TIP SHEET – NEW APPLICANTS

1. Read through all forms and the following instructions before filling out forms.

2. Be sure all forms are completed and properly filled out. Please print or type all information, except signatures. **Signatures are to be original signatures of employees and employers. No stamped signatures will be accepted.**

3. If the licensed company is a Corporation, Incorporated. LP, or LLC, the company must be registered with the Kentucky Secretary of States' Office.

4. Included an "ACORD" Certificate of Insurance from your insurance company showing coverage. The name of the liability insurance company, insurer providing errors and omissions, and the name of the worker's compensation insurance company must agree with the information as it appears on the Kentucky Department of Insurance data base. Include Department of Insurance NAIC# on the "ACORD" Certificate. Provider must be by an insure authorized to do business in this state or exported by a licensed surplus lines broker to an eligible carrier pursuant to KRS 304.10-210.

   The liability insurance must have Errors and Omissions included with the liability coverage and stated on the ACORD Certificate of Liability Insurance.

   Liability insurance minimums are met. $250,000 one person/maximum and $500,000 one accident/maximum. No limits on errors and omissions

   The Certificate of Insurance - Fire Protection System Contractor form must signed by the agent if the carrier is an admitted carrie or by the broker if the insurer is a surplus lines carrier; the agent/broker Dept. of Insurance ID number must be included note their IRS or business license number

5. Workers' Compensation Insurance: Every employer with one or more employees is required to maintain coverage (KRS 342.630). Out-of-state employers doing any work in this state are required to have Kentucky workers' compensation insurance. Phone 502-564-5550 for details.

   NO LICENSE WILL BE ISSUED WITHOUT PROOF OF KENTUCKY WORKERS' COMPENSATION INSURANCE

6. Include fees per enclosed schedule.

7. Sprinkler Contractors: Include a copy of the NICET Level III or IV certification **letter** valid for **2009** with the certificate of competency application. NICET certified certificate holders must include specific subfield designations.

   Rangehood Contractors: Include a current copy of manufacturers training certificates with certificate of competency applications.

   Chemical Contractors: Include a copy of the current manufacturers training certificate or a current copy of the NICET Level III or IV Special Hazards Suppression Systems letter valid for **2009** with the certificate of competency application.

8. Forms are signed and sealed by a Notary Public. Notary signature and commission expiration date must be clear and not written over and be original signatures no copies.

9. Do not change or alter any of the forms or make substitutions for color coded forms.

10. Make check(s) or money order(s) payable to the KENTUCKY STATE TREASURER.

11. **KHEAA statement is initialed, signed, and dated by the Certificate of Competency applicant.**

12. The entire package has been double checked before being submitted.

NOTE: SSAN is Social Security Account Number.

NO LICENSE WILL BE ISSUED WITHOUT ERRORS AND OMISSIONS INCLUDED AND WITH LIABILITY INSURANCE & STATED ON THE "ACORD" CERTIFICATE OF INSURANCE