

APPLICATION PROCESSING AGREEMENT

Acronym definitions: Department of Business and Professional Regulation is hereby known as DBPR. Construction Industry Licensing Board is hereby known as CILB. Electrical Industry Licensing Board is hereby known as ECLB. License Exam Services, LLC is hereby known as LES.

I have read and understand the following:

1. I attest that the information I am providing LES for my licensure application is true and accurate to the best of my knowledge and that LES cannot guarantee licensure; the approving authority is the DBPR/CILB/ECLB.
2. **I understand that I cannot contract without a license and that by bidding work while my application is in process, is no fault or responsibility of LES. We DO NOT guarantee when the State will be finished with your application approval.**
3. A final copy of my license application will be provided to me for review; I agree that it is my responsibility to carefully review my application before it is submitted to the DBPR. I will notify LES in writing of any/all necessary changes to my application.
4. In your application, you will be affirming the following: ***"I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension, or revocation of the license."***
5. **If your application stalls due to open license complaint activity or criminal records that you have not disclosed with your application, be advised that the application process will take much longer (approximately two weeks, sometimes longer). Effective 04/20/2017, we will charge an additional fee for our time spent on deficiencies that result from non-disclosure of criminal records or complaint activity on the applicants' part. These tend to be very time consuming and usually result in overtime hours on our part as well as affects processing times for other clients' applications. REMEMBER: Fingerprints are the "gift that keeps giving" – unless a charge/conviction has been sealed or expunged, arrest activity will likely result in a deficiency. Please make sure you disclose any activity with the legal system that resulted in fingerprinting and/or booking to ensure your application gets processed as quickly as possible.**
6. I understand that all funds collected by LES are non-refundable once my application has been submitted to the DBPR. I understand that the application processing fees are also service fees that include consultation time and are not refundable should I change my mind or change circumstances concerning licensing. I also understand that fingerprint fees, credit report fees, Division of Corporation fees or any other fees paid out by LES on my behalf are non-refundable. If you change your mind and decide to cancel due to injury or catastrophic illness, the application processing portion of funds collected may be refundable but will be subject to a \$200 consultation fee.
7. ***It is my responsibility to provide information and/or documentation to LES in a timely manner.*** Any application that is 6 months to 11 months of age is subject to a \$100 service fee to continue, plus applicable credit report and re-fingerprinting fees; applications 12 months and older are subject to a new application processing fee.

X

Date: _____

CREDIT REPORT AUTHORIZATION FORM

I hereby grant my permission for License Exam Services, LLC to access my credit file and a background survey in line with this business transaction according to the guidelines of the Fair Credit Reporting Act.

I agree that License Exam Services, LLC is not responsible for any information contained in and is unable to change any information in any credit report. I agree to hold License Exam Services, LLC harmless for anything which may appear on this report.

I agree that the credit report and credit profile pulled by License Exam Services, LLC is only to be used only for the purpose of obtaining/maintaining a construction license and to be used for no other purpose.

X

Signed _____ Date: _____