

## SIGN SUPERVISOR CERTIFICATE OF QUALIFICATION REQUIREMENTS

CITY OF KANSAS CITY, MISSOURI  
CITY PLANNING & DEVELOPMENT  
DEVELOPMENT SERVICES  
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### A. LICENSE & CERTIFICATE OF QUALIFICATION DEFINED

A license is authority granted to the person, firm, partnership, company, corporation, association, agency, or other entity to whom it is issued to engage in the business of contracting to perform certain work. A license is not transferable (Section 18-326, Code of Ordinances).

A certificate of qualification is authority granted to an individual to perform certain skilled tradeswork and is not transferable (Section 18-336, Code of Ordinances).

A contractor license is required for an individual or business to perform regulated work and is distinct from the supervisor's certificate of qualification. As such, a contractor license must be applied for and procured separately from the supervisor's certificate.

### B. LICENSE & CERTIFICATE CLASSIFICATION

A licensed sign contractor shall be authorized to do the following:

Installation, maintenance, or repair of off-premise advertising (billboards or other outdoor advertising making use of rental panels or paint boards) and/or on-premise advertising (outdoor advertising making use of media other than rental panels or paint boards).

All work performed by a licensed sign contractor shall be done by or under the supervision of the holder of a sign supervisor certificate of qualification. If electrical wiring is involved, an electrical contractor class I or class II license is required.

### C. REQUIREMENTS FOR THE CERTIFICATE

A certificate application must include a completed application form, the required reference letters described below, a \$47.00 nonrefundable application fee, and either proof of passage of an acceptable substitute exam or a request for an exam registration form for an examination to be given for the City of Kansas City, Missouri, by Experior Assessments, LLC. Checks are to be made payable to City Treasurer/CPD-DS and are to be submitted, along with the application and required supporting documentation, to the address shown above.

The applicant must meet these requirements:

- (1) The applicant shall provide at least two notarized reference letters completed and signed by official representatives of at least two companies engaged in the sign trade and verifying that the applicant has at least three years of experience in the installation, maintenance, and repair of on- and off-premise outdoor advertising as described above. The reference letters (provided by CPD-DS as part of the standard information packet) must be filled out in their entirety, and all critical areas of experience must be verified therein.

NOTE: References shall come only from the applicant's past or present supervisors or employers in the sign trade (i.e., bona fide managerial staff, company owners, corporate officers, partners, or principals). References shall **not** be accepted from these sources: material suppliers, the applicant's own past or present employees, individuals who have served under the applicant's direction, the applicant's past or present subcontractors, inspections staff from any jurisdiction, insurance representatives, bank representatives, or other sources not having direct personal knowledge and oversight of the applicant's tradeswork. One of the applicant's required reference letters may come from a relative, but only where that party is the individual's employer or direct supervisor and is actually a bona fide practitioner of the trade in which the applicant is seeking certification.

EXCEPTION: As an alternative to providing the required reference letters, the applicant may submit verifiable proof of certification in the same classification from another jurisdiction where the requirements

are the same as or better than the City of Kansas City, Missouri. Such certification shall be verified with the jurisdiction issuing that certification; shall be current at the time of application with the City of Kansas City, Missouri; and shall be shown by that jurisdiction to have been issued based on equivalent or higher standards to those in place for that same classification in Kansas City, Missouri.

- (2) The applicant shall be at least 21 years of age.
- (3) The applicant shall be a senior high school graduate or shall have passed the General Educational Development Test. One additional year of experience may be substituted for each year of high school accreditation lacking.
- (4) The applicant shall receive a score of 70% or higher on the sign installation, non-electric (11331) examination administered by Experior Assessments, LLC for the City of Kansas City, Missouri.

**EXCEPTION:** The Kansas City, Missouri, examination may be waived if the applicant has earned a passing score of 70% or higher on a standard Experior Assessments, LLC or ICC examination or other department-approved national testing agency examination **comparable in content** to the examination currently given for the City of Kansas City, Missouri. **The applicant must provide verifiable documentation of the examination, which is acceptable to the Building Official.** Please note that, if 70% is not considered a passing score on the particular version of the exam the applicant has taken, it shall not be considered a passing score for the purposes of certification by the City of Kansas City, Missouri.

#### D. APPLICATION REVIEW

The application will be reviewed for compliance with the work experience, education, and age requirements outlined on the preceding page; and applicants will be notified of any deficiencies. **All references may be contacted by CPD-DS for verification of work experience; and all certification requirements must be deemed satisfied before a certificate can be issued.**

#### E. EXAMINATION SCHEDULING

When the application has been accepted by CPD-DS, the applicant will be mailed an examination registration form. The information booklet included in the original mailing contains information concerning examination fees, content, format, references, dates, locations, deadlines, etc. Additional copies can be obtained online from Experior Assessments at [www.experioronline.com](http://www.experioronline.com). Only one test can be taken per one-month period. The testing agency shall send the applicant a confirmation letter concerning the date, time, location, and type of examination for which he/she has been scheduled.

Please note that the testing agency operates on a first-come, first-served basis and is limited as to the number of examinees it can accommodate at its various sites on any given day. Furthermore, the registration form and payment must reach the testing agency no later than the published application deadline to be considered for a particular test date. Therefore, it is to the applicant's advantage to turn in his/her examination registration form and proper payment to the testing agency as early as possible. Examination fees are neither refundable nor transferable.

#### F. EXAM SCORE REPORTING

The testing agency shall mail the applicant written confirmation of his/her score and pass/fail status. The score is not valid until such time as the City of Kansas City, Missouri, receives official confirmation from the testing agency.

Please note that the examination must be taken and passed and the passing score reported to the City of Kansas City, Missouri, by the testing agency within one year of the application processing date; otherwise, the application becomes null and void, and the individual must reapply for further consideration.

**Please also note that an individual may attain a passing exam score and still be denied certification for failure to meet the other minimum qualifications.**

**SIGN SUPERVISOR REFERENCE LETTER**

**(MUST BE COMPLETED AND SIGNED BY REFERENCE AND NOTARIZED DIRECTLY ON THE FORM BY A NOTARY PUBLIC)**

I, \_\_\_\_\_, \_\_\_\_\_,  
(REFERENCE'S NAME) (REFERENCE'S JOB TITLE)

represent \_\_\_\_\_,  
(REFERENCE'S COMPANY)

a company engaged in the sign trade. I hereby attest that \_\_\_\_\_,  
(APPLICANT'S NAME)

who is applying for a sign supervisor certificate of qualification through the City of Kansas City, Missouri, has more than three years of full-time, practical, hands-on experience in all aspects of the sign trade, including all of these areas, as described in section 18-327 of the Kansas City, Missouri, Building and Rehabilitation Code:

Installation, maintenance, and repair of off-premise advertising (billboards or other outdoor advertising making use of rental panels or paint boards) and/or on-premise advertising (outdoor advertising making use of media other than rental panels or paint boards).

I affirm that all of the applicant's sign trades experience has been legally gained in the direct employ of one or more licensed contractors.

I also affirm that I have personally overseen this individual performing sign tradeswork during that period of time and that he/she is competent at the trade and has demonstrated sufficient mastery of the trade to act in a supervisory capacity. My relationship to the applicant is:

- \_\_\_ Employer/employee
- \_\_\_ Supervisor/employee
- \_\_\_ Contractor/subcontractor
- \_\_\_ Competitor
- \_\_\_ Apprenticeship training coordinator or other official representing \_\_\_\_\_ union or trades association
- \_\_\_ Other: \_\_\_\_\_

I am not a past or present employee of the applicant, nor have I ever worked under the applicant's direction.

I certify that all the statements contained herein are true; and I hereby authorize verification of the information given in this reference letter. My daytime telephone number is: \_\_\_\_\_. I understand that misstatement of any pertinent facts may be grounds for disqualifying the applicant and/or for charges of making a false statement on an official document.

\_\_\_\_\_  
(REFERENCE'S SIGNATURE)

\_\_\_\_\_  
(DATE)

**I HEREBY CERTIFY THAT THE SIGNATORY ABOVE APPEARED BEFORE ME, A NOTARY PUBLIC, ON THIS DATE.**

NOTARY PUBLIC'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTARY PUBLIC'S STAMP AND SEAL: