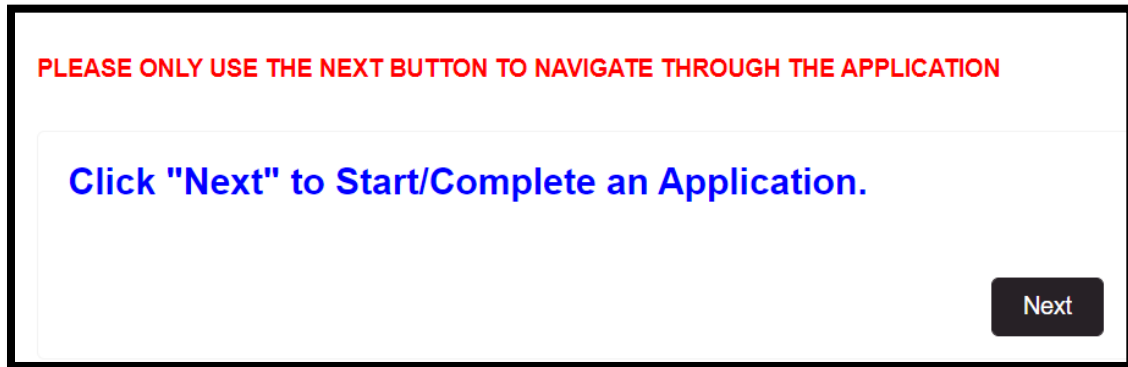




How to Apply for a BEST Test

1. Login to your Salesforce portal account [HERE](#).
 - Don't have an account? Register [HERE](#).
2. From the home page, scroll down and click the "Next" button to start a new application.



3. Select "create new" from the dropdown menu and click "next"
4. The next question asks you the type of application, you will want to select "certification" from the dropdown menu.
5. Fill out each section to the best of your abilities
 - The type of certification you will want to select is a "BEST card"
 - Please indicate the "subtype" which will let us know which BEST test you would like to take. You can access the different categories [here](#).
 - Indicate whether this is a **renewal** or a **new** exam according to the criteria below:
 - **New exam** - you have never taken this exam before with the City of Aspen.
 - **Renewal** -- you have taken this exam with the City of Aspen.
 - **IMPORTANT:** you need to provide copy of your previous/expired BEST card.

A screenshot of a web application form titled "Applicant". At the top right is a "Next" button. Below the title are "Save & Exit" and "Print PDF" buttons. The form is divided into "Application Details" and "Notes" sections. Under "Application Details", there are three dropdown menus: "Applicant (Your Name)" with "ASPEN TEST" entered, "Certification Type" with "BEST Card" selected, and "Certification Subtype" with "Light Commercial" selected. Below these is a "Notes" text area and an "Exam Type" dropdown menu with "New" selected.

Any questions please contact buildingadmins@cityofaspen.com or call 970-920-5090

6. Continue to click Next and the last thing you will do is upload your submissions; these differ so please review the following submission requirements:
 - a. **Renewal Exam:** *"I have taken this type of BEST test with the City of Aspen before and I need to renew my BEST card"*
 - Copy of ID in compliance with State HB 1023.
 - Signed and Notarized [Lawful Presence Affidavit](#).
 - Copy of your previous BEST card.

NOTE: Both documents need to match with the identity.
 - b. **New Exam:** *"I have never taken this type of BEST test with the City of Aspen before and need to get a BEST Card"*
 - You need to upload a copy of your ID in compliance with State HB 1023
 - Signed and Notarized [Lawful Presence Affidavit](#).
 - c. **Owner/builder Exam:** *"I am taking this BEST test in order to do work, myself, on my own property ONLY"*
 - Copy of ID in compliance with State HB 1023
 - Signed and Notarized [Lawful Presence Affidavit](#).
 - A signed Owner/Builder affidavit found [HERE](#).
7. Sign your application using your mouse to hand-draw your signature and click on Accept and Sign then click on Submit. A new page will appear with the information you submitted and application details. On this new page you can confirm everything came through by reading the Application Status as *Submitted*.

Number 2011-0272	Assigned Owner ⓘ Comm Dev Admin - PC
Contact ASPEN TEST	Status Application Submitted
Account TEST ASPEN GROUP	Reason for Cancel or Fail ⓘ
Type BEST Card	Submittal Date 11/12/2020
Subtype	Issue Date

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What happens now?

The administrative team will review your application and if all is well, we will create a fee, depending on the test you would like to take. We will send you an email notifying you of the payment due and, once paid, you can reach out to us with the day you would like for us to email you the exam. You will have from 8:00am on the day of your choice to 4:00pm that same day to take the exam. We advise scheduling some time where you can sit down and take this exam.

- Exam times differ for everyone, some people take a few minutes, some people take a few hours
- All exams are based on the **2015 ICC codes**. You will need either (or both!) the 2015 IRC book (International residential code) or the 2015 IBC book (International building code).
- We recommend you look at where you can get the book **before** scheduling the day for your test to be sent.
- This is an open book test. Please use whatever resources you need to complete the exam.
- You must receive a 70% on the exam to pass and receive a card.
- **Please allow up to 5 business days to receive a copy of your BEST card.** But while you wait for a physical copy of your BEST card, we will email you an electronic copy as well.