

CONSTRUCTION INDUSTRY LICENSING BOARD
SWIMMING POOL SPECIALTY CONTRACTOR
FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. What Swimming Pool Specialty Licenses are available?

Layout, Structural, Excavation, Trim, Decking, Piping and Finishing licenses are available. These are certified specialty licenses that enable the license holder to perform work statewide.

2. Are sub-contractors allowed to hold multiple licenses?

Yes, sub-contractors may hold multiple licenses. Sub-contractors must complete a separate application form for each license category that they are seeking - applications in which the applicant has checked more than one license category will not be processed. Each application must be accompanied by the applicable fees.

Applicants are required to pay the practical examiner examination fee. This fee must be paid each time an exam is taken. The examiner fee is determined by the examiner, with a maximum of \$200.00 per exam.

3. May I contract directly with the public with a swimming pool specialty license?

No, you may only contract with a licensed commercial or residential pool/spa contractor, or a licensed swimming pool/spa servicing contractor.

4. Where can I find the license application form?

The application can be obtained online at www.MyFloridaLicense.com > Apply For A License. Download the form and check which license you are seeking on page 4 of the application.

If you do not have internet access or if you need assistance, please call the department's Customer Contact Center at 850.487.1395.

5. What do I have to do to get licensed?

To become licensed, you must:

- Prove 4 years of experience in the category for which you are seeking licensure.
- Take and pass an exam either a written or practical exam. Please note that the written exam is currently under development and not available at this time. Once it becomes available, information will be posted on the department's website.
- If you choose to take the practical exam you MUST also complete a minimum of 3 hours of continuing education from a provider approved by the Construction Industry Licensing Board, consisting of:
 - a. 1 hour of workers compensation
 - b. 1 hour of workplace safety
 - c. 1 hour of business practice
- Meet other licensing requirements such as good moral character and financial responsibility.

6. Where can I get a list and contact details for practical examiners?

The Construction Industry Licensing Board maintains a database of practical examiners that have taken the mandatory 2-hour course, which is available online at www.MyFloridaLicense.com > Doing Business With Us > Construction Industry > Download Files > Licensee Files.

CONSTRUCTION INDUSTRY LICENSING BOARD **SWIMMING POOL SPECIALTY PRACTICAL EXAMINERS** **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

1. I've taken the 2-hour practical examiner course, what do I need to do to register as a practical examiner?

To register as a practical examiner, download the appropriate forms at www.MyFloridaLicense.com > Apply For A License.

If you do not have internet access or if you need assistance, please call the department's Customer Contact Center at 850.487.1395.

Applicants must also submit a certificate of completion, the registration form and \$50.00 fee to the Construction Industry Licensing Board.

2. Are sub contractors allowed to hold multiple licenses?

Yes, sub-contractors may hold multiple licenses. Sub-contractors must complete a separate application form for each license category that they are seeking - applications in which the applicant has checked more than one license category will not be processed. Each application must be accompanied by the applicable fees.

Applicants are required to pay the practical examiner examination fee. This fee must be paid each time an exam is taken. The examiner fee is determined by the examiner, with a maximum of \$200.00 per exam.

3. As a practical examiner do I need to keep records of the applicants proctored?

Yes. You need to maintain exam records for a minimum of two years.

4. What do I do once a practical exam has been completed?

Once a practical exam has been completed, notify the applicant in writing of a passing or failing score using a form provided by the Construction Industry Licensing Board. This must be done within seven days of exam completion.

Provide score sheets pursuant to the review and challenge procedure noted in the examiner materials.

5. As a practical examiner may I proctor my own sub-contractor?

No. You may not employ or contract with an applicant OR any other contractor on the site at which a practical exam is being administered.

6. May I administer an exam to more than one applicant at a time?

Yes. You may administer an exam to a maximum of five applicants at a time.

7. What do I need to do to become a practical examiner?

You are required to take a two hour Construction Industry Licensing Board (CILB) approved orientation course through an approved education provider. You must also:

- Register with the CILB and pay a fee of \$50.00;
- Determine what fee you will charge, with a maximum of \$200.00; and
- Be a licensed commercial or residential pool/spa contractor.

8. What score is needed to achieve a passing grade on a practical exam?

A score of 70% is required to achieve a passing grade.

9. Am I allowed to be licensed in multiple sub-contractor categories?

Yes. You may be licensed in all seven categories.

10. I'm licensed in all 7 categories - may I build a pool from start to finish?

No, you must work under the supervision of registered or certified commercial or residential pool contractors. Sub-contractors may not contract with the homeowner or general contractor.