

BOARD FOR CONTRACTORS MEETING AGENDA

9960 Mayland Drive
Board Room 4, 2nd Floor 2:00P.M.
Thursday, May 22, 2025

Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses and enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- a. Emergency Evacuation Procedures
- b. Determination of Quorum

II. ADMINISTRATIVE MATTERS

- a. Approval of Agenda
- b. Approval of Minutes:
 - i. April 29, 2025, Board for Contractors Meeting draft minutes.

III. PUBLIC COMMENT PERIOD ***FIVE MINUTE PUBLIC COMMENT, PER PERSON***

IV. CASE FILES

- a. Licensing Case files
 - i. L1.1 2025-00953 – Artemus Seymour Dixon
 - ii. L1.2 2025-01072 – Michael Allen Casey

V. EDUCATION

- a. Education Provider Applications
 - i. 1 Exam Prep LLC – One (1) Classroom Contractor Pre-License Course

VI. NEW BUSINESS

- a. Regulatory Update
- b. Fee Adjustment

VII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER.

VIII. ADJOURNMENT

NEXT MEETING SCHEDULED FOR **TUESDAY, JUNE 24, 2025**

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five minute public comment, per person, with the exception of any open disciplinary or

application file.

- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation.
- ❖ The Department fully complies with the Americans with Disabilities Act.

DRAFT AGENDA Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position. DRAFT AGENDA

Virginia Board for Contractors

Update on Regulatory Actions – 18VAC50-22

(as of May 8, 2025)

Action: General Regulatory Reduction

Current Stage: Final

- Proposed stage published in Virginia Register on 10/21/2024. The 60-day public comment period concluded on 12/20/2024. Several comments were received.
- Public hearing held 10/24/2024. No comments were received.
- The Board adopted the Final Regulation at its March 11, 2025, meeting.

Next Step: Final Effective

- Final stage filed April 4, 2025.
- Executive Branch to complete review followed by 30-day adoption period.

Action: Eligibility Requirement Amendment

Current Stage: Final

- The Board adopted the Final Regulation at its March 11, 2025, meeting.

Next Step: Final Effective

- Final regulation will be published in the Virginia Register on 6/2/2025, followed by a 30-day public comment period.
- Regulation to become effective 9/1/2025.

Update on Regulatory Fee Actions: 18VAC50-22 & 18VAC50-30

(as of May 8, 2025)

Action: Fee Adjustment

Current Stage: Fast-Track

- The board approved fast-track action at 10/22/2024 meeting.
- Action filed on 12/12/2024.

Next Step: Final

- Board to consider adoption of revised fee adjustments at 5/22/2025 meeting.

Virginia Board for Contractors

Action: Change in Examination Fees

Current Stage: Proposed

- Proposed stage filed on 3/11/2025.

Next Step: Final

- Executive Branch to complete review.

Update on Regulatory Actions – 18VAC50-30 (as of May 8, 2025)

Action: Eligibility

Next Step: Final Effective

- Regulation became effective 4/1/2025.

Action: Temporary Elevator Mechanic Certifications – *Fast Track*

Current Stage: Fast-Track Regulation

- Executive Branch completed review 2/5/2025.
- Final regulation published in the Virginia Register on 3/10/2025, followed by a 30-day public comment period.

Next Step: Final Effective

- Regulation will become effective 6/1/2025.

Project 8123 - Fast-Track

Board For Contractors

Board for Contractors Fee Adjustment

18VAC50-22-100. Fees.

Each check or money order shall be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable. In the event that a check, money draft or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus an additional processing charge set by the department:

Fee Type	When Due	Amount Due
Class C Initial License	with license application	\$210 \$235
Class B Initial License	with license application	\$345 \$380
Class A Initial License	with license application	\$360 \$400
Temporary License	with license application and applicable initial license fee	\$50 \$60
Residential Building Energy Analyst Firm License	with license application	\$210 \$240
Qualified Individual Exam Fee	with exam application	\$20
Class B Exam Fee	with exam application (\$20 per section)	\$40
Class A Exam Fee	with exam application (\$20 per section)	\$60

Note: A \$25 Recovery Fund assessment is also required with each initial license application, except for the residential building energy analyst firm license. If the applicant does not meet all

requirements and does not become licensed, this assessment will be refunded. The examination fees approved by the board but administered by another governmental agency or organization shall be determined by that agency or organization.

18VAC50-22-140. Renewal fees.

Each check or money order should be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable.

In the event that a check, money draft, or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus an additional processing charge set by the department:

Fee Type	When Due	Amount Due
Class C renewal*	with renewal application	\$195 \$220
Class B renewal*	with renewal application	\$225 \$260
Class A renewal*	with renewal application	\$240 \$270
Residential Building Energy Analyst Firm renewal	with renewal application	\$195 \$220

*A \$30 Recovery Fund assessment is also required with each contractor license renewal.

The date on which the renewal fee is received by the Department of Professional and Occupational Regulation or its agent shall determine whether the licensee is eligible for renewal or must apply for reinstatement.

~~For renewal fees received on or before August 31, 2025, the fees shall be \$150 for a Class C renewal, \$175 for a Class B renewal, \$200 for a Class A renewal, and \$150 for a Residential Building Energy Analyst Firm renewal.~~

18VAC50-22-170. Reinstatement fees.

Each check or money order should be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable. In the event that a check, money draft, or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus an additional processing charge set by the department:

Fee Type	When Due	Amount Due
Class C reinstatement**	with reinstatement application	\$405* <u>\$460*</u>
Class B reinstatement**	with reinstatement application	\$460* <u>\$550*</u>
Class A reinstatement**	with reinstatement application	\$490* <u>\$550*</u>
Residential Building Energy Analyst Firm reinstatement	with reinstatement application	\$405* <u>\$460*</u>
<u>**The Recovery Fund assessment specified in 18VAC50-22-140 is also required to reinstate a contractor license.</u>		
*Includes renewal fee listed in 18VAC50-22-140.		

The date on which the reinstatement fee is received by the Department of Professional and Occupational Regulation or its agent shall determine whether the licensee is eligible for reinstatement or must apply for a new license and meet the entry requirements in place at the time of that application. In order to ensure that licensees are qualified to practice as contractors, no reinstatement will be permitted once two years from the expiration date of the license have passed.

~~For reinstatement fees received on or before August 31, 2025, the fees shall be \$360 for Class C reinstatement, \$410 for Class B reinstatement, \$450 for Class A reinstatement, and \$360 for a Residential Building Energy Analyst Firm. These fees include the renewal fee listed in 18VAC50-22-140.~~

18VAC50-22-250. Fees.

Each check or money order should be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable. In the event that a check, money draft, or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus an additional processing charge set by the department:

Fee Type	When Due	Amount Due
Change of Designated Employee	with change form	\$110 \$125
Change of Qualified Individual	with change form	\$110 \$125
Addition of Classification or Specialty	with addition application	\$110 \$125

FORMS (18VAC50-22)

~~Contractor Licensing Information, A501-27INTRO-v4 (rev. 1/2016)~~

[Contractor Licensing Information, A501-27INTRO-v6 \(rev. 4/2025\)](#)

[Requirements for Qualified Individuals, A501-27EXINFO-v5 \(rev. 1/2016\)](#)

~~Contractor's License Application, A501-27LIC-v10 (rev. 1/2018)~~

~~Additional Specialty Designation Application, A501-27ADDSP-v10 (rev. 1/2018)~~

[Contractor's License Application, A501-27LIC-v15 \(rev. 4/2025\)](#)

[Additional Specialty Designation Application, A501-27ADDSP-v14 \(rev. 4/2025\)](#)

[Adverse Financial History Reporting Form, A406-01AFIN-v1 \(eff. 2/2015\)](#)

~~Change in Qualified Individual and Designated Employee Application, A501-27CH_QIDE-v9 (rev. 1/2018)~~

[Change in Qualified Individual and Designated Employee Application, A501-27CH QIDE-v13 \(rev. 4/2025\)](#)

[Change of Responsible Management Application, A501-27CHRM-v4 \(rev. 1/2016\)](#)

[Certificate of License Termination, A501-27TERM-v4 \(rev. 12/2015\)](#)

[Criminal Conviction Reporting Form, A406-01CCR-v1 \(eff. 5/2015\)](#)

[Disciplinary Action Reporting Form, A406-01DAR-v1 \(eff. 5/2015\)](#)

[Education Provider Registration/Course Approval Application, A501-27EDREG-v5 \(rev. 1/2014\)](#)

[Education Provider Listing Application, A501-27EDLIST-v4 \(rev. 1/2014\)](#)

[Financial Statement, A501-27FINST-v4 \(rev. 12/2012\)](#)

~~[Change in License Class Application, A501CHLIC-v9 \(rev. 1/2018\)](#)~~

~~[Firm - Residential Building Energy Analyst Application, A501-2707LIC-v2 \(rev. 7/2013\)](#)~~

[Change in License Class Application, A501CHLIC-v14 \(rev. 4/2025\)](#)

[Firm - Residential Building Energy Analyst Application, A501-2707LIC-v5 \(rev. 4/2025\)](#)

[Statement of Consumer Protections, RBC-9.1 \(rev. 12/2014\)](#)

~~[Contractor Temporary License Application, A501-2703LIC-v8 \(rev. 1/2018\)](#)~~

~~[Expedited Class A License Application, A501-2705A-v11 \(rev. 1/2018\)](#)~~

[Contractor Temporary License Application, A501-2703LIC-v10 \(rev. 4/2025\)](#)

[Expedited Class A License Application, A501-2705A-ELIC-v16 \(rev. 4/2025\)](#)

18VAC50-30-90. Fees for licensure and certification.

A. Each check or money order must be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable and ~~shall~~ **will** not be prorated. The date of receipt by the department or its agent is the date that will be used to determine whether or not it is on time. Fees remain active for a period of one year from the date of receipt and all applications must be completed within that time frame.

B. Fees are as follows:

Original tradesman, liquefied petroleum gas fitter, or natural gas fitter provider license by examination	\$130 \$150
Original tradesman, liquefied petroleum gas fitter, or natural gas fitter provider license without examination	\$130 \$150
Card exchange (exchange of locality-issued card for state-issued Virginia tradesman license)	\$95 \$110
Liquefied petroleum gas fitter	\$130
Natural gas fitter provider	\$130
Additional tradesman designation	\$90 \$105
Backflow prevention device worker certification	\$130 \$150
Elevator mechanic certification	\$130 \$150
Certified accessibility mechanic	\$130 \$150
Certified automatic fire sprinkler inspector	\$130 \$150
Water well systems provider certification	\$130 \$150
Residential building energy analyst license	\$130 \$150
Limited use/limited application endorsement	\$65

18VAC50-30-120. Renewal.

A. Licenses issued under this chapter to electricians, gas fitters, liquefied petroleum gas fitters, natural gas fitter providers, HVAC tradesmen, or plumbers will expire three years from the last day of the month in which they were issued as indicated on the license.

B. All other licenses and certifications issued under this chapter will expire two years from the last day of the month in which they were issued as indicated on the license or certification.

C. As a condition of renewal or reinstatement and pursuant to § 54.1-1133 of the Code of Virginia, all individuals holding tradesman licenses with the trade designations of plumbing, electrical, and heating ventilation and cooling must satisfactorily complete three hours of continuing education for each designation, and individuals holding a license as a liquefied petroleum gas fitter, a natural gas fitter provider, or a gas fitter, one hour of continuing education, relating to the applicable building code changes, from a provider approved by the board.

D. Certified elevator mechanics and certified accessibility mechanics, as a condition of renewal and pursuant to § 54.1-1143 of the Code of Virginia, must satisfactorily complete eight hours of continuing education relating to the provisions of the Virginia Uniform Statewide Building Code (13VAC5-63) pertaining to elevators, escalators, and related conveyances. This continuing education must be from a provider approved by the board.

E. Certified water well systems providers, as a condition of renewal or reinstatement and pursuant to § 54.1-1129.1 B of the Code of Virginia, must satisfactorily complete eight hours of continuing education in the specialty of technical aspects of water well construction, applicable statutory and regulatory provisions, and business practices related to water well construction from a provider approved by the board.

F. Certified automatic fire sprinkler inspectors, as a condition of renewal and pursuant to § 54.1-1148 of the Code of Virginia, must satisfactorily complete eight hours of continuing education

relating to changes and knowledge of the Virginia Statewide Fire Prevention Code (13VAC5-51). No renewal will be permitted once 30 days from the expiration date have passed. After that date, the applicant must apply for a new certification and meet the current entry requirements.

G. Renewal fees are as follows:

Tradesman, liquefied petroleum gas fitter, or natural gas fitter provider license	\$135 \$160
Liquefied petroleum gas fitter license	\$90
Natural gas fitter provider license	\$90
Backflow prevention device worker certification	\$90 \$110
Elevator mechanic certification	\$90 \$110
Certified accessibility mechanic	\$90 \$110
Certified automatic fire sprinkler inspector	\$90 \$110
Water well systems provider certification	\$90 \$110
Residential building energy analyst license	\$90 \$110

All fees are nonrefundable and will not be prorated.

~~Tradesman license renewal fees received on or before August 31, 2025, shall be \$100. For all other renewal fees received on or before August 31, 2025, the fee shall be \$70.~~

H. The board will mail a renewal notice to the regulant outlining procedures for renewal. Failure to receive this notice, however, will not relieve the regulant of the obligation to renew. If the regulant fails to receive the renewal notice, a copy of the license or certification may be submitted with the required fee as an application for renewal within 30 days of the expiration date.

I. The date on which the renewal fee is received by the department or its agent will determine whether the regulant is eligible for renewal or required to apply for reinstatement.

J. The board may deny renewal of a license or certification for the same reasons as it may refuse initial licensure or certification or discipline a regulant. The regulant has a right to request

review of any such action by the board under the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

K. Failure to timely pay any monetary penalty, reimbursement of cost, or other fee assessed by consent order or final order shall result in delaying or withholding services provided by the department, including renewal, reinstatement, or processing of a new application.

L. Residential building energy analysts, as a condition of renewal or reinstatement, must provide documentation of continued membership, in good standing, of a certifying organization approved by the board and proof of insurance as required in 18VAC50-30-40 I 4.

18VAC50-30-130. Reinstatement.

A. Except as provided in 18VAC50-30-120 F, if all of the applicable requirements for renewal of the license or certification as specified in 18VAC50-30-120 are not completed within 30 days of the license or certification expiration date, a reinstatement fee will be required as established in subsection B of this section.

B. Reinstatement fees are as follows:

<u>Tradesman, liquefied petroleum gas fitter, or natural gas fitter provider license</u>	\$185* <u>\$210*</u>
Liquefied petroleum gas fitter license	\$140*
Natural gas fitter provider license	\$140*
Backflow prevention device worker certification	\$140* <u>\$160*</u>
Elevator mechanic certification	\$140* <u>\$160*</u>
Certified accessibility mechanic	\$140* <u>\$160*</u>
Water well systems provider certification	\$140* <u>\$160*</u>
Residential building energy analyst license	\$140* <u>\$160*</u>
*Includes renewal fee listed in 18VAC50-30-120.	

All fees required by the board are nonrefundable and will not be prorated.

~~Tradesman license reinstatement fees received on or before August 31, 2025, shall be \$150. For all other reinstatement fees received on or before August 31, 2025, the fee shall be \$120. This fee includes the renewal fee listed in 18VAC50-30-120.~~

C. The date on which the reinstatement fee is received by the department or its agent will determine whether the license or certification is reinstated or a new application is required.

D. A license or certification may be reinstated for up to 24 months following the expiration date of the license or certification. An individual who fails to reinstate the license or certification within 24 months after the expiration date must apply for a new license or certification and meet entry requirements in effect at the time of the submittal of the new application. Such individual will be deemed to be eligible to sit for the examination for the same category and specialty of license as the expired license.

E. Any regulated activity conducted subsequent to the expiration of the license may constitute unlicensed activity and may be subject to prosecution under Chapter 1 (§ 54.1-100 et seq.) or Chapter 11 (§ 54.1-1100 et seq.) of Title 54.1 of the Code of Virginia.

F. The board may deny reinstatement of a license or certification for the same reasons as it may refuse initial licensure or certification or discipline a regulant. The regulant has a right to request further review of any such action by the board under the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

G. Failure to timely pay any monetary penalty, reimbursement of cost, or other fee assessed by consent order or final order will result in delaying or withholding services provided by the department, including renewal, reinstatement, or processing of a new application.

FORMS (18VAC50-30)

[Education Provider Listing Application, A501-27EDLIST-v3 \(rev. 12/2012\)](#)

[Education Provider Registration/Course Approval Application, A501-27EDREG-v5 \(rev. 12/2012\)](#)

~~Tradesman Additional Designation & License Upgrade Application, A501-2710_ADDLIC-v2 (rev. 12/2012)~~

~~Tradesman Exam & License Application, A501-2710EXLIC-v2 (rev. 12/2012)~~

[Tradesman Additional Designation & License Upgrade Application, A501-2710_ADDLIC-v5 \(rev. 4/2025\)](#)

[Tradesman Exam & License Application, A501-2710EXLIC-v6 \(rev. 4/2025\)](#)

[Tradesman Universal License Recognition Application, A501-2710ULR-v2 \(eff. 4/2025\)](#)

[Tradesman Individual Experience Form, A501-2710EXP-v2 \(rev. 12/2012\)](#)

~~Tradesman – Inactive/Activate License Application, A501-2710INAT-v1 (eff. 1/2013)~~

~~Backflow Prevention Device Worker Certification Application, A501-2717CERT-v2 (rev. 12/2012)~~

~~Certified Elevator Mechanic Application, A501-2718CERT-v3 (rev. 7/2013)~~

~~Temporary Elevator Mechanic Certification (rev. 4/2010)~~

~~Certified Water Well System Provider Application, A501-2719CERT-v2 (rev. 12/2012)~~

~~Certified Accessibility Mechanics Application, A501-2720CERT-v1 (eff. 1/2014)~~

~~Certified Accessibility Mechanics Limited Use/Limited Application (LULA) Endorsement Application, A501-2720LULA-v1 (eff. 1/2014)~~

~~Automatic Fire Sprinkler Inspector Certification Application, A501-2723FSI-v1 (eff. 4/2020)~~

~~Residential Building Energy Analyst License Application, Form A501-2722LIC-v4 (rev. 7/2014)~~

[Backflow Prevention Device Worker Certification Application, A501-2717CERT-v4 \(rev. 4/2025\)](#)

[Certified Elevator Mechanic Application, A501-2718CERT-v5 \(rev. 4/2025\)](#)

[Certified Water Well System Provider Application, A501-2719CERT-v4 \(rev. 4/2025\)](#)

[Certified Accessibility Mechanics Application, A501-2720CERT-v3 \(eff. 4/2025\)](#)

[Certified Accessibility Mechanics Limited Use/Limited Application \(LULA\) Endorsement Application, A501-2720LULA-v3 \(eff. 4/2025\)](#)

[Backflow, Elevator Mechanics, and Accessibility Mechanic Universal License Recognition \(ULR\) Application, A501-2717-20ULR-v2 \(eff. 4/2025\)](#)

[Automatic Fire Sprinkler Inspector Certification Application, A501-2723FSI-v2 \(eff. 4/2025\)](#)

[Automatic Fire Sprinkler Inspector Certification Universal License Recognition \(ULR\) Application, A501-2723ULR \(eff. 4/2025\)](#)

[Residential Building Energy Analyst License Application, Form A501-2722LIC-v7 \(rev. 4/2025\)](#)

[Residential Building Energy Analyst Universal License Recognition \(ULR\) Application, A501-2722ULR-v2 \(eff. 4/2025\)](#)

[Residential Building Energy Analyst Experience Form, Form A501-2722EXP-v3 \(rev. 7/2013\)](#)

Fee Adjustment Detail: Contractors

Board for Contractors

Last Adjustment: 2010

Contractor - 18 VAC 50-22

<u>Type</u>	<u>License</u>	<u>Current Fee</u>	<u>Board Approved Fee</u>	<u>Flat 10%</u>	<u>Administration Approved</u>
New Applicant, Change to	Class A	360	480	400	400
New Applicant, Change to	Class B	345	460	380	380
New Applicant, Change to	Class C	210	280	235	235
New Applicant	Temp. License w/applicable initial license fee	50	70	55	60
New Applicant	Residential Bldg Energy Analyst Firm	210	280	235	240
Renewal	Class A	240	320	265	270
Renewal	Class B	225	300	250	260
Renewal	Class C, Residential Bldg Energy Analyst Firm	195	260	215	220
Reinstatement	Class A	490	655	540	550
Reinstatement	Class B	460	615	510	550
Reinstatement	Class C, Residential Bldg Energy Analyst Firm	405	540	450	460
Amend Specialties, DE, QI	Each Add'l A, B, C	110	150	125	125

Individual - 18 VAC 50-30

<u>Type</u>	<u>License</u>	<u>Current Fee</u>	<u>Board Approved Fee</u>	<u>Flat 10%</u>	<u>Administration Approved</u>
New Applicant, Master Upgrade	Tradesman, LP or NG Gas Fitter, Backflow, Elevator Mechanic, Water well System, Certified Accessibility Mechanics, Res.Bldg Energy Analyst, Certified Fire Sprinkler	130	175	145	150
New Applicant	Tradesman & Backflow - Swap	95	130	105	110
Adding Specialty	Tradesman	90	120	100	105
Renewal	Tradesman	135	180	150	160
Renewal	LP or NG Gas Fitter, Backflow, Elevator Mechanic, Water well System, Certified Accessibility Mechanics, Residential Bldg Energy Analyst, Certified Fire Sprinkler	90	120	100	110
Reinstatement	Tradesman	185	250	205	210
Reinstatement	LP or NG Gas Fitter, Backflow, Elevator Mechanic, Water well System, Certified Accessibility Mechanics, Residential Bldg Energy Analyst	140	190	155	160