

Limitless Capabilities backed by Extraordinary People

Navigating the FLC Licensing Process



Presented by
Mary Lou Mahan



FLC Licensing Services Coordinator
Lead Specialist – Client Onboarding



IMPORTANT NOTICE: The opinions and statements herein are intended for general informational purposes only and should not be viewed as a substitute for any legal, regulatory or other advice on any particular issue or for any particular reason. The advice of a professional should always be obtained before purchasing any insurance product or service and/or risk management tool or solution, and you should not rely on the information provided herein for the prevention or mitigation of risks or as a full and complete explanation of coverage under any insurance policy or as a full and complete explanation of terms and conditions of any services described. While the information provided herein has been compiled from sources that are believed to be reliable, no warranty, guarantee or representation, either expressed or implied, is made as to the correctness, sufficiency or adequacy of such information.



The playbook for today...

- State FLC License application process: New & Renewal
- Federal Registration License application process: New, Renewal, and Amendments
- FLC Exam
- Industry concerns



State FLC License application process - New

- Process FLC Federal Registration application with DOL first before starting the FLC State License application
- Complete FLC 9 Hour Class – this will help to prepare for the FLC Exam
- Download most recent Study Guide from DIR website:
https://www.dir.ca.gov/DLSE/FLC_Exams_and_Continuing_Education.htm
- When creating a new FLC State License application, be sure to fully submit your application and not leave it on transmitted mode. DLSE will not review any documentation on “transmitted” mode
- Obtain Workers Comp and Bond insurance after FLC Exam has been successfully completed
- Complete last items pending for full approval (Live scan for all applicants, Workers Comp certificate, WC policy, notarized Original Bond and copy of signed Federal Cards)



State FLC License application process - Renewal

- Renewal applications open 90 days before expiration date. An email notice will be sent to the email the application was submitted under
- Renewal applications must be submitted at least 30 days before expiration date to qualify for a possible temporary Extension only if the Exam or Federal cards are pending. All other documents must be current and submitted.
- Exam appointment invitations will be sent to the applicant within 45 days after application is submitted
- Review and submit last items pending stated on Defect notice letter/s from DLSE

IMPORTANT NOTICE: The opinions and statements herein are intended for general informational purposes only and should not be viewed as a substitute for any legal, regulatory or other advice on any particular issue or for any particular reason. The advice of a professional should always be obtained before purchasing any insurance product or service and/or risk management tool or solution, and you should not rely on the information provided herein for the prevention or mitigation of risks or as a full and complete explanation of coverage under any insurance policy or as a full and complete explanation of terms and conditions of any services described. While the information provided herein has been compiled from sources that are believed to be reliable, no warranty, guarantee or representation, either expressed or implied, is made as to the correctness, sufficiency or adequacy of such information.



Federal Registration License application process - New

- Complete the WH-530 application for the Company (Sole Proprietor, Inc or LLC)
- Complete the WH-535 application for the Legal representative of the company and anyone who will be mandating crews (Foremen, Supervisors, Managers, Crew Boss leaders)
 - Be sure to sign every section that is applicable
- Ink Fingerprint Cards (FD-258) should be completed, processed and mailed to DOL
- Once application is received at DOL, applicant will receive an email as confirmation with a reference number in case there is any changes during the process
- Another email will be sent to applicant once DOL has processed and issued the FLC Federal Registration cards
- DOL is taking about 12 weeks to complete this process
 - If it exceeds 14 weeks, we advise you to contact DOL for status



Federal Registration License application process - Renewal

- An email notice will be sent to the applicant's email 180 days before the license is set to expire
- Complete the WH-530 application for the company and WH-535 for anyone performing crew boss duties
- Fingerprint Cards are valid for 3 years. We advise to submit a new ink fingerprint card if it has been more than 2 ½ years from the last date of completion
- Renewal applications must be submitted at least 30 days before expiration date to qualify for an acknowledgement letter that allows the company to continue working with an expired card
- An email confirmation will be sent to the applicant once the applications have been received and then after, once the Federal Registration cards have been issued




Federal Registration License application process - Amendment

- The WH-540 application must be completed when ever there is changes being done on a current FLC Federal Registration card
 - Legal Representative changes
 - Adding or updating Transportation, Housing and/or Driving authorization endorsements
- No Fingerprint card is required for this type of process unless a new Legal representative is being added
- DOL will send an email notification once application is received and then after, once it has been processed and issued



FLC Exam

- Exams are being administered online via a third party
- FLC applicants (regardless of New or Renewal process) will receive an email from DLSE within 45-60 days after submitting the online application, confirming they have been approved to take the FLC Exam. A follow up email will be sent from third party, ProctorU with the link to access their website and schedule an appointment for the exam
- The email from **ProctorU** will contain additional information and rules for the exam process 
- The FLC applicant will have a window of a week and half to schedule an exam appointment. If email invitation is ignored, the FLC will run the risk of being taken off from the waiting list
- Once exam has been completed, it will take about 2 weeks for it to be graded, and an email will be sent to the applicant with results
- DLSE is also offering in-person exam appointment in some locations through out California, but this will require for the applicant to send an email to DLSE directly requesting this option. In some cases, a declaration form will be required as well
- Be advised to email DLSE to confirm email address is correct on their end for the invitation if not received within the first 45 days or 2 weeks after exam if it has not been graded.
- The email used for this request or status of Exam appointments will be FLCExams-Training@dir.ca.gov



Industry Concerns – Questions?

- How to get DLSE approval when DOL is delayed but in progress?
- Insurance policy expiration dates, corporate birthdates & FLC License expiration dates.. What are the challenges?
- Submitting DLSE applications on your own vs utilizing the services of an Agency/Bookkeeper/Accountant. What are the challenges we see when picking up a file?
- What are advantages of having the professional handle it?



Additional Questions/Concerns?



IMPORTANT NOTICE: The opinions and statements herein are intended for general informational purposes only and should not be viewed as a substitute for any legal, regulatory or other advice on any particular issue or for any particular reason. The advice of a professional should always be obtained before purchasing any insurance product or service and/or risk management tool or solution, and you should not rely on the information provided herein for the prevention or mitigation of risks or as a full and complete explanation of coverage under any insurance policy or as a full and complete explanation of terms and conditions of any services described. While the information provided herein has been compiled from sources that are believed to be reliable, no warranty, guarantee or representation, either expressed or implied, is made as to the correctness, sufficiency or adequacy of such information.



Thank you!



Mary Lou Mahan
Acrisure Southwest
Lead Specialist – Client Onboarding
FLC Licensing Services Coordinator
559-721-4715
mlmahan@acrisure.com

Sources:

DIR and DOL website content

IMPORTANT NOTICE: The opinions and statements herein are intended for general informational purposes only and should not be viewed as a substitute for any legal, regulatory or other advice on any particular issue or for any particular reason. The advice of a professional should always be obtained before purchasing any insurance product or service and/or risk management tool or solution, and you should not rely on the information provided herein for the prevention or mitigation of risks or as a full and complete explanation of coverage under any insurance policy or as a full and complete explanation of terms and conditions of any services described. While the information provided herein has been compiled from sources that are believed to be reliable, no warranty, guarantee or representation, either expressed or implied, is made as to the correctness, sufficiency or adequacy of such information.

