

Where to Apply for a Supervisor Certificate:

- **Online** at www.denvergov.org/contractorlicensing
- **In person** at the Contractor Licensing desk on the 2nd floor of the Webb Municipal Building, 201 W. Colfax Ave., Denver, CO 80202.
- Or, **by mail** to Contractor Licensing, 201 W. Colfax Ave., Dept. 205, Denver, CO 80202.

Applications submitted online or in person will take approximately 7-10 business days for review. Mail-in applications may take up to 14 business days. Please do not submit payment with your initial application.

Steps to Apply:

1. Read the standards and requirements that apply to your certificate type to confirm you meet the minimum experience requirements. These are available by request or by visiting the contractor licensing website.
2. Complete the application on page 2. Be sure to write the full title of the specific certificate you are applying for on the title line; do not write just "Supervisor." Illegible or incomplete applications will not be accepted.
3. Attach notarized letters from previous/current employers documenting how you meet the certificate's minimum experience requirements. Letters must be original, typed, and on company letterhead. You may submit as many letters needed to document your field experience. If you are the company owner, officer, or member, or are self-employed, you may submit notarized letters from customers who have hired you for the work covered by the certificate, but not from other members of your company, subcontractors, or vendors.

Notarized letters must contain the following information:

- A list of your exact duties, projects performed, and equipment operated;
 - Addresses for each project; and
 - Start and end dates (month and year). Projects should have been completed within the last 10 years.
4. As required by state law, complete the Affidavit of Lawful Presence on page 4 and attach a photocopy of your "Secure and Verifiable Identification." The list of acceptable ID documents is provided on page 4. Certificate applications submitted online, by mail, or brought to the office by someone other than the applicant must have the Affidavit of Lawful Presence and the Secure and Verifiable Identification photocopy notarized.

Application Approval/Denial: After your application is reviewed, you will be notified by email of whether it was accepted or denied. If denied, you may reapply and will receive instruction on any additional information needed. Applicants denied a second time must wait six months before applying a third time.

ICC Exams: Some certificate types require the applicant to pass an ICC exam. For these applicants, you will have 90 days after your application is approved to submit a copy of your ICC Pass Letter. Certificates will not be available until after this is received.

Payments: Current fee amounts are available on the contractor licensing website. Please do not submit payment until after you are notified that your application was approved. Applicants who are receiving multiple certificate types must pay for each certificate separately.

Please type or print in ink.

Certificate Title: _____

Applicant's Full Legal Name: _____
(Last) (First) (Middle)

Address: _____
(Street number, name) (City, state) (Zip code)

Birth Date: _____ Phone: _____
(mm/dd/yyyy)

Email: _____ Cell Phone: _____
This email address is where you will receive notifications of application status.

If you have a registered company:

Company Name: _____ Address: _____
(Street number, name) (City, state) (Zip code)

Do not write in this space.

Cert. #: _____

Approved: Denied:

Reason: _____

CPD Staff: _____

Date: _____

EDUCATION

GED Certificate #: _____ Date Test Taken: _____ Place Test Taken: _____

	From		To		Full time	Part time	Total hours completed	Degree or certificate received	Area of study
	Mo.	Yr.	Mo.	Yr.					
High School Name & Address:									
Business/Trade School Name & Address:									
College/University Name & Address:									
Other School Name & Address:									
Apprenticeship Training Name & Address:									

EXPERIENCE

Start with your current job and describe the work you performed. Indicate the time spent on qualifying work if part-time. Describe type and size of equipment serviced, maintained, or installed. Incomplete applications will not be accepted. Attach additional pages if necessary.

(1) Employer Name: _____ Supervisor Name: _____
 Employer Address: _____ Phone: _____
 Dates of employment: From: _____ To: _____

Duties performed:

(2) Employer Name: _____ Supervisor Name: _____
 Employer Address: _____ Phone: _____
 Dates of employment: From: _____ To: _____
 Duties performed: _____

(3) Employer Name: _____ Supervisor Name: _____
 Employer Address: _____ Phone: _____
 Dates of employment: From: _____ To: _____
 Duties performed: _____

PREVIOUS LICENSES/CERTIFICATES

Licenses/certificates previously held Type:	Class:	Years From:	To:	Issued by: (city, state or other)	Lic./Cert. #:

Have you ever had a license or certificate revoked in Denver or elsewhere? Yes No

If yes, give detail:

Have you ever been fined more than \$50 or received a jail sentence for any law violation other than traffic tickets?

Yes No If yes, give detail:

Statements made in this application are subject to verification. False or misleading statements may be cause for denial of this application, or if a certificate is granted, revocation thereof upon discovery. I certify that all statements made in this application are true and correct to the best of my knowledge and belief, and are made in good faith:

Applicant Signature: _____ Date: _____

Certificates are issued by authority of the Denver Building and Fire Code ("Denver Building Code Amendments").

Please note: If the application is denied, applicants may reapply. Applicants denied twice must wait six months before reapplying a third time.

