



HOW TO CREATE A DIR REGISTRATION NUMBER A GUIDE FOR CONTRACTORS AND SUBCONTRACTORS

CONTRACTOR REQUIREMENTS:

In order to register Contractors must have the following:

- 1) Have a valid / current California State License Board (CSLB) License for your trade or specialty;
- 2) Can certify or provide proof of Workers Compensation Insurance;
- 3) Have NO outstanding liabilities for wages, damages, interest, fines or penalties due to an employee or the State;
- 4) NO Debarment from Federal or State agencies for performing Public Works;

PUBLIC WORKS CONTRACTOR REGISTRATION (PWCR)

The PWCR Affidavit ONLINE Form consists of the following form fields and can be accessed by selecting the following link:

- 1) Open the California Industrial Relations – Home Page (www.dir.ca.gov)
- 2) Click on “Public Works Projects”;
- 3) Click on “Contractor Registration”;
- 4) It will display the form “Public Works Contractor Registration Affidavit”
- 5) FILL OUT THE FORM
- 6) Hit “NEXT” every time section is completed;
- 7) The System will not allow you to proceed if there are lines NOT completed correctly;
- 8) Make sure you complete the process (Contractor Information, Legal Entity Information, Workers Compensation, Contractor Certification, Payment Method)
- 9) The Registration Number is composed of TEN DIGIT Number (Example: 1000001234)
- 10) Your DIR Registration Number is valid for one FISCAL YEAR, which means if you register in January 2015, expiration shall be on June 2015; therefore, you need to renew your registration at the start of the Fiscal Year (July 2015) to be able to bid on District public work projects.

LEGAL UPDATES

Jun. 20, 2014	SB 854 DIR Contractor Registration and Prevailing Wage Rates Monitoring was signed into law;
Jul. 01, 2014	DIR Contractor Registration began;
Jan. 01, 2015	Local agencies (District) were required to include in bid / quote notices that the project is subject to compliance monitoring and enforcement by DIR;
Mar. 01, 2015	ALL Contractors and Subcontractors must have a DIR Registration Number;
Apr. 01, 2015	NO contract shall be awarded and NO work shall be performed if Contractor has no DIR Registration Number;
Jan. 01, 2016	ALL Contractors must submit Certified Payroll Records (Online) to the Labor Commissioner.

Effective IMMEDIATELY, the District / Campuses shall file with DIR a Notice of Award of the Contract for ALL public works projects valued at \$1,000.00 and up within FIVE (5) days of award utilizing FORM PWC 100.