

# **ASBESTOS LICENSING UNIT**

## **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### **BOARD INFORMATION**

#### **1. Is there an asbestos licensing board?**

The asbestos profession does not have a formal board. The approval of all applicants, businesses, and training providers is made by the Asbestos Licensing Unit, within the department. The department contracts consultants to assist with matters of a technical nature.

#### **2. Does the asbestos licensing unit have a website?**

Yes: [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business with Us > Asbestos.

#### **3. What are the statutes and rules that govern asbestos licensing?**

Chapter 469 of the Florida Statutes and Rule 61E1 of the Florida Administrative Code.

#### **4. Where can I obtain the laws and rules of the Board?**

The laws and rules may be obtained on the Board's website at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business with Us > Asbestos > Statutes and Rules.

If you need further assistance, you may call the Customer Contact Center at 850.487.1395.

### **LICENSURE INFORMATION**

#### **1. What do I need to do to apply for licensure by examination?**

Contractor applicants must show satisfactory completion of:

- A five-day contractor/supervisor course;
- A three-day respiratory protection course; and
- At least 10 asbestos projects within the last five years.

Asbestos consultants must either hold a current, active Florida license as a professional engineer, architect or geologist; be a diplomat of the American Board of Industrial Hygiene; or be designated as a certified safety professional by the Board of Certified Safety Professionals. Consultant applicants must show satisfactory completion of:

- A three-day inspector course;
- A two-day management planning course;
- A three-day project designer course; and
- A three-day respiratory protection course.

Contractor and consultant applicants must demonstrate satisfactory completion of at least 10 asbestos projects within the last five years including:

- Two asbestos surveys;
- Two development of operation and maintenance plans;
- Two abatement and supervision projects; and
- Two designing abatement projects.

The required training courses must be verified by the Florida-approved training provider on the course verification forms provided with the application.

All courses taken after July 1, 1995, must be approved by the Florida Department of Business and Professional Regulation.

The 10 completed projects required for qualification to take the state examination must be verified by the owner of the project, including notarized certification, and be submitted on the project verification forms provided with the application.

## **2. How do I obtain an application?**

You may obtain an application online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply for a License.

## **3. How long does it take to process an application?**

Applications may take up to 30 days to process.

## **4. Can I practice after I apply for a license?**

No. You must receive a passing score on the Florida examination and obtain a license in order to contract in the State of Florida.

## **5. Where do I take the examination?**

The computer-based examination is offered daily in 15 Pearson VUE locations statewide. Pearson VUE, the examination provider, may be contacted at 1.800.274.8920 or [www.pearsonvue.com](http://www.pearsonvue.com). For additional information, you may also review the Candidate Information Booklet online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business with Us > Asbestos.

## **6. How long is the examination?**

There are two parts to the asbestos contractor examination: technical knowledge (two and one-half hours) and business knowledge (one and one-half hours).

## **7. How long will it take to receive my examination results?**

Pearson VUE provides on-site scoring. Candidates will receive results immediately after taking the examination. You must pass all parts of the examination with a minimum score of 70 percent.

## **8. I passed the examination. Can I start working?**

No. Asbestos contractors and consultants must qualify a licensed asbestos business in order to contract in the State of Florida.

**9. I failed the examination. What do I do?**

You must re-apply to retake the examination, if either part of the examination is failed. You can find a re-examination application at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply for a License. Re-examination applications are processed within 30 days.

**10. Can I work if I fail the examination?**

No. You must receive a passing score on the Florida examination and obtain a license in order to practice asbestos contracting or asbestos consulting in the State of Florida.

**11. What do I need to do to apply for a business license?**

If you wish to engage in asbestos consulting or contracting as a partnership, corporation, business trust or other legal entity or if you wish to engage in asbestos consulting or contracting as an individual you must:

- Submit, at the time of application, a list of three completed jobs, a credit report and a financial statement showing a positive net worth and a statement of bonding or letter of credit in the amount of \$10,000.
- Have a licensed primary qualifier.
- Show evidence of workers' compensation insurance or an appropriate exemption.
- Show evidence of public liability insurance of at least \$100,000/\$300,000.
- Show evidence of public property damage insurance of at least \$100,000/\$300,000.
- Submit a copy of the certificate of status showing registration with the Florida Department of State.

An asbestos business license authorizes a business to contract only within the scope of work of the qualifying consultant or contractor license.

**12. Can I qualify more than one company?**

Yes. However, you must demonstrate that you have both the capacity and intent to adequately supervise each business organization.

**13. I am moving to Florida from another state. Can I transfer my license?**

No. Licenses are not transferable. You must apply for licensure by examination. The application may be found online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply for a License.

**14. Does Florida have reciprocity or endorsement with other states?**

No. Florida does not currently have reciprocal agreements or criteria for endorsement of applicants from other states. You must meet the Florida requirements for licensure and receive a passing score on the Florida examination.

**15. How do I place my license in an inactive status?**

During a renewal cycle, you must submit to the department a copy of your license and indicate that you wish to place your license in an inactive status. Outside the renewal cycle, you must submit a change of status application. The application may be found online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply for a License. Business licenses cannot be placed in an inactive status.

**16. I am applying for licensure in another state. How do I obtain my licensure certification from Florida?**

You must submit your request in writing along with the required fee of \$25.00 made payable to the Department of Business and Professional Regulation, Asbestos Licensing Unit, 1940 N. Monroe Street, Tallahassee, FL 32399-0783. Please include your name, license number, and where you would like the licensure certification mailed.

**17. Do I need to notify the department of my new address?**

Yes.

**18. Can I change my address online?**

Yes. Visit our website at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Renew/Maintain A License. You can also change your telephone number and email address here.

**19. Your website provides for "main", "mailing", and "location" addresses. What are the differences?**

Three types of addresses have been established to support your needs: main, license mailing, and license location.

*Main Address* - This address is the primary address on file.

*License Mailing Address* - This is the address where the mail associated with a particular license will be sent (if different from the main or license location addresses).

*License Location Address* - This is the address where the place of business is physically located.

An example of the use of different addresses:

If Jane Doe is a contractor that works for ACME Builders, she may have 3 different addresses listed in her profile. Her main address would be the address of ACME Builders' corporate headquarters. Her license mailing may be her home so she doesn't have to visit the office to pick up her mail. Finally, her License Location would be the address of the ACME Builders' local office where she works. If Jane Doe worked independently, she might have only one address on file (Main Address) as her office is the same place she wishes to receive her mail.

**20. Can I change all license addresses online?**

The main address and license mailing address can be changed online for all license types. License location addresses can also be changed online, except for Barbershops, Cosmetology Salons, Veterinary Establishments, and Talent Agencies. The location for these license types is tied to the license, so a location change will require submission of a new application.

**21. How can I change my address if I do not have a computer?**

You may submit the change in writing or by fax to:

Department of Business and Professional Regulation  
Central Intake Unit – License Maintenance  
1940 North Monroe Street  
Tallahassee, FL 32399-0783  
Fax: 850.922.2918

## **APPLICATION ASSISTANCE**

### **1. How may I obtain assistance on completing my application?**

If you have any questions or need assistance completing the application, please contact the department's Customer Contact Center at 850.487.1395.

### **2. Where do I mail my application?**

Department of Business and Professional Regulation  
Central Intake Unit  
1940 North Monroe Street  
Tallahassee, Florida 32399-0783

### **3. What are the fees for asbestos consultant and contractor applications?**

- License examination for consultants - \$1,172.50, paid to the department and \$32.50 paid directly to the examination vendor
- License examination for contractors - \$1,153.00, paid to the department and \$52.00 paid directly to the examination vendor
- Re-examination for consultants - \$367.50, paid to the department and \$32.50 paid directly to the examination vendor
- Re-examination for contractors - \$348.00, paid to the department and \$52.00 paid directly to the examination vendor
- Inactive renewal fee for consultants - \$205.00
- Inactive renewal fee for contractors - \$205.00
- Delinquent renewal fee - \$250.00
- Reactivation fee - \$100.00
- Duplicate license fee - \$25.00
- License certification/verification fee - \$25.00

### **4. Should my credit report (from a recognized credit bureau) contain a statement/affirmation that the information on my credit report was obtained from county, state and federal records?**

Yes, rule 61E1-4001(C)1., F.A.C., states that the credit report be from a recognized credit bureau which includes information obtained from county, state and federal records. Not all credit reporting bureaus have this statement on their reports. It is the applicant's responsibility to ensure that this statement is included on the credit report.

## **RENEWAL INFORMATION**

## **1. When does my license expire?**

Consultant and contractor licenses expire November 30<sup>th</sup> of every even-numbered year. Asbestos business (ZA) licenses expire November 30<sup>th</sup> of every odd-numbered year.

## **2. I held a license in Florida, but let it lapse. Can I still renew it?**

If your license is null and void, it cannot be renewed. You must reapply for licensure. The application may be found online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply for a License.

## **3. What do I need to do to renew my license?**

The department will mail a renewal notice to your address of record 90 days prior to the expiration of your license. Asbestos contractors must complete a one-day contractor/supervisor refresher course for each year of the license biennium. Asbestos consultants must complete a two-day refresher course for each year of the license biennium. After completing the course, return the renewal form along with the required fee. Even if you do not receive the renewal notification in the mail, you are still required to renew the license by the deadline date.

## **4. How do I renew my license?**

You may renew your license online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Renew/Maintain A License, or by calling the Customer Contact Center at 850.487.1395.

## **5. How much is the renewal fee?**

The cost to renew for consultants and contractors is \$305.00. The cost to renew for asbestos businesses is \$505.00.

## **6. Can I reactivate my license outside of a renewal period?**

Yes. You must submit a reactivation application. The application may be found online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply for a License.

## **7. What do I have to do to reactivate my license?**

To reactivate your license you must:

- Complete all continuing education required for the period your license was inactive.
- Submit a credit report, from any recognized credit bureau, not older than six months.
- Submit a financial statement, not older than 12 months, showing a positive net worth and containing information indicating the current assets, current liabilities, total assets, total liabilities and total net worth of your business.
- Submit a statement of bonding limits, an irrevocable letter of credit or a compliance bond made payable to the Department of Business and Professional Regulation in the amount of \$10,000.
- Submit evidence of workers' compensation insurance or an exemption.
- Submit evidence of public liability insurance in the amount of at least \$100,000/\$300,000 and property damage insurance in the amount of at least \$100,000/\$300,000. All

insurance certificates must list the Department of Business and Professional Regulation as the certificate holder.

- Submit proof of Registration with the Florida Secretary of State's Office.
- Submit the appropriate fee.

## **CONTINUING EDUCATION INFORMATION**

### **1. What are the continuing education requirements?**

Contractors must complete a one-day contractor/supervisor refresher course for each year of the license biennium for a total of 16 hours. Consultants must complete two days of refresher courses for each year of the license biennium for a total of 32 hours. All continuing education must be completed before licenses may be renewed. The course break down is as follows:

- One-half day surveys and mechanical systems (inspector) course
- One-half day management planning course
- One day project designer course

### **2. Where can I find a list of approved course providers?**

A list of all approved course providers and courses is available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business with Us > Asbestos.

### **3. Are courses offered online?**

No. All courses are class-room only.

## **Provider Information**

### **4. How do I become a continuing education provider?**

You must apply with the department's Bureau of Education and Testing for approval as a provider. Applications are available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Apply for a License.

### **5. How do I apply to offer a continuing education/refresher course?**

Courses must be submitted to the department's Bureau of Education and Testing at least 90 days prior to the course offering. Your request must include an application and all supporting documents.

### **6. Am I required to notify the department prior to offering courses?**

You are required to notify the department of the location address of any Department of Business and Professional Regulation approved training course at least 10 days prior to offering the course.

### **7. Are the asbestos courses subject to electronic reporting and monitoring for education compliance?**

Pursuant to Section 455.2178, Florida Statutes, refresher courses offered to Florida licensed asbestos consultants and contractors must be electronically submitted to the department within 30 days of the course completion date or by the license renewal deadline, whichever comes first. Reporting guidelines are available on the department's web site at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).

## **COMPLAINTS**

### **1. How do I file a complaint?**

Contact the department's Customer Contact Center at 850.487.1395 or file a complaint online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > For Consumers > File a Complaint against a Business or Professional.

### **2. I have a complaint about an unlicensed asbestos contractor or consultant. Whom do I contact?**

Contact the department's toll-free unlicensed activity complaint line at 1.866.532.1440 or file a complaint online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > For Consumers > File a Complaint against a Business or Professional.

## **SPECIAL BOARD ISSUES**

### **1. What work am I authorized to perform as an asbestos consultant?**

An asbestos consultant may conduct surveys for asbestos-containing materials; develop operation and maintenance plans; monitor and evaluate asbestos abatement; and prepare asbestos abatement specifications.

### **2. What work can I perform as an asbestos contractor?**

An asbestos contractor may remove, encapsulate or enclose asbestos-containing materials and dispose of asbestos-containing waste.

### **3. What is an onsite supervisor and what training is required?**

An onsite supervisor works under the direction of a licensed contractor and provides supervision of abatement activities while they are being performed. Onsite supervisors must complete a five-day contractor/supervisor course.

### **4. What is the difference between a management planner, project designer and a project monitor?**

A management planner works under the direction of a licensed consultant and engages in the development of asbestos abatement schedules or operation and maintenance plans. Management planners must complete a two-day management planning course and a three-day project designer course.

A project designer works under the direction of a licensed consultant and engages in the design of project specifications for asbestos abatement projects. Project designers must complete a three-day project designer course.

A project monitor ensures an asbestos abatement project's compliance with project specifications, applicable safety and health regulations, and other contract requirements under the direction of a licensed consultant. Project monitors must complete a five-day contractor supervisor course and an asbestos sampling course (NIOSH Course 582).

#### **5. What training do I need to be an asbestos worker?**

Asbestos workers must complete a four-day asbestos worker course.

#### **6. What training do I need to be an asbestos inspector?**

Asbestos inspectors must complete a three-day surveys and mechanical systems (inspector) course.

#### **7. Do I need a license to remove asbestos-containing floor tile?**

Pursuant to section 469.002(3), Florida Statutes, the removal of floor tile is not subject to asbestos licensing or accreditation requirements under federal National Emission Standards for Hazardous Air Pollutants (NESHAP) asbestos regulations of the United States Environmental Protection Agency as long as:

- (a) the resilient floor covering is a Category I no friable material as defined in NESHAP and remains a Category I no friable material during removal activity; and
- (b) all such activities are performed in accordance with all applicable asbestos standards of the United States Occupational Safety and Health Administration under 20 C.F.R. part 1926.

You must complete and submit a "Notice of Removal of Resilient Floor Covering" at least 3 days prior to such removal, to the Department of Business and Professional Regulation, Asbestos Licensing Unit, 1940 N. Monroe Street, Tallahassee, FL 32399-2214. You may also fax it to 850.922.2918. The form is available online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Doing Business with Us > Asbestos > Forms.

#### **8. Do I have to be licensed to collect air samples?**

No. A certified project monitor under the supervision of a licensed asbestos consultant can collect air samples.

#### **9. Do I need a license to remove asbestos-containing roofing material?**

No. Licensure as an asbestos contractor is not required for the moving, removal or disposal of asbestos-containing roofing material by a roofing contractor certified or registered under Part I of Chapter 489, Florida Statutes, if all such activities are performed under the direction of an onsite roofing supervisor trained as provided in section 469.012, Florida Statutes.