

**Ken Lawson**, Secretary

**Rick Scott**, Governor

# **STATE OF FLORIDA**

***Candidate Information Booklet  
for***

## **CONSTRUCTION LICENSURE EXAMINATIONS**

***Bureau of Education and Testing  
Northwood Centre  
1940 North Monroe Street  
Tallahassee, Florida 32399 - 0791  
850.488.5952  
<http://www.myfloridalicense.com/dbpr/>***

**Revised May 5, 2015**

# CANDIDATE INFORMATION BOOKLET FOR THE CONSTRUCTION LICENSURE EXAMINATIONS

## TABLE OF CONTENTS

I.	INTRODUCTION.....	1
II.	BUSINESS AND FINANCE COMPUTER BASED CERTIFICATION EXAMINATION .....	1
	OVERVIEW .....	1
	.....	
	TESTING LOCATIONS.....	2
	TELEPHONE RESERVATIONS.....	2
	INTERNET RESERVATIONS .....	2
	FEES .....	3
	EXAMINATION REVIEW AND CHALLENGE PROCESS .....	3
	SCORING PROCEDURES .....	4
	NOTIFICATION OF RESULTS .....	4
III.	WRITTEN CERTIFICATION EXAMINATIONS .....	4
	ADMINISTRATION TIMES .....	4
	SCHEDULING .....	5
	PILOT TESTING.....	5
	ANSWER SHEETS .....	5
	TEST TAKING ADVICE.....	5
	GLASS & GLAZING STUDY AIDES .....	6
	SUPPLIES .....	7
IV.	ADMINISTRATIVE POLICIES .....	9
	ADMISSION TO THE EXAMINATION .....	9
	LATE ARRIVALS - Pencil & Paper .....	9
	RULES FOR THE EXAMINATION .....	10
	LATE ARRIVALS – Computer Based Testing (CBT).....	11
	CHANGE OF ADDRESS.....	11
	CHANGE OR CORRECTION OF NAME .....	11
	SPECIAL TESTING ACCOMMODATIONS .....	11
V.	SCORING INFORMATION AND GRADE NOTIFICATION.....	12
	SCORING PROCEDURES .....	12
	AMMENDED GRADES .....	12
	RE-EXAMINATION INFORMATION .....	12
	DURATION OF VALIDITY.....	13
	POINTS OF CONTACT.....	13
	ADDRESS CHANGE FORM.....	14
	COMMON ABBREVIATIONS& DEFINITIONS .....	15

This edition of the Candidate Information Booklet for the Construction Licensure Examinations supersedes all previous editions.

### STATEMENT OF NONDISCRIMINATORY POLICY

The Department of Business and Professional Regulation does not discriminate among candidates on the basis of age, sex, race, religion, national origin, handicap, or marital status.

<http://www.myfloridalicense.com/dbpr/>

## I. INTRODUCTION

The Department of Business and Professional Regulation issues twenty one (21) different construction licenses: General, Building, Residential, Mechanical, Class A Air Conditioning, Class B Air Conditioning, Roofing, Sheet Metal, Commercial Pool, Residential Pool, Pool Service, Plumbing, Solar, Underground Utility and Excavation, Pollutant Storage, Specialty Structure, Glass and Glazing, Gypsum Drywall, Marine Specialty Contractor, Irrigation and Gas Line. Visit the Construction Industry Licensing Board web site to find out more about the categories:

<http://www.myfloridalicense.com/dbpr/pro/cilb/index.html>

This Candidate Information Booklet (CIB) provides general information common to all of the examinations. Specific information describing the content areas tested and references materials for each examination can be found in the “Examination Content Information” and “Reference List” documents for each trade. In addition to the specific content areas listed for each examination, knowledge of basic mathematics is required for each part of the examination. With the exception of the Isometric Drawing portion of the Plumbing General Trade Knowledge Examination, all questions will be multiple choice with four (4) alternative answers and will be equally weighted.

It is your responsibility to obtain a *Candidate Information Booklet*, *Reference List*, *Examination Content Information* and an *Update Flyer* effective for the examination date for which you are scheduled. You can contact the Department or refer to our web site for the most current information. Visit this link on the web for current and future Examination Information:

<http://www.myfloridalicense.com/dbpr/servop/testing/ConstructionExamInformation.html>

Candidates must pass all required examinations to be licensed. The examinations you take will depend upon which license you are seeking and whether you already hold another construction license. Passing candidates applying for examination in an additional category may be exempt from taking the Business and Financial Management portion of the examination (appropriate board rule exercised, especially for Pool Service category).

## II. BUSINESS AND FINANCE AND CERTAIN TRADE KNOWLEDGE CATEGORIES COMPUTER BASED EXAMINATIONS

### OVERVIEW

The Business and Financial Management Examination consists of 120 test questions. Candidates are allowed 6 ½ hours to complete the examination. The Business and Financial Management Examination for Pool Service category candidates consists of 60 questions with 3 ½ hours to complete the examination.

The Business and Finance Examination will be administered via computer. The Department of Business and Professional Regulation has retained the services of Pearson VUE, to schedule, administer, score and report the results for the computer based tests. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations and offers licensing and credentialing support services to associations, state agencies, and private industry.

The Trade Knowledge examination parts for the following categories are all offered as computer based testing (CBT) now: Glass & Glazing, Marine Contractors, Commercial Pool, Residential Pool, Service Pool, Solar, Irrigation, Roofing, Underground Utilities, Sheet Metal, Gypsum, Specialty Structure, Gas Line and Pollutant Storage. Examination categories consists of 80 questions each category (Service Pool 60 questions) and is allowed 5 hours to complete each of the examinations. The Air “B” Trade Knowledge examination will be moved to CBT as of August 2015.

Your examination(s) will be administered on an electronic testing system. The testing system eliminates the use of paper, pencil and answer sheets. Candidates input their responses by entering the answer of their choice (A, B, C or D). Before you begin the examination, you will have an opportunity to go through a tutorial on the computer. The computer is very simple to operate; it should only take you a few minutes to learn to use it.

The screen features a variety of function buttons to help candidates navigate through the examination. The function buttons are located in the same position throughout the test. Candidates can mark a question for review, move forward or backward one question at a time, or move to a specific question. The summary screen, which can be accessed at any time during the examination, shows candidates the following:

- Number of questions answered
- Number of questions unanswered and/or skipped
- Time remaining for the examination

## TESTING LOCATIONS

[Use this link to view the vendor's website to locate a Pearson VUE Test Center near you, as well as to check that site's availability.](#)

## TELEPHONE OR INTERNET RESERVATIONS/CANCELLATION

Call: 1-888-204-6230 and a Pearson VUE Customer Care Associate will help you to select a convenient examination date and location and answer any question you may have. The best times to call for a reservation are: Monday – Friday (8am – 11pm), Saturday (8am – 5pm), and Sunday (10am – 4pm). You may register as far in advance as you would like or up to one day prior to the day you would like to test based on seat availability. However, it is strongly recommended you call at least five (5) business days before the examination date desired **since reservations are made on a first-come, first-served basis.**

Candidates may register via the Internet. You may submit a request via the Internet to Pearson VUE website at <http://www.pearsonvue.com/> twenty-four (24) hours a day, seven (7) days a week, **provided you include a credit card number, electronic check or voucher, and valid email address.** A reservation confirmation will be returned to you via email. Examination reservations may be canceled or changed via the Internet.

Please have the following information when you call to make an examination reservation:

- Your Authorization Notice, if available
- Identification number listed on your authorization notice, if available
- Your full name, address, social security number, day telephone number
- The location of the test center you desire
- The name of the examination(s) you will be taking
- Credit card number, check, or voucher

### Cancellation Policy

If you wish to cancel your exam, you must contact Pearson VUE **2 Days** prior to your scheduled appointment. Cancelling an exam less that **2 Days** prior to your appointment or missing your exam may result in forfeiting your exam fess.

## No Show Policy

A No Show is considered an exam attempt and the candidate will be required to reapply to Professional Testing Inc., and pay the full examination application and administration fees. See fee section below for exact amounts.

## FEES

### [Computer Based Testing Examination Review Fee Matrix](#)

The examination fee for the Business and Financial Management Examination is \$135.00 payable to Professional Testing Inc. (PTI) and \$80.00 payable directly to the vendor, Pearson VUE, by the candidate at the time the exam is scheduled.

After an unsuccessful attempt the candidate is required to complete a retake application with PTI, pay the examination development fee of \$135.00 to PTI and pay the examination administration fee of \$80.00 to Pearson VUE when rescheduling. There is a 21-day waiting period between successive attempts.

**Please note that all Trade Knowledge examinations that are being offered in computer based testing (CBT) format only, the same fees will apply. After submitting an application along with the \$135 application fee to Professional Testing Inc. (PTI), candidates can now, at their convenience, schedule both their Trade Knowledge and Business & Finance examinations with our contracted CBT vendor, Pearson VUE. An \$80 per exam part, administration fee must be paid to Pearson VUE at the time of scheduling.**

## EXAMINATION REVIEW AND CHALLENGE PROCESS Computer testing and or Pencil & Paper

Per F.A.C. 61-11.017, Candidates who fail a State developed examination are entitled to review their most recent examination administered questions answered incorrectly. The request to review must be made within twenty-one (21) days from the date of the examination, pencil & paper candidates must complete and mail the request form to the Bureau of Education & Testing (BET) to the address showing on the form while CBT candidates can be scheduled by going online to: <http://www.pearsonvue.com> or by calling 1.888.204.6230. The same security requirements observed at the examination will be followed during the review session. A failing candidate who has reviewed examination must wait **twenty-one (21) days** before sitting for his/her next examination.

Pencil & Paper candidates please note that the test booklets used during the actual examination are not retained. Reviewing candidates will **NOT** be given their own test booklet, but will be provided with a copy of the examination questions that were answered incorrectly. Consequently, any marks or notes candidates made in their test booklets during the examination will **NOT** be available during the review. Candidates will **not** be scheduled for a review **twenty-one (21) days** prior to the next examination. By electing this review, you forfeit the next available exam and must wait 21 days past the review before you can participate in an exam. **If you do attempt an exam while waiting for your review then you forfeit the review and the fees.**

For informal review and formal hearing procedures visit  
<http://www.myfloridalicense.com/dbpr/servop/testing/ExamReview.html>

## Review Session

The review session is considered to be an extension of the examination administration. Only the candidate may attend the review session. Proper identification is required to obtain entry. No talking or note taking of any kind is allowed. Review sessions are usually one-half of the exam administration time. For

example, for an exam lasting 2 hours and 30 minute, the candidate will be allowed 1 hour and 15 minutes to review.

### **Challenge Process**

Written challenges are accepted for DBPR developed examinations. Candidates are given an opportunity during the review session to note in writing or on the computer, any objections they have to questions answered incorrectly. The challenges are forwarded to the Bureau of Education and Testing for review by a Psychometricians and subject matter experts to determine if there is any merit to the candidate's objection.

The response time to challenges, on average, is approximately 4 weeks. Due to the confidential nature of the examinations, the only response you will receive is “**credit**” or “**no credit**” for each challenged question. Credit will only apply to the candidate who reviewed and challenged.

For informal review and formal hearing procedures visit <http://www.myfloridalicense.com/dbpr/servop/testing/ExamReview.html>

### **SCORING PROCEDURES**

All questions are equally weighted. The minimum percentage score needed to pass any of the Construction examination parts is 70 percent.

### **NOTIFICATION OF RESULTS**

All candidates will receive an official photo-bearing exam result report immediately following completion of their examination. Please verify that **ALL** information is correct on your exam result report before leaving the Test Center.

Pencil & Paper candidates, you will receive a grade report on-site after you complete the last part of your written examination for which you were scheduled.

## **III. WRITTEN CERTIFICATION EXAMINATIONS**

### **ADMINISTRATION TIMES**

<b>Exam</b>	<b>Day</b>	<b>Time</b>
<b>Plumbing, Mechanical, Air A &amp; Air B</b>	<b>1</b>	<b>7:00 A.M.</b>
<b>Contract Administration</b>	<b>2</b>	<b>7:00 AM</b>
<b>Project Management</b>	<b>2</b>	<b>1:30 PM</b>

## SCHEDULING

You will be scheduled for the written examination date and site that you selected on your application. Prior to the examination you will receive an *Admission Card*. Verify that the examination parts, date and site for which you have been scheduled are correct. If they are **not correct** or if you do not receive an *Admission Card* seven (7) days prior to the examination date **immediately** contact the vendor at 407.264.0562. **Do not wait till you are in the examination room before you question it.**

## PILOT TESTING

The examinations may contain a small number of experimental or “pilot test” questions. The purpose of including pilot test questions within the examination is to expand and improve the bank of questions from which future examinations will be drawn. This is a common practice used by many national and state examination programs and is a critical step in ensuring the continued reliability and validity of these examinations. In the event that pilot test questions are included within the examination, these questions will **NOT** be counted when computing scores. Additional time will be given for answering the pilot test questions. The time allowed for testing has been evaluated to ensure there is adequate time for completing test questions and pilot questions.

Pilot questions are **NOT** identified. The development of a good examination requires accurate candidate response information for the pilot questions.

## ANSWER SHEETS

Carefully follow the examination supervisor’s instructions on completing the answer sheet. It is your responsibility to correctly “bubble” in your candidate identification number, your examination number, and the first four letters of your last name (e.g., John Smith would bubble in “SMIT” in the space provided).

Your answers must be recorded on the answer sheet provided to you at the examination. Answers recorded in the examination booklet, **will NOT be scored**. It is recommended that you fill in your answers as you answer each question rather than waiting until the end of the examination. It is your responsibility to turn in your completed answer sheet, all examination materials, and scratch paper for each session when the allotted time for that session has passed.

**NOTE: Do not wait until the 15-minute time warning to transfer your answers from the test booklet to the answer sheet. You will NOT have sufficient time to transfer all answers. Candidates CANNOT complete the transfer of answers after time is called. Answers that were not transferred during the AM session CANNOT be transferred during the PM session. You will ONLY receive Credit for answers on your answer sheet.**

## TEST TAKING ADVICE

The advice offered here is presented primarily to help you demonstrate your knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chance of achieving a passing score. There is no penalty for guessing, so you should answer every question.

- Be sure to record an answer for each question, even the items for which you are not completely sure. You can note the questions you want to reconsider in the examination booklet and return to them later.
- Speak to a proctor or Examination Supervisor concerning any problems that may occur during the examination. **Do not wait** until the examination is over to inform someone of a problem.
- Inspect your examination materials to verify that you have been given the **correct** examination for your trade and that your packet contains all of the listed documents. Immediately inform your proctor if you find a discrepancy.

**Glass and Glazing candidates are recommended to use these books as study aides. Do not bring these books to the exam room.**

AAMA Aluminum Store Front and Entrance Manual SFM-1-87, 2002

American Architectural Manufacturers Association

1827 Walden Office Square, Ste 550 Schaumburg, IL 60173 Phone: 847.303.5664

[www.aamanet.org](http://www.aamanet.org)

AAMA Anodic Finishes Painted Aluminum - Curtain Wall Series, AFPA-91, 1991

American Architectural Manufacturers Association

1827 Walden Office Square, Ste 550 Schaumburg, IL 60173 Phone: 847.303.5664

[www.aamanet.org](http://www.aamanet.org)

AAMA Installation of Aluminum Curtain Walls, CWG-1-89, 1989

American Architectural Manufacturers Association

1827 Walden Office Square, Ste 550 Schaumburg, IL 60173 Phone: 847.303.5664

[www.aamanet.org](http://www.aamanet.org)

AAMA Metal Curtain Wall Manual MCWM-1-89, 2002

American Architectural Manufacturers Association

1827 Walden Office Square, Ste 550 Schaumburg, IL 60173 Phone: 847.303.5664

[www.aamanet.org](http://www.aamanet.org)

AAMA Sloped Glazing Guidelines TIR-A7-83, 2002

American Architectural Manufacturers Association

1827 Walden Office Square, Ste 550 Schaumburg, IL 60173 Phone: 847.303.5664

[www.aamanet.org](http://www.aamanet.org)

ANSI Z97.1-2004, 2004

American National Standards Institute 1430 Broadway New York, NY

FGMA Sealant Manual, 1990

Glass Association of North America 2945 SW Wanamaker Dr, Ste A Topeka, KS 66614-5321

[www.glasswebsite.com](http://www.glasswebsite.com)

785.271.0208

Laminated Glazing Reference Manual, 2003

Glass Association of North America 2945 SW Wanamaker Dr, Ste A Topeka, KS 66614-5321

[www.glasswebsite.com](http://www.glasswebsite.com) 785.271.0208



## SUPPLIES

It is expressly understood by each candidate that the State of Florida, and/or the Department of Business and Professional Regulation, and the department's staff hereby assume absolutely no liability of any nature whatsoever for any items of the candidate's personal property which may have been brought to, left at, or left outside the examination site. It is further understood that the candidate's admission to the examination shall hereby constitute the candidate's full, knowing, and complete waiver of any and all such claims against the State of Florida, and/or the Department of Business and Professional Regulation and the department's staff.

### **What to Bring - Reference Books as Published on the Bureau of Education & Testing website:**

<http://www.myfloridalicense.com/dbpr/servop/testing/ConstructionReferencePage.html>

- The reference books listed on the reference list are the approved standards issued by the Construction Industry Licensing Board. Earlier or later editions than those listed can be brought to the examination at your own risk. But only one copy of the reference will be allowed into the examination. The answers to the examination questions will be based on the listed editions. Candidates are strongly encouraged to bring the references for their specific specialty (as listed on their Reference List) to the examination site to be used during the examination. **No other references are allowed at the examination site.** Extra books left in the exam room at candidates own responsibility.

### **ONLY materials and books on the approved reference list may be brought to the test center.**

Reference books must remain as published. References containing underlining with pen or highlighter may be used. Only original edition reference materials will be allowed for use at the examination, with the exception of the references specifically indicated on the reference list as a PDF file. These materials must be printed and bound in a spiral notebook or a three or more hole puncher binder in order to be allowed in the examination room.

- Photocopies will not be allowed unless written authorization has been granted prior to the examination by the appropriate authorities (publishers and the Bureau of Education and Testing).

Permanently attached book tabs with **only** normal chapter or page headings are permitted. To avoid delays at the examination site, Post-it® notes, pull-off labels, or removable tabs must be removed from the reference books prior to arriving at the examination site. **If tabs can be removed without damage to the page, then they are considered removable and WILL NOT be accepted.**

- Boxes or baskets with lids or covers may be used to bring approved reference books to the examination site. However, boxes cannot be used to store reference books on the table. All books that are to be used during a test session (AM or PM) must be removed from the box and stored on the table during the test. Candidates are **NOT** permitted to replace or remove books during a test session. Candidates are not permitted to exchange or share reference materials or calculators during the exam.
- Candidates scheduled to return for the afternoon examinations will **NOT** be allowed to remove reference books from the test center during the lunch break. Reference books removed after the morning session will **NOT** be allowed in the afternoon session.
- **ONLY** those reference materials listed for **EACH** day of your examination will be allowed into the examination room.
- To better serve our “English as a second language” candidates, the Bureau of Education and Testing is permitting the use of foreign language translation dictionaries during the examination. Translation dictionaries shall contain word for word or phrase translations **ONLY**. Dictionaries that contain

definitions of words, explanations of words or handwritten notes may not be used. Testing center staff will inspect and approve each dictionary before it can be used during the examination. In order to maintain security and to ensure fairness to all candidates, candidates are limited to the use of a single dictionary.

If you have questions concerning acceptable translation dictionaries, please contact the Bureau of Education and Testing, Examination Administration Unit at 850.488.5952, or you may fax your question to 850.922.1228 or 850.487.9757.

Note: See "What Not to Bring" for further information on reference materials.

### **What to Bring – Other Supplies:**

- A scale ruler. Page magnifiers and bookends.
- A handheld, cordless, silent, non-printing calculator with a numeric (non-alphabetic) keyboard and extra batteries. (Calculators containing ram cards or that function as data collectors are **NOT** allowed.)
- Any personal items such as toiletries, snacks, etc or supplies needed during the examination must be encased in a **clear plastic bag**, no larger than **8" X 11"** in size. Personal items are not allowed in the CBT examination room. Candidates taking the CBT exam will leave all personal items in the locker provided by the vendor.
- Bring several **sharpened** No. 2 lead pencils with erasers for use in recording examination answers on the answer sheet(s). You will **NOT** be permitted to use ballpoint pens, colored pencils, or felt-tip pens.
- Please be advised that due to circumstances beyond our control, examination sites may experience minor disturbances. For those candidates that are sensitive to noise, **it is recommended that you bring earplugs.**

### **What Not to Bring:**

Unauthorized supplies, those not listed in this Candidate Information Booklet, will be subject to removal by the department's representative at the examination site. The following items are **NOT** allowed in the examination room:

- Any part of construction school workbooks and materials, bound or loose-leaf notes. Additional materials cannot be attached in any manner (such as taped, stapled, or glued) to authorized reference books. Extra pages and dividers cannot be added. **REFERENCE BOOKS MUST REMAIN AS PUBLISHED.**
- Handwritten and typewritten notes are **not** allowed. Existing handwritten notes in reference materials must be blackened out or whitened out completely by the candidate, prohibiting legibility.
- Any type of dictionary, thesaurus, spelling aid, or language translator (other than one of the approved translation dictionaries).
- White or colored paper, writing tablets, or notepads. Psychometric charts.

- Highlighters: **Highlighters will only be allowed on Day Two to be used for quantity take-offs on plans. Other use of highlighters at the test center is not allowed and will be documented and referred to the Construction Industry Licensing Board. DO NOT HIGHLIGHT REFERENCE MATERIALS PAGES, PARAGRAPHS OR LINES.**
- Calculators and electronic organizers containing ram cards, alphabetic keyboards or screen writing capabilities, with or without the ability to print.
- Cameras, tape recorders, or computers.
- Pagers, electronic transmitting devices, or telephones (watches with alarms or beepers should be set so that they will **NOT** sound or go off during the examination administration).
- Canisters of mace, pepper spray, or other personal defense items.
- Large Size Purses, briefcases, portfolios, fanny packs, or backpacks.
- Baseball caps or hats into the examination room.

#### **IV. ADMINISTRATIVE POLICIES**

##### **ADMISSION TO THE PENCIL & PAPER EXAMINATION ROOM**

- Please consider the additional time needed for administrative procedures, finding the exam site, etc. when scheduling airline flights, etc.
- Report to the test site no later than the time indicated on your admission slip and examination schedule. It is recommended that you arrive at the examination site fifteen (15) minutes prior to the examination reporting time.
- Bring your admission slip to the test site. You will be required to show it to gain entry to an examination room. If you have **NOT** received your admission slip within seven (7) business days of your scheduled examination, contact the vendor at 407.264.0562 or fax: 407.264.2977.
- Two (2) forms of signature identification, one of which bears your picture, signature and is government issued: driver's license, state identification card, passport or military identification card. **YOU MUST BE PREPARED TO SHOW PROPER I.D. TO GAIN ADMISSION TO THE TEST SITE.** Student, employment I.D. cards and photo bearing credit cards are not acceptable as a picture bearing identification. Make sure your name and address are exactly the same as provided on your application.

##### **LATE ARRIVALS**

If a candidate arrives at the designated examination site after the examination start time, these procedures will be followed:

- If a candidate arrives after one candidate has finished the examination and left the examination room, the candidate will **NOT** be permitted to sit for the examination.

- If a candidate arrives after the start time of the examination, but before a candidate has finished and left the examination room, the late arriving candidate will be permitted to take the examination **ONLY** after signing a statement clearly indicating his or her late arrival time. The candidate will only receive the time remaining and will **NOT** be given additional time to complete the examination.
- All candidates will be required to remain at least one (1) hours from exam starting time before being allowed to check out.

## **RULES FOR THE EXAMINATION**

- The examination supervisor and proctors are the department's designated agents for maintaining a secure and proper examination administration.
- Reporting Time is not examination starting time. Extra time is allowed for checking in.
- No examination materials, documents, or memoranda of any kind are to be taken from the examination room.
- Listen carefully to the instructions given by the Examination Supervisor and read all of the directions thoroughly. Examination Supervisors and proctors are **NOT** authorized to answer questions concerning the examination content. However, if you have any procedural questions, they will do their best to assist you.
- If you have a concern about the content of an examination question, please request a "Candidate Comment Form."
- Smoking will not be permitted in an examination room or in the restrooms, based on the October 1985 Florida Clean Indoor Air Act. Candidates will not be allowed smoking breaks.
- Drinks in a spill proof container are acceptable when permitted by examination site management. If applicable, a lunch break will be provided.
- The department considers any marking in reference books during an examination to constitute a felony. If a candidate is observed writing or marking anything in any reference book or materials, these materials will be immediately confiscated. The department intends to forward all confiscated reference materials to the Construction Industry Licensing Board for prosecution pursuant to Florida Statute 455.2175.
- Pursuant to Florida Administrative Code Chapter 61-11.007 any irregular candidate conduct which violates the standard of test administration, such as communicating with any other candidate during the administration of an examination or copying answers from another candidate during the administration of the examination, will be documented and forwarded to the Construction Industry Licensing Board for consideration or action.
- Due to the noise associated with gathering reference books and materials at the end of the examination, candidates may not be permitted to leave the test center once the 15-minute time announcement is made. This will prevent a disruption to candidates still testing.
- Please dress comfortably, but appropriately, for the examination. It is not always possible to maintain a temperature suitable for each candidate, and from time to time there are maintenance problems beyond the department's control. It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

## **ADMISSION TO THE EXAMINATION (COMPUTER BASED TESTING – CBT)**

### **ADMISSION PROCEDURES**

- When registering at the Test Center, you will be required to have the following items: Two (2) forms of signature identification, one of which bears your picture and signature: driver's license, state identification card, passport or military identification card. Candidates will **NOT** be admitted without proper identification. Name and address must match what you submitted on your application.
- Please report to the Test Center thirty (30) minutes prior to your scheduled examination. As part of the checking-in process, a photo will be taken of the candidate prior to taking the exam. This photo will be visible on the candidate's exam result report. The Test Center Manager will assign you a seat and assist you with the computer. You may take up to fifteen (15) minutes to complete the tutorial, and the Test Center Manager will answer any questions you may have about the computer testing unit at this time.
- The time you spend on the tutorial will **NOT** reduce the time allotted for taking your examination. When you feel comfortable with the computer testing unit, you may begin your examination. The time of the examination begins the moment you look at the first question on your examination.

### **LATE ARRIVALS**

Test Center Managers will review the daily schedule for that day to determine if the candidate can be accommodated due to tardiness. If the tardiness is due to an emergency (i.e., car trouble, traffic accident, etc.), the candidate must provide documentation of the event. If the candidate **cannot** be accommodated due to unexcused tardiness, they will be liable for the test fee for that day in addition to the new test fee and will be classified as a "No Show." A new re-exam application will be required with new authorization and applicable application fee.

### **CHANGE OF ADDRESS**

All candidates will be given an opportunity to file a change of address at the examination site. If an address change occurs after your examination administration, please notify the vendor by completing the *Request for Name or Address Change Form* located at the end of this document.

### **CHANGE OR CORRECTION OF NAME**

If you have a name change or correction, please send the *Request for Name or Address Change Form*, along with notarized legal documentation, to the vendor, Professional Testing Inc.

### **SPECIAL TESTING ACCOMMODATIONS**

*The Department of Business and Professional Regulation certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USC Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination.*

All applicants for an examination, or a re-examination, who desire special testing accommodations due to a disability, must submit a written request to the special testing coordinator prior to each exam. **Do not** submit your accommodation request with your exam application. It must be sent directly to:

Department of Business and Professional Regulation  
Bureau of Education and Testing - Special Testing Coordinator  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please visit webpage: <http://www.myfloridalicense.com/dbpr/servop/testing/ADA.html> or call 850.487.9755.

## V. SCORING INFORMATION AND GRADE NOTIFICATION

### SCORING PROCEDURES

A score of seventy percent (70%) or better on each of the examinations is required to achieve a passing score. Your passing grade report is not a license and it may not be used for contracting or bidding purposes.

Candidates who pass ALL required parts become eligible for certification upon presenting to the board payment of the initial licensing fee, proof of insurance, a proper financial statement and credit report, and any required information about business organizations for which they intend to act as qualifying agents. You will receive an instruction sheet with your grade report containing further details on becoming certified.

### AMMENDED GRADES

Amended Grades: A quality control process is carried out to verify the accuracy of examination grades prior to ratification by the board. In the event that a scoring error is found, you will be sent an amended grade report approximately four (4) weeks after your examination. **Grade results and or pass/fail status will not be given out over the telephone.** Please do not call the vendor, board office or the Bureau of Education and Testing for this information.

**NOTE: A statistical comparison of all responses on your scan sheet with responses given by other candidates may be performed. Any irregularities identified by this analysis may be considered grounds for denial of licensure.**

### RE-EXAMINATION INFORMATION

Information regarding re-examination procedures and fees will be provided to all affected candidates with their grade reports.

### **NOTICE: 61G4-16.009(1)(b)(2) – Examination and Reexamination.**

The newly revised Board Rule grants candidates more time to complete all portions of the initial licensure examination. Beginning November 1, 2011, examination candidates will be permitted four years from the date he or she initially sat for the initial licensure examination to pass all portions of the examination and will not be limited in the number of times they may re-take a test during the four year period.

If you fail to appear for your scheduled examination you will be considered a “No Show”, your status will be a “Fail” and you will forfeit your examination fee.

## **DURATION OF VALIDITY**

Notice ; 61G4-16.005 Duration of Validity.

For the purpose of certification, a passing grade shall be valid only for a period of four (4) years from the date the list of successful candidates is approved by the Board.

## **POINTS OF CONTACT**

**PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS REGARDING THE FOLLOWING:**

**Computer Based Testing Examination Parts, Business and Finance, Glass & Glazing, Marine Contractors, Commercial Pool, Residential Pool, Service Pool, Solar and Irrigation Trade Knowledge Examinations Scheduling and Reviews**

Pearson VUE  
Customer Care at 1-888-204-6230  
Website <http://www.pearsonvue.com>

### **Examination Scheduling, Grade Notification and Change of Address**

Professional Testing, Inc.  
7680 Universal Blvd. Suite 300  
Orlando, Florida 32819  
Tel: 407.264.0562  
Fax: 407.264.2977

### **Requests for Special Testing Conditions**

Bureau of Education and Testing - Special Testing  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791  
850.488.5952

### **Examination Review – Pencil & Paper examination only:**

Bureau of Education and Testing - Reviews Unit  
1940 North Monroe Street  
Tallahassee, Florida 32399-0791  
850.488.5952

### **Licensure Application Policies and Fees**

Department of Business and Professional Regulation  
1940 North Monroe Street  
Tallahassee, Florida 32399-0783  
850.487.1395

Visit DBPR web site at: <http://www.myfloridalicense.com/dbpr/>

**FOR INFORMATION REGARDING HOTELS, OR DIRECTIONS TO THE EXAMINATION SITE,  
CONTACT THE CHAMBER OF COMMERCE IN THE CITY WHERE YOUR EXAMINATION HAS  
BEEN SCHEDULED.**

Please fill out the Request for Name or Address Change Form below and return to:

**Professional Testing, Inc.  
7680 Universal Blvd. Suite 300  
Orlando, Florida 32819  
Tel: 407.264.0562 Fax: 407.264.2977**

**REQUEST FOR NAME OR ADDRESS CHANGE FORM**

Please type or print in the appropriate spaces below if you have a change of name or address.

**NAME (Previous):** \_\_\_\_\_

**NAME (New):** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**PHONE NUMBERS:** \_\_\_\_\_  
Area Code/Home Number Area Code/Work Number

**OLD ADDRESS:** \_\_\_\_\_

**NEW ADDRESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

\*Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary unless specifically required by Federal Statutes. In this instance, Social Security Numbers are mandatory pursuant to Title 42, United States Code, Sections 653 and 654; and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub. L. 193, Sec. 317.



# **Common Abbreviations and Definitions**

## **Abbreviations**

## **Definitions**

DBPR	Department of Business and Professional Regulation
F.S.	Florida Statute
F.A.C.	Florida Administrative Code
BET	Bureau of Education & Testing
ADA	Americans with Disability Act
CBT	Computer Based Testing
CE	Continuing Education
CIB	Candidate Information Booklet
BCAIB	Building Code Administrators and Inspectors Board
ICC	International Code Council
FBC	Florida Building Commission
CILB	Construction Industry Licensing Board
ECLB	Electrical Contractors' Licensing Board
FAQ	Frequently Asked Questions