “Roster” at: <http://tdcidata.tn.gov/default.aspx> or from our website’s “Reports and Data”
- Tips for downloading a roster is available at: <http://www.tn.gov/commerce/boards/contractors/documents/LicenseRosterSearchTips.pdf>

**Q. If I took the exam and it has been more than two (2) years, will the Board accept it?**

**A. Depends.** The trade exam is considered acceptable as long as the QA has remained active in the industry. If the QA has not performed work in the last two (2) years or more, then the Board may require retaking the trade exam. The QA would need to provide evidence of experience if it’s been more than two (2) years, unless they were designated on another active contractor’s license. If they have remained active in the industry, but have not been designated on a license, you would need to supply proof of experience.

**Q. Who is responsible for notifying the Board when the QA leaves?**

**A.** The licensed firm is responsible and would be in violation of the law for failing to do so. However, the QA should also notify the Board and they may do so by email at: [Bianca.Dennis@tn.gov](mailto:Bianca.Dennis@tn.gov) or [Contractors.Home-Improvement@tn.gov](mailto:Contractors.Home-Improvement@tn.gov) or fax it to (615) 532-2868; or use the form on the Website at <http://www.tn.gov/regboards/contractors/documents/QALeaving.pdf> .

**Q. If we do not have a copy of the exam score, can we still request to be added as a QA?**

**A.** Yes. Just make a note that they are not available and our staff will research files to obtain copies. This may delay the request, so please allow time. If licensed prior to exams or if it has been more than 10 years, these may not be on file.

**Be sure to register for email notifications of important law changes, rulemakings, newsletters, etc., at:** [http://www.tn.gov/notify-app/sign\\_up.html?agencyId=3](http://www.tn.gov/notify-app/sign_up.html?agencyId=3)

**Exam Resources (PSI Services, LLC)**

Website: <https://candidate.psiexams.com/index.jsp>

**Contractors Board**

Website: <http://www.tn.gov/regboards/contractors/forms.shtml>

- [Exam Information - Candidate Information Bulletin](#) [pdf]
- [Online Exam Registration with PSI](#)
- Bookstores (Code Books and Reference Manuals for Exams)
  - [NASCLA Online Bookstore](#) (Business & Law Reference Manual - Tennessee Edition)
    - [NASCLA Order Form](#) (Business and Law Reference Manual)
  - [PSI Online Bookstore](#) (Reference Manuals and Code Books)

*Thank you!*