



For MSBOC Official Use Only
Fee Received: \$100.00 FOR EACH CLASSIFICATION REQUESTED FEES ARE NON-REFUNDABLE.
Amount: _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order
Date Received Stamped Here:

APPLICATION FOR ADDITIONAL CLASSIFICATION - **\$100.00 FEE REQUIRED**

COMPLETE THIS FORM TO ADD A CLASSIFICATION TO A CURRENT CERTIFICATE OF LICENSURE. THE FEE FOR EACH ADDITIONAL CLASSIFICATION IS \$100. RETURN THE COMPLETED FORM WITH THE REQUIRED FEE TO MSBOC. FORMS OF PAYMENT ACCEPTED ARE MONEY ORDER, PERSONAL CHECK, CERTIFIED CHECK OR CASHIER'S CHECK. **NO CASH ACCEPTED. FEES ARE NON-REFUNDABLE.**

SECTION 1: IDENTIFYING INFORMATION

Name as it currently appears on certificate of licensure:		Number as it currently appears on certificate of licensure:		
Contact information for person making request	NAME	ADDRESS	TELEPHONE	EMAIL
Address to mail info, if testing required	STREET NO.	CITY	STATE	ZIP

SECTION 2: CLASSIFICATION REQUESTED

THE FOLLOWING INFORMATION IS REQUIRED FOR EACH CLASSIFICATION TO BE ADDED TO A CURRENT CERTIFICATE OF LICENSURE. IF REQUESTING MORE THAN ONE CLASSIFICATION TO BE ADDED TO A CERTIFICATE OF LICENSURE, MAKE COPIES OF THIS FORM AND COMPLETE THE REQUESTED INFORMATION FOR EACH CLASSIFICATION YOU WISH TO ADD. FOR A COMPLETE LISTING OF CLASSIFICATIONS OFFERED VISIT WWW.MSBOC.US.

CLASSIFICATION REQUESTED	
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SECTION 3: QUALIFYING PARTY INFORMATION AND EXPERIENCE

THE QUALIFYING PARTY IS THE INDIVIDUAL WHO TAKES THE REQUIRED EXAM(S). A LICENSE HOLDER MAY HAVE MULTIPLE QUALIFYING PARTIES AND/OR DIFFERENT QUALIFYING PARTIES FOR EACH EXAM. THE QUALIFYING PARTY WHO SITS FOR AN EXAM MUST BE AN OWNER, OFFICER, MEMBER OF THE EXECUTIVE STAFF, OR A RESPONSIBLE MANAGING EMPLOYEE. THE QUALIFYING PARTY MUST HAVE THE EXPERIENCE, KNOWLEDGE AND SKILLS TO SUPERVISE OR PERFORM THE WORK IN THE STATED CLASSIFICATION. THE LICENSE HOLDER MUST PROVIDE PROOF OF EMPLOYMENT OF THE QUALIFYING PARTY. ACCEPTABLE FORMS OF PROOF OF EMPLOYMENT INCLUDE A CHECK STUB OR W-2 FORM OR ARTICLES OF INCORPORATION LISTING THE INDIVIDUAL AS AN OFFICER. WHEN A QUALIFYING PARTY TERMINATES EMPLOYMENT WITH A LICENSE HOLDER, MSBOC MUST BE NOTIFIED IN WRITING IMMEDIATELY BY THE QUALIFYING PARTY AND THE LICENSE HOLDER. THE LICENSE HOLDER HAS NINETY (90) DAYS TO REPLACE A QUALIFYING PARTY. FAILURE TO NOTIFY MSBOC WHEN A QUALIFYING PARTY HAS LEFT MAY SUBJECT THE LICENSE HOLDER TO DISCIPLINARY ACTION.

NAME AS IT APPEARS ON PHOTO ID:	SOCIAL SECURITY NO.:	JOB TITLE:
		DATE HIRED:
EMAIL TO SEND TESTING INFORMATION:	Phone #:	

IS INDIVIDUAL A QUALIFYING PARTY CURRENTLY ASSOCIATED WITH THE CERTIFICATE OF LICENSURE?

_____ IF YES, COMPLETE REMAINING QUESTIONS. _____ IF NO, **YOU MUST ALSO COMPLETE APPLICATION FOR CHANGE IN QUALIFYING PARTY**

PROOF OF EMPLOYMENT ATTACHED: ☐ check stub ☐ W-2 form ☐ MS SOS listing

LIST PROJECTS COMPLETED BY QUALIFYING PARTY LISTED ABOVE DEMONSTRATING EXPERIENCE IN THE CLASSIFICATION REQUESTED.

- 1.
- 2.
- 3.

Name of person making request/Title _____ Signature of person making request _____ Date _____