**Section 1460.12 Examination for Qualifying Party**

a) An applicant for examination as a qualifying party shall file an application with the Division, or its designated testing service, on forms provided by the Division, and shall include any fee covering the cost of providing the examination. The application shall be submitted 60 days prior to examination, and shall include the name and license number of the roofing business for which he or she is the designated qualifying party, if applicable.

b) Examination Information

1) The Division shall administer 3 examinations:

A) Illinois Residential Roofing;

B) Illinois Commercial and Industrial Roofing; and

C) Illinois Residential, Commercial and Industrial Roofing.

2) The examinations shall be administered a minimum of 4 times a year.

3) An individual who has passed the Illinois Residential Roofing Examination who wants to be a qualifying party for an unlimited roofing contractor shall be required to take and pass the Illinois Commercial and Industrial Roofing Examination.

c) Failure to appear for the examination on the scheduled date, at the time and place specified, after the applicant's application for examination has been received and acknowledged by the Division or the designated testing service, shall result in the forfeiture of the examination fee.

d) An applicant shall be required to complete the examination process within 3 years from date of application or the fee will be forfeited, and the applicant will be required to submit a new application and meet the requirements in effect at the time of reapplication.

(Source: Amended at 38 Ill. Reg. 7910, effective March 25, 2014)