

ON THE LEVEL

A Service of the
State of Alabama
Home Builders
Licensure Board
Fall 2024



HOME BUILDERS
LICENSURE BOARD
www.hblb.alabama.gov



A FEW CHANGES TO THE HOME BUILDERS LICENSURE LAW



Act 2024-443 will take effect October 1, 2024, and there are some key changes that homebuilders need to know. Advertising related to home building services has been defined, so the first change is that Licensees will need to display their license number when advertising homebuilding services. What does this include? Television commercials, newspaper ads, social media, company truck decals, and yard signs. What does it mean for you, the licensee? All you need to

add is your license number. This is a way to separate your business and services from unlicensed builders. Licensed homebuilders have worked hard to “build” their business and that includes the effort to obtain the license.

Another change is adding your license number to contracts. This can be accomplished by writing the number near the signature line or adding it to the contract itself.

Finally, Act 2024-443 gave the Board authority and oversight for a statewide residential building and energy code. The first step related to the building code is appointing the advisory council that will begin meeting in early 2025. There will be a lot more to report on the statewide building code in the coming months. Stay tuned...

THINGS TO KNOW ABOUT PRINTING YOUR LICENSE

You Need A Valid Email Address On File



The Home Builders Licensure Board will be communicating primarily to licensees via email. When a license application is approved - both new and renewal - an email from information@hblb.alabama.gov will be sent to the address on file to inform the license holder that their license is available to print. To ensure that key information is received from the Home Builders, please make sure a valid email address is on file and add the email above to your “safe sender” list to minimize the risk of notifications going to your junk/spam folder. Email addresses can also be updated when completing the online renewal application.

Both Hard Copy And Digital Licenses Are Available



While the Home Builders Licensure Board is no longer mailing physical wallet cards and certificates, once approved and the above email is received, licensees can access their licenses from their online account by using the link provided in the notification email. When a licensee clicks the PRINT button located on their dashboard, a PDF document will open containing both the wallet card and certificate. This document can then be printed or saved to a computer or mobile device to be printed later.

Licensees also have the option to save a digital version of their license on their smartphone or mobile device. A follow-up email from **Alabama Home Builders** <no-reply@passkit.io> will be sent providing a link to the digital card. Apple Wallet (iPhone) and Google Wallet (Android) currently support these digital cards.

New License Holders Must Create An Account
First-time licensees will need to create a login account to have access to print their license. New

licensees will need to know their license number to create their account. Contact the Home Builders Licensure Board if the license number has not been provided. Once created, licensees will use this login account to print their license, and access licensure applications during the renewal period (October 1st – December 31st).

Turn Off Your Pop-Up Blockers First!



Some licensees experienced issues when trying to print their license, due to the pop-up blocker settings on their computer or mobile device. Licensees will need to turn off their pop-up blocker settings **BEFORE** clicking the PRINT button or allow pop-ups from the site, otherwise, the PDF document may not open.

License Prints Only Once



Once a licensee has clicked the PRINT button and logs out of their account, the PRINT button will disappear. In the event that the licensee’s printer should malfunction, it is recommended that licensees save the PDF document of their license, so they have access to it later. Should a replacement license be needed, licensees will need to contact the Home Builders Licensure Board for further instructions.





HOME BUILDERS LICENSURE BOARD

RENEWALS & CONTINUING EDUCATION

It's almost time to renew your license. The Board will begin accepting renewal applications on October 1, 2024. In addition to the renewal application, licensees holding a limited or unlimited license must submit a credit report, and licensees holding a roofers license must submit a bond continuance.



The final requirement for renewal is the completion of six hours of continuing education. The designated qualifying representative (DQR) must complete continuing education for corporate entities. Visit our [website](#) for a list of approved courses. Two of the six hours must meet the Alabama specific requirement. Alabama specific courses will contain the following: *** **This course meets the Alabama specific requirement.** ***

The completion of continuing education must be reported by the provider within five days

of completion. Do not send completion certificates to the Board. Licensees desiring an inactive license are not required to submit the additional documentation or complete continuing education. However, continuing education is required to return to active status.



Licensees who will be 60 by October 1st are exempt. However, the exemption must be claimed by submitting an [age exemption form](#). This is a permanent exemption and only needs to be claimed once.

Licensees renewing for the very first time are also exempt. No action is needed for this exemption.

Since July, the Board has been emailing reminders to encourage licensees to complete continuing education before October 1st. The Board will accept renewal applications

even if the continuing education isn't complete. However, no license will be issued until all requirements, including continuing education, are met. During the online renewal process, the Board will provide your continuing education status. If you disagree with the status, continue with the renewal process, and send an email to ce@hblb.alabama.gov.

Visit our website at hblb.alabama.gov and click on [continuing education](#).

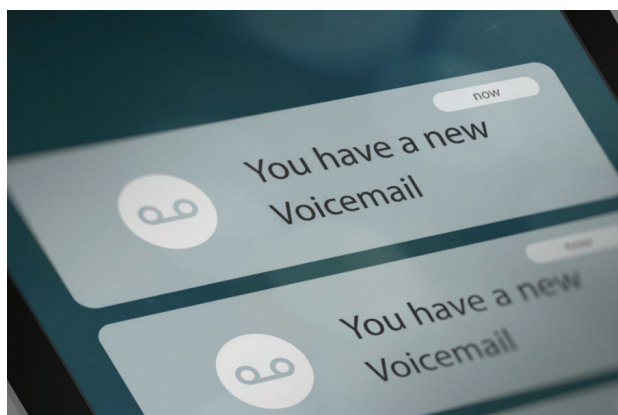
Important Links

[Approved Courses](#)

[Age Exemption Form](#)

[FAQs](#)

COMMUNICATION IS KEY



Sometimes the Board needs to relay information to licensees between publications of the newsletter. The methods used are email campaigns and calling posts. When the Board uses an email campaign, you will receive an email from J. R. Carden, Jr., the executive director of the Board, with an email address of information@hblb.alabama.gov. Please add the Board to your contacts to prevent the email from being placed in your junk or spam folder. When the Board uses a calling post, you will receive a telephone call from (334) 242-2230. The Board recommends allowing the call to go to voicemail so that you may listen to the message when convenient. If, after listening to the message, you

have questions you may contact the Board and speak with the appropriate staff member. Board staff is always ready to assist you in any way possible.



Builder Watch Hotline

1-800-304-0853

Protect Alabama Consumers and Your Industry.

Report Unlicensed Builder Activity!

(All calls will remain anonymous.)