



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

WELCOME TO THE CITY OF ASPEN PORTAL!

A place where you can easily manage your permits, land use cases, licenses, and communicate with your City of Aspen coordinator.

The following activities can now be completed on the portal:

- Applications for all permit types
- Applications for contractor licenses and individual certifications

The recommended browser to use is Google Chrome. If you cannot use Chrome, please contact us at sfsupport@cityofaspen.com or 970-920-5065. You will also need to un-block pop-ups.

For instructional documents and videos to help you navigate the portal, please click this link: <https://www.aspen.gov/1211/Salesforce-Applicant-Portal-Support>

Additional Resources can be found under the "HELP" tab, above.

COVID-19 Update: Starting August 1, 2022, a COVID-19 Safety Plan will no longer be required. Projects sites are still expected to comply with the current Pitkin County Public Health Orders; but submitting a plan will no longer be necessary.

Thank you for your patience as we continue to improve the portal.

PLEASE ONLY USE THE NEXT BUTTON TO NAVIGATE THROUGH THE APPLICATION

Click "Next" to Start/Complete an Application.

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

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

Save & Exit Print PDF

Next ▶

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

Application Details

* Applicant (Your Name) * Certification Type Certification Subtype

Notes

* Exam Type

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 😊

In Progress Required Documents

[Save & Exit](#) [Print PDF](#)

Please follow these steps to successfully upload and verify your documents:

1. If there is a required document **already** listed in the table below, please upload that document directly to this application by clicking the **file icon** to the right of the line for the document.
2. To upload additional files not already listed, click **Add More** and in the window that appears, navigate to the file location on your computer, select the file you want and click **Open** to add it to the list of files to upload. *Should you need to add more than one file at a time, hold down ctrl + click (Windows) or command + click (Mac) to select multiple files on your computer. Next, click "Open" to add them all to the list for upload.*
3. AFTER you have added ALL needed files, hit **Upload** below the table to upload your files to the system. It may take a moment for your upload to complete. *An orange message will appear when the file has been uploaded successfully: IGNORE the orange message. It is confusing and not applicable, and we are working with the vendor to change it in the future.*

Certification
2301-0011

SUBMISSION FILES

Title	Submission Date	Required	File
Picture Identification (e.g. driver's license)	N/A	<input checked="" type="checkbox"/>	Delete Upload
Certification or State License (both sides)	N/A	<input checked="" type="checkbox"/>	Delete Upload

[Add more](#)

Note: If you upload a new file(s) to a submission with an existing file, then the original file(s) will be overwritten and cannot be retrieved.

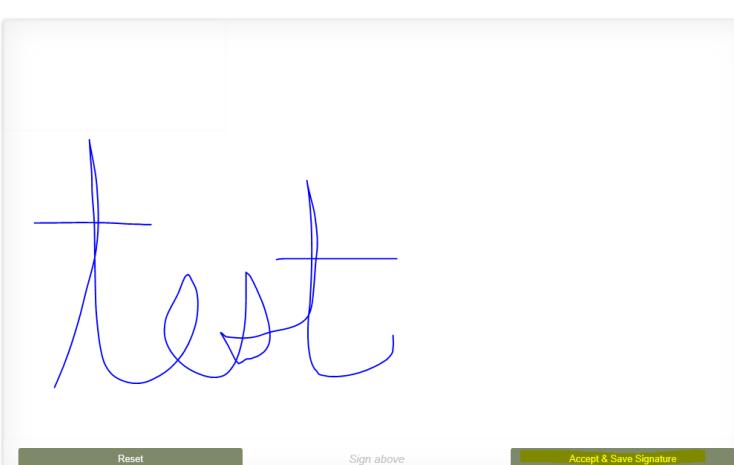
[Done](#) [Upload](#)

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.

Pencil Sign and Submit

[Save & Exit](#) [Print PDF](#)

[Previous](#)



[Reset](#) [Sign above](#) [Accept & Save Signature](#)

[Submit](#)

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.

