

**STATE LICENSING BOARD FOR
RESIDENTIAL AND GENERAL CONTRACTORS
GENERAL CONTRACTOR EXPERIENCE QUALIFICATIONS COMMITTEE
CONFERENCE CALL
December 16, 2008**

The General Contractor Experience Qualifications Committee of the State Licensing Board for Residential and General Contractors met via conference call on Tuesday, December 16, 2008, at the Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia, for the purpose of conducting Board business.

The following Board members were present:

Roger Huggins, Chair
Timothy Ansley
David Cyr
Morgan Wheeler

Others present:

Tanja Battle, Executive Director
Brandi Howell, Board Support Specialist
Scarlett Elliott, Board Attorney
Mark Woodall, Associated General Contractors of Georgia

The meeting was called to order at 10:03 a.m. by Roger Huggins.

Mr. Huggins stated that the Committee is looking at O.C.G.A. § 43-41-6(d)(3)(C), which reads *“Has a total of at least four years of proven active experience working in a construction industry related field, at least two of which shall have been as or in the employment of a general contractor, or other proven experience deemed acceptable by the division and at least one of which shall have been in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management, or functions deemed substantially similar by the division.”*

Mr. Huggins further stated that the General Contractor Division had initially stated they would accept specialty projects as proof of construction experience for the exam applications; however, the General Division later expressed uncertainty about accepting specialty projects. Mr. Huggins asked if there was anyway the Committee could establish some generic guidelines for the Division to go by.

Mr. Ansley stated that some other states have a Limited Specialty License. He asked the Committee if the Board would be able to issue Limited Specialty Licenses. Mr. Huggins responded by stating that according to the law, the Board would not be able to do that.

Mr. Cyr stated that the Committee needs to determine what *“proven experience deemed acceptable by the division”* is.

Discussion ensued.

Mr. Huggins asked Ms. Battle if she could read what the Architect/Engineer has to confirm. Ms. Battle stated that Form F of the General Contractor application reads:

The applicant shall provide at least one letter of recommendation from a registered Architect or

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Engineer that includes, as a minimum, the following information:

1. The full name of the applicant.
2. The name, approximate size (sf), date, and dollar value of the commercial project that the applicant and the Architect or Engineer (of record) worked on together with the applicant during the qualifying experience time period.
3. A statement that the applicant reasonably demonstrated the abilities, skill, and knowledge of general contracting on that project.
4. A statement that, based upon the foregoing, the Architect or Engineer (of record) recommends that the state grant a license to conduct general contracting to the applicant, pursuant to the successful completion of the exam and any other application requirements.
5. Any further explanation or comments regarding the applicant's abilities, skills, knowledge, and integrity.

After further discussion, the Committee directed staff to format the current Architect/Engineer Reference letter into a standardized form to include:

1. Confirmation of experience of real property improvements.
2. Two years experience coordinating multiple trades.
3. At least one year experience in a position of which shall have been in or relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management.

The Committee also recommended that the above should be attested to by an architect, engineer or other as approved by the Board.

Ms. Battle will draft the form and present it to the Board at the January 7, 2009 meeting.

With no other business for the Committee to discuss, the meeting was adjourned at 10:51 a.m.

Minutes recorded by:

Brandi Howell, Board Support Specialist

Minutes Edited/Reviewed by:

Tanja D. Battle, Executive Director