CITY OF ASPEN

City of Aspen Salesforce Applicant Portal

How To: Apply for Certification and License

Want a visual?
[View video instructions here.](#)

Note: Are you applying for a License and a Certification?
- *To apply for a License that does not require a Certification, you'll submit only a License application.*
- *To apply for a Certification and License, you'll submit two applications. First, apply for the supporting Certification required for the License type you need. Then repeat the process to apply for the License.*

Instructions

1. From the Home Page on the portal, scroll to the section: C*lick 'Next' to Start/Complete an Application.* Click the *Next* button.

2. Verify the dropdown list says *Create New*, then click *Nex*t.

3. Select *Certification* from the dropdown list, then click *Next*.

4. Click the blue link: *Click here to start the Certification/License Application process.*

5. Once the interface opens, fill in the fields noting these tips:

   a. Certification Type: Choose from the dropdown list.

      If applying for a BEST Card, you must contact the Building department at buildingadmins@cityofaspen.com or (970) 920-5090 to schedule an appointment to take the test.

      If you have a BEST Card from another jurisdiction, select *Reciprocal* as the certification type.

   b. Certification Subtype: Choose from the dropdown list, if required.

   c. Exam Type: Choose *New* or *Renewal* depending on whether this is a new certification or renewal.

   d. Notes: If you have a BEST Card from another jurisdiction, please note type and jurisdiction where it was issued. If you have a state issued Master License, please enter number.

   e. Click *Next*.

6. On the Required Documents page, please read these instructions carefully. You can find required Contractor Licensing documents here: https://www.cityofaspen.com/202/Contractor-Licensing

    a. Upload a copy of your driver license (or other acceptable proof of residency).

    b. Upload the signed Lawful Presence Affidavit.

    c. Upload a copy (front and back) of any state issued master license (such as master plumber), BEST card issued in another jurisdiction, or other applicable organization certification required for your application type.

7. Sign and submit the application.

8. If you are applying for Certification *and* License, repeat these steps to complete a License application now. Click on the house icon in the menu bar to return to the portal home page. The application Type will be License and Subtype will be available in the dropdown list.