BEST Test Protocol

BEST stands for Board of Examiners for Standardized Testing. It is a program used by the City of Aspen, Pitkin County, and many other jurisdictions in the Roaring Fork Valley and along the I-70 corridor to verify contractors' and job supervisors' Code knowledge.

A BEST card is not the same as a Contractor License.

All licensed general contractors must have a BEST card or ICC Certification.

Specialty contractors must have a BEST card specific to their trade.

Job supervisors in the City of Aspen and Pitkin County also are required to have a BEST card.

The BEST card is attached to the test taker and not to the company. When a cardholder leaves a company, the certification goes with him/her.

Before you can apply for your BEST certification, you will need to have an account on Salesforce

- To **create** a Salesforce account, visit: https://www.surveymonkey.com/r/SFNewUser
-Once you submit your user request, please allow 1-2 business days for your account to be validated

- To **sign-in** to your existing account, visit: https://cityofaspen.force.com/

Once you are logged in, please follow the steps below to complete your certification application:

1. Please click Next to start your application

2. Follow the prompts by clicking the next button again. Once you reach this prompt, click the highlighted link to continue through the application process.

PLEASE ONLY USE THE NEXT BUTTON TO NAVIGATE THROUGH THE APPLICATION

Click here to start the Certification Application process

Previous   Finish

To chatter staff about a Permit, please open the Permit record and use that chatter feature.

3. Once the application has been opened, complete the fields, and hit 'next'
   a. For "certification type", you will want to select '**BEST Card'**
   b. For Exam type, you will hit **'New'** if this is your first BEST card application and you will select **'renewal'** if you are renewing an old card
   c. For 'certification subtype', select the option that best reflects your scope of work

In Progress
Applicant

Next ▸

⇥ Save & Exit   🖹 Print PDF

Complete each field below, and then click **Next** to continue. Red asterisks denote required fields.

Application Details

* Applicant (Your Name)

🔍 Another Test

Notes

* Certification Type

--None--

* Exam Type

--None--

Certification Subtype

--None--

⇥ Save & Exit   🖹 Print PDF

Next ▸

4. When you reach this page, please upload a copy of your ID (driver's license) and a copy of your old certification (if applicable). Make sure after you upload using the **file icon** you hit the **upload button** at the bottom of the screen. Once you've uploaded the photo, hit the '**next**' button to continue.

See image on the following page for clarification 😊
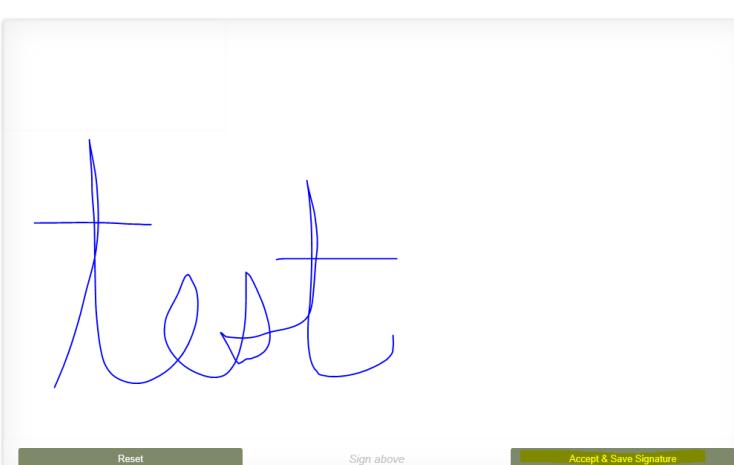
5. On the final page, you will click and hold the left mouse button to sign your name. When you have completed your signature, hit the '**accept and save signature**' button and then hit the '**submit**' button to submit your application.

6. Once your application has been submitted, someone from our administrative team will review the application. Please allow **one business day** for this to be completed. If you have any questions about your application, you can call (970)920-5090 **or** email CDEHadmins@aspen.gov.