

Contractor COVID-19 FAQ's

Will the Board for Licensing Contractors continue to have regularly scheduled meetings to review applications for license approvals?

Yes. A schedule of the board's meetings can be found on our website. In order to follow proper social distancing practices, the Board will meet by teleconference. Meetings will be live-streamed for members of the public to participate, as well as recorded and posted on the website. This information is available at:

<https://www.tn.gov/commerce/regboards/contractors/public-meeting-information.html>

Can an application be submitted without the exam scores in order to meet the Board's deadline (the 20th day of each month)? Yes.

Prospective licensees may submit a completed license application in lieu of attaching passing exam scores. When making a submittal, attach proof showing that you have registered to take the exams with PSI Exams and include the date scheduled. Your application will be reviewed by the Board to "approve upon receipt" of the passing exam scores. Be sure to include an email address and TDCI staff will notify you of where to send the passing scores.

If there is a delay in obtaining a Workers Compensation Exemption, can the license application be submitted without it? Yes. You may attach confirmation showing where you have registered for an exemption with the "Submission Pending" online response.

I'm having difficulty hiring a certified public accountant (CPA) to prepare a "Reviewed" or "Audited" financial statement. Can the Board waive this requirement? No. State and federal law requires a financial statement from a CPA thus the Board cannot waive this requirement.

However, you may provide a "letter of engagement" from your CPA that may be used in a review by the Board to grant approval, pending the financial statement. You would need to attach this in lieu of the financial statement when completing the online license application.

Where can I find information for loans and debt relief programs funded by the federal government? Information and resources are available via the U.S. Small Business Administration (SBA) website:

<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>

Where can contractors find specific job site best practices? The Board has compiled a list of guidelines and resources taken from industry

organizations. They are available at:

https://www.tn.gov/content/dam/tn/commerce/documents/regboards/contractors/posts/COVID-19_Guidelines-Contractors.pdf

Tennessee Board for Licensing Contractors COVID-19 Construction Resources	
	Wash hands frequently! Follow CDC recommendations. Set up handwashing stations .
	Encourage workers not to come to work when sick or if someone at home has been diagnosed with COVID-19.
	Practice “Social Distancing” on the jobsite by staying six (6) feet apart. Schedule lunch and breaks in shifts to reduce the size of a group gathering together.
	Minimize ride-sharing and ensure adequate air ventilation in vehicles.
	Disinfect and wipe down frequently used tools, equipment and touched surfaces (door handles, hand rails, cell phones. Etc.).
	Require personal protective equipment (PPE) to be worn, such as a mask, gloves and eye protection.
	Property owners should be cautioned to stay away while crews perform work. Do not solicit door-to-door home improvements.
	U.S. Small Business Administration (SBA) for government funding and loan resources.
	Put your customers at ease by posting an update on your website and social media pages of the steps your taking to keep your employees and consumers safe. More resources for construction businesses can be obtained by checking with local industry associations, such as ABC , AGC and HBAT .

	If you are unable to obtain a license or renew due to issues from COVID-19, please email your request for assistance to the Board for Licensing Contractors .
	For the most up to date information related to COVID-19 and the State of Tennessee's response, go to: https://www.tn.gov/governor/covid-19.html