



# Department of Growth Management

## **BUSINESS AND LAW**

**Business and Law** examination tests the applicant's knowledge of Payroll Taxes, Workers' Compensation, Unemployment Compensation, Lien Laws and other laws or subjects that will affect their daily operations as contractors.

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**ALL APPLICANTS MUST BE 22 YEARS OF AGE OR OLDER**

### **Information Enclosed with Packet:**

1. Candidate Information Bulletin
2. Okaloosa County Examination Application
3. Business & Law booklist\*

\*The reference/book list can change without notice, please verify you have the updated list prior to purchasing materials.

Okaloosa County requires applicants to take the Business & Law examination and pass with a score of seventy-five (75%) percent or above.

Fees paid to Okaloosa County prior to registering for any examination:

**\$50 Sponsor Fee (per registration)**

We accept cash, check, money order, MasterCard, Visa or Discover credit/debit cards\*

\*additional fees applied to credit/debit payments

Additional fees to the testing agency will also apply.

If you are interested in obtaining your State Certified license, please call the Department of Business & Professional Regulation at **(850) 478-1395** or visit:

[www.myfloridalicense.com](http://www.myfloridalicense.com) for information.

**1250 N. Eglin Parkway, Suite 301, Shalimar, FL 32579**  
**812 E. James Lee Blvd, Crestview, FL 32539**  
**(850) 651-7526**



**Prov**  
 13614 Progress Blvd  
 Alachua FL 32615-9496  
 Telephone: (866) 720-7768

Website: [www.provexam.com](http://www.provexam.com)

You have received this email in response to your request for Exam Information for Okaloosa County. The information below describes the examination you expressed interest in taking. To receive more general information about the testing program, you may click on the "Candidate Information Bulletin" link below to download a candidate bulletin that provides more detailed information about the testing rules and processes.

[Candidate Information Bulletin.](#)

**Business and Law**

Number of Questions	50
Time allowed (hours)	2
<b>Subject Area</b>	<b># Quest.</b>
Business Organization	2
Licensing	3
Lien laws	2
Tax Laws	5
Safety OSHA	3
Labor Laws	8
Contract Management	9
Project Management	6
Estimating & Bidding	4
Financial Management	5
Risk Management	3

**References**

FLORIDA - NASCLA Contractors Guide to Business, Law and Project Management , 1st. ISBN: 1-934234-92-3. NASCLA Publications, Inc, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027. Available at [www.nascla.org](http://www.nascla.org) or [www.provbookstore.com](http://www.provbookstore.com). Please note, the Florida Business and Law Study Guide for Contractors (published by Prov) is permitted as a substitute.



# FLORIDA Contractor Examinations

## Candidate Information Bulletin

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### General Testing Information

This Candidate Information Bulletin provides you with information about the testing and application process for becoming licensed in cities/counties in the State of Florida. To be licensed, you must pass a test to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations governing construction in Florida. The cities/counties have authorized Prov to develop and administer their contractor licensing testing program. Prov provides tests through a network of computer testing centers in Florida as well as other States. Prov works closely with the cities/counties to be certain that the licensing tests meet local requirements as well state requirements in basic principles and testing development standards. This bulletin has been developed to help explain the rules and processes candidates will need to undertake to complete the testing requirement for their cities/counties licenses.

Prov is not authorized to make the determination of which test(s) candidates must take. If a candidate is unsure which test is needed for the license being sought, resolve this question with your local licensing board before registering. If candidates take the wrong test, the test fee will not be refunded.

### Contact Information

For questions not addressed in this bulletin contact:

<p>For Licensing Questions -</p> <p>Contact your local licensing jurisdiction.</p>	<p>For Testing Questions -</p> <p><b>Prov, Inc.</b></p> <p>13614 Progress Boulevard Alachua, FL 32615 Ph: (386) 518-6889 Toll Free: (866) 720-7768 Fax: (877) 228-3926 www.provexam.com Office Hrs: 8 a.m. - 6 p.m.</p>
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## Examination Categories

The following is an alphabetical listing of the tests administered by Prov for licensing in the State of Florida. All tests are open book and are timed. When you apply for your test, you will be provided detailed information about each test you are required to take for licensure. This information will describe the content of the test as well as provide information regarding study materials.

Below is a list of available tests.

- AC Commercial
- Acoustical Ceilings
- Aluminum Construction
- Aluminum Construction & Limited Concrete
- Aluminum Siding
- Aluminum Structures & Specialties
- Ammonia Refrigeration Contractor
- Asphalt Sealing & Coating
- Boiler (Unlimited)
- Building Contractor
- Building Contractor (Spanish)
- Building Maintenance
- Burglar & Fire Alarm Electrical
- Burglar Alarm Electrical
- Business and Law
- Business and Law (Spanish)
- Cabinet Installation & Millwork Contractor
- Carpentry
- Carpentry (Spanish)
- Commercial Paving
- Commercial Swimming Pool
- Concrete Coatings
- Concrete Contractor
- Concrete Forming and Placing
- Concrete Forming and Placing (Spanish)
- Concrete Placing and Finishing
- Concrete Slab Sawing & Core Drilling Contractor
- Decorative Metal Contractor
- Demolition
- Dredging
- Drywall
- Drywall & Lathing
- Electrical Communication and Sound
- Electrical Fire Alarm
- Electrical Sign Contractor
- Elevator Electrical
- Excavation Contractor
- Fencing
- Fencing (Spanish)
- Finish Carpentry
- Garage Door Installer Contractor
- General Contractor
- General Contractor (Spanish)
- Glass & Glazing
- HARV Contractor
- Heating Contractor
- HVAC
- Insulation Journeyman
- Interlocking Pavers
- Irrigation Sprinkler
- Irrigation Sprinkler (Spanish)
- Journeyman AC (Limited)
- Journeyman Air Conditioning
- Journeyman Air Conditioning (Spanish)
- Journeyman Burglar Alarm
- Journeyman Electrician
- Journeyman Electrician (Spanish)
- Journeyman Fire Alarm
- Journeyman Fire Sprinkler
- Journeyman Gasfitter
- Journeyman General Mechanical
- Journeyman General Mechanical (Spanish)
- Journeyman Heating
- Journeyman Pipefitter
- Journeyman Plumber
- Journeyman Plumber (Spanish)
- Journeyman Plumbing with Gas
- Journeyman Pressure & Process Piping
- Journeyman Refrigeration
- Journeyman Residential Electrical
- Journeyman Residential Plumber
- Journeyman Residential Plumber with Gas
- Journeyman Room Air Conditioning
- Journeyman Sheet Metal
- Journeyman Sign Electrician
- Journeyman Warm Air Heating
- Lightning Protection
- Limited Insulation
- Limited Painting

- Limited Roofing
- Low Pressure Boiler
- Low Voltage
- Low Voltage (Spanish)
- Maintenance Electrician
- Maintenance Electrician (Spanish)
- Marine Construction
- Masonry
- Masonry (Spanish)
- Master AC (Limited)
- Master AC (Limited) (Spanish)
- Master AC (Unlimited)
- Master AC (Unlimited) (Spanish)
- Master Electrician
- Master Electrician (Spanish)
- Master Gasfitter
- Master Mechanical
- Master Pipefitter
- Master Plumber
- Master Plumber (Spanish)
- Master Plumber with Gas
- Master Residential Electrical
- Master Residential Plumber
- Master Sheet Metal
- Master Sign Electrician
- Master TV Antenna
- Master Warm Air Heating Contractor
- Mechanical Maintenance
- Mechanical Maintenance (Spanish)
- Metal Awning & Storm Shutter Contractor
- Metal Awning & Storm Shutter Contractor (Spanish)
- Metal Decking & Siding
- Miscellaneous Metals Contractor
- Painting and Decorating
- Plastering & Lathing
- Plastering & Lathing (Spanish)
- Plumbing Maintenance
- Pool Maintenance
- Pool Tile Subcontractor
- Prestressed, Precast Concrete Erection Contractor
- Prestressed, Precast Concrete Erection Contractor (Spanish)
- Refrigeration & Air Conditioning Contractor
- Refrigeration (Limited)
- Refrigeration (Unlimited)
- Reinforcing Steel Placing Contractor
- Remodeling Contractor
- Residential AC
- Residential Appliance Electrical
- Residential Contractor
- Residential Swimming Pool
- Roof Deck
- Roofing Unlimited
- Screen Enclosure
- Siding, Windows & Doors
- Sign Contractor (Non-Electric)
- Solar Water Heating Contractor
- Structural Steel
- Swimming Pool Maintenance Contractor (Limited)
- Swimming Pool Maintenance Contractor (Unlimited)
- Swimming Pool Piping
- Tile & Marble
- Tile, Terrazzo & Marble
- Tree Trimming and Removal
- Underground Utilities
- Unit Masonry, Marble & Exterior Veneer Contractor
- Unlimited Insulation
- Unlimited Painting
- Utility Electrical Contractor

### Exam Administration Method

Prov provides its examinations through computer testing centers located throughout the State. Computer testing provides you access to daily testing and rapid score processing.

#### **Computer-Based Testing**

Prov has taken every effort to make its computer testing system as easy to use as possible. No specific computer experience or typing skills are needed to take the test. Candidates who take a computer-based test will be given verbal and written instructions and will complete an interactive tutorial prior to testing.

The written instructions for computerized tests are included in this bulletin. Please refer to the CBT

Candidate Notice for these instructions and a visual of the screen layout.

For an opportunity to preview Prov’s computer-based testing system before arriving at the test center, candidates can watch a demonstration video by visiting <https://www.provexam.com/Movies/CBT2.swf>. This short movie provides a basic demonstration of how to take a test on Prov’s computer system.

## Test Center Locations

Prov has established the following testing centers within Florida where candidates can take their tests.

### NORTH FLORIDA LOCATIONS

1. **Florida State College at Jacksonville, Kent Campus**  
Student Success/Assessment & Certification,  
3939 Roosevelt Blvd., Bldg. A102  
Jacksonville, FL 32205  
Phone: (904) 381-3754
2. **St. Johns River State College**  
5001 St. Johns Avenue  
Building T, Room T130  
Palatka, FL 32177  
Phone: (386) 312-4228
3. **Pensacola State College**  
1000 College Blvd., Bldg. 6, Room 635  
Pensacola, FL 32504-8998  
Phone: (850) 484-1656
4. **St. Johns River State College – St. Augustine Campus**  
2990 College Drive  
St. Augustine, FL 32084  
(386) 312-4228

### NORTH CENTRAL FLORIDA LOCATIONS

1. **College of Central Florida**  
Dept. of Student Services  
3001 SW College Road  
Building 5, Room 205-D  
Ocala, FL 34474  
(352) 854-2327, Ext. 1564
2. **College of Central Florida**  
Department of Student Services, 3001 SW  
College Rd., Bldg. 5, Rm. 205-D  
Ocala, FL 34474  
Phone: (352) 854-2327 x1564

3. **Prov, Inc**  
13614 Progress Blvd.  
Alachua, FL 32615  
Phone: (866) 720-7768
4. **Seminole State College of Florida - Sanford**  
100 Weldon Blvd.  
Sanford, FL 32773  
Phone: (407) 708-2277

### SOUTH CENTRAL FLORIDA LOCATIONS

1. **Eastern State College – Cocoa Campus**  
1519 Clearlake Road  
Cocoa, FL 32922  
(321) 433-7740
2. **Valencia College – West Campus**  
CE Testing Center, Building 10  
2<sup>nd</sup> Floor, Room 219  
1800 South Kirkman Road  
Orlando, FL 32811  
(866) 720-7768
3. **University of South Florida**  
4202 East Fowler Ave., SVC 2060  
Tampa, FL 33620  
Phone: (813) 974-4034

### SOUTH FLORIDA LOCATIONS

1. **Miami Dade College - West Campus**  
3800 NW 115 Avenue, Room 2110  
Doral, FL 33178  
Phone: (305) 237-8979
2. **Florida Gulf Coast University**  
10501 FGCU Blvd. South, McTarnaghan Hall,  
Rm. 204  
Fort Myers, FL 33965  
Phone: (239)-590-7955
3. **Miami Dade College - Hialeah**  
1780 W. 49 Street  
Building 1, 2<sup>nd</sup> Floor, Room 1225  
Hialeah, FL 33012  
Phone: (305) 237-8791
4. **Miami Dade College - Homestead Campus**  
500 College Terrace  
Building A, 1<sup>st</sup> Floor, Room A114  
Homestead, FL 33030  
Phone: (305) 237-5198
5. **Florida International University**  
University Testing Center  
11200 SW 8<sup>th</sup> Street

Building GL, Room 120  
 Miami, FL 33199  
 (305) 348-2441

**6. Miami Dade College – Medical**

950 NW 20 Street  
 Building 1, 3<sup>rd</sup> Floor  
 Room 1303  
 Miami, FL 33127  
 Phone: (305) 237-4458

**7. Miami Dade College - Wolfson**

300 NE 2<sup>nd</sup> Avenue  
 Building 3, 1<sup>st</sup> Floor  
 Room 3104  
 Miami, FL 33132  
 (305) 237-3522

## Application & Scheduling Process

### Applying to test

To be eligible for testing, you must first contact the local jurisdiction you want to become licensed in and receive approval for testing. Once you have been approved, the local licensing jurisdiction will provide you testing information which includes a letter telling you to call Prov to register and make payment for the test(s) you have been approved to take, along with a voucher number you will need to provide to Prov when registering for your test. You will also be provided the list of books you are allowed to use when you take the test. Prov will provide you with a receipt for your payment.

### Scheduling your test

Once you register for a test you are eligible to schedule your examination with the local testing facility. You may contact your selected testing facility directly or may contact Prov at 866.720.7768 and Prov staff will put you in direct contact with the scheduler at the test site of your choice. When scheduling a testing appointment you will be asked for the voucher number provided in your letter from your jurisdiction and payment for your test.

Please take note of your scheduling appointment with the local testing center so that you do not miss your appointment. If you happen to fail to appear for the testing event, you will forfeit your exam fee and will need

to re-register with Prov before being eligible to take your examination.

### Rescheduling a Testing Appointment

If it becomes necessary to reschedule your test, you will have to contact the test site for their retest policy.

## Exam Cost

### Acceptable Method of Payment

Candidates paying for their tests or any other services provided by Prov can use the following methods of payment:

- Money Orders
- Cashier’s Checks
- Certified Checks
- Credit Cards (American Express, Discover, Master Card, Visa)

No personal or company checks will be accepted and all registrations that include personal or company checks will be returned without processing.

### What it costs to test

The cost to take the tests for local licensing is **\$80.00 per test**.

## Retesting Policy

Failed examinations can be retaken according to local licensing jurisdiction rules. Candidates cannot retake an exam once they have passed that exam unless required by their jurisdiction. Candidates must wait two days between examination attempts before rescheduling.

## Results Reporting

Upon completion of a test, if your local jurisdiction allows you to be provided a score, you will be given a score result while at the testing center. There is no charge for the on-site scoring and tests will be scored within one minute. Candidates participating in this testing program can also access their scores at any time (24/7) online by going to our website at [www.provexam.com](http://www.provexam.com).

If your local jurisdiction does not allow your score to be provided at this time, you will have to wait for your jurisdiction to notify you of your score.

Because the testing process is a requirement for licensure with the cities/counties in the State of Florida, candidates automatically consent to permit Prov to share their test results with their local licensing Board.

## Reviews

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed.

Candidates may request a review of their test after failing a test category two (2) times. To be eligible for a review, candidates must score within 10% of the required jurisdictions passing score. The review for all tests is 1-1/2 hours in length. During the review candidates will be able to view on the computer questions they missed and the answers chosen in response to those questions. The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the review is **\$80.00** for each test reviewed. Candidates will request or schedule a review by contacting Prov directly.

## Exam Challenge Process

If during a test or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to make comments, which they can do when testing, detailing why they feel the question is in error.

Prov staff will review each comment within weeks of receipt by Prov and will make scoring adjustments should any comment result in a change to a test question. To verify the final status of comments submitted, candidates can check for a score change online through their candidate account. Any changes made to a grade will be reflected on the score result within two weeks of submitting the test comment. Detailed answers to questions or comments are not provided for security purposes.

## Hand Score Request

Prov ensures the accuracy of our test results. Our computer system, Arkiv, is designed to identify and report any potential error in data collected from a test session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling

Prov at 1-866-720-7768 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your test administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the test key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is \$25.00.

## Test Day Rules and Procedures

### Check-in Deadline

Candidates should plan to arrive 15 to 20 minutes early in order to check-in. If candidates do not arrive by the scheduled start time of their exam, CANDIDATES WILL BE TURNED AWAY and will forfeit their test fees and will be required to reschedule for a future testing date.

### Proof of Identity

Upon arriving at the testing center, candidates will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Candidates will also be required to sign a test center log. If candidates cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, they will be dismissed from the testing center and forfeit all testing fees for that testing session.

### Prohibited Items

No cameras, recorders, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

### Approved Items

Candidates may bring the following approved items into the testing center:



- **Calculator.** Only simple 4-function calculators are permitted. PDAs, cell phones or other special calculators (i.e. ElectriCalc, etc.) are NOT permitted.
- **Approved References.** (See information below).

**Reference Material Rules**

All tests are designed to allow candidates to use **authorized** references while taking their tests. For a list of what reference materials are authorized for the tests, please refer to the information sheet provided by your licensing jurisdiction when you are approved for your test. All candidates’ reference materials will be checked by the Prov test administrator prior to the candidates being permitted access to the testing room.

Candidates should prepare their reference materials using **ONLY** the following methods. Reference materials which do not meet the following guidelines will not be allowed in the testing room. These guidelines are in place to ensure that every candidate is tested fairly and that no candidate has access to unapproved resources.

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are **ONLY** permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are **NOT** permitted in a reference book.
- Books can have highlighting and underlining, however you cannot mark in your books during the test.
- Handwritten notes are **NOT** allowed in any portion of a reference book.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm’ Law) **CANNOT** be added, glued or taped to a reference book.

Prov asks that candidates leave all unauthorized materials in their vehicle. If candidates are caught using unauthorized materials during testing, these materials will be confiscated, their testing will be terminated with fees forfeited, and the Board will be notified of their

actions. During the testing process candidates **MUST NOT**:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information in their reference materials during testing.

**Visitor Policy**

No one other than the candidate will be allowed in the testing room. Non-testing visitors are **NOT** permitted to wait in the lobby while candidates test.

**Unethical Conduct Policy**

Any individual caught giving or receiving assistance during or after the testing, or caught using unauthorized materials during the testing will be reported directly to the Board. Those caught in the act of cheating will be dismissed from the testing and their testing results will be frozen. Furthermore, the candidate will forfeit the test fees paid. Finally, anyone caught with test questions in their possession, either during or following the testing will be prosecuted by Prov for theft of copyrighted testing materials.

**Prov’s Non-Discrimination Statement**

Prov provides equal access to its tests and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to: Prov, Inc., 13614 Progress Blvd. Alachua, FL 32615

**Special Accommodations**

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for a special accommodation during testing, they should

contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their test.

## Preparing for Your Exams

### Studying for your Exam

The contractor licensing examinations that candidates will take are designed to test what qualified contractors should know as they begin operations in the construction field. The test questions used on the tests have been prepared by contractors and cover the wide range of topics candidates would normally encounter as a contractor in their particular field. If candidates have worked in construction for some period of time in a variety of different settings, they likely have experienced much of what will be found on their test. On the other hand, if the candidates' experience is limited (not only in years but in the variety of work performed) then it is likely they may want to spend time increasing their knowledge by studying areas in which they are less familiar. For all candidates, the reality is that people forget those things they don't use, and over time a candidate's knowledge in some areas may have decreased.

Prov recommends that candidates prepare for their tests by familiarizing themselves with the exam references with emphasis on the subject areas listed in each test description. Candidates who are familiar with their reference materials will spend less time searching for answers during the test. When preparing for the test, remember that hand-written notes are not allowed in a reference book used for testing. Candidates are encouraged to prepare their test materials by highlighting text or placing permanent tabs on important pages.

It is NOT mandatory that candidates purchase any study materials in preparation for their tests; however, all tests permit the use of authorized study materials and candidates may be at a disadvantage if they do not bring those materials with them to their testing session. At a minimum Prov recommends that candidates have their

own code books related to their tests which may be useful to candidates after their testing is complete.

### Purchasing Reference Materials and Study Guides

You will be provided with a list of reference books when you apply for your test. You can also go to our website for this info. In addition to publisher information, Prov has listed the reference book's ISBN and a website at which candidates can purchase the reference book. Most reference books can also be purchased by phone or online through the following companies. Shipping charges will apply. Brick and mortar locations are indicated, but candidates should call to verify that orders are ready for pickup.

- **@ Home Prep, Inc.**  
900 East Hill Ave, Suite 380, Knoxville, TN 37915  
[www.contractor-licensing.com](http://www.contractor-licensing.com)  
800-952-0910
- **AAA Construction School, Inc.**  
34 Arlington Road South, Jacksonville, FL 32216  
[www.aaaconstructionschool.com](http://www.aaaconstructionschool.com)  
800-741-7277 or 904-722-9994
- **American Contractors Exam Services**  
737 Southern Hwy, Mineral Wells, WV 26150  
[www.examprep.org](http://www.examprep.org)  
800-992-1910
- **Builder's Book Depot**  
1001 East Jefferson Rd, Ste 5  
Phoenix, AZ 85034  
[www.buildersbookdepot.com](http://www.buildersbookdepot.com)  
800-284-3434 or 602-252-4050
- **Florida Licenses and Corporations, Inc.**  
1150 NW 72nd Ave, #720, Miami, FL 33126  
[www.floralicensesandcorporations.com](http://www.floralicensesandcorporations.com)  
305-446-3442
- **International Code Council**  
900 Montclair Rd, Birmingham, AL 35213  
4051 Flossmoor Rd, Country Club Hills, IL 60478  
5360 Workman Mill Rd, Whittier, CA 90601  
11711 W 85th St, Lenexa, KS 66214  
[www.iccsafe.org](http://www.iccsafe.org)  
800-786-4452
- **My Pearson Store**  
<http://www.mypearsonstore.com>  
800-947-7700 (Opt. 5)
- **North American Contractors Association**

www.infonaca.com  
336-540-0149

▪ **Contractor Campus Bookstore**

1953 Colonial Boulevard  
Fort Myers, FL 33907  
866-986-7978

www.contractorcampus.com

▪ **Prov, Inc.**

13614 Progress Blvd, Alachua, FL 32615  
200 Association Dr, Ste 190, Charleston, WV 25311  
www.provbookstore.com  
866-720-7768

If candidates need assistance in ordering any study materials, they may contact Prov by phone at 866-720-7768.

**Reference Materials Available from Prov**

Candidates can purchase the following reference books directly from the Prov Bookstore. For these reference materials candidates may place their orders by phone, online at [www.provbookstore.com](http://www.provbookstore.com), or using the Bookstore Order form attached to this document.

- [2012 Study Guide for Structural Steel](#)
- [Advanced Mechanical Study Guide](#)
- [Basic Safety](#)
- [HVAC Basics for Contractors](#)
- [Intermediate Mechanical Study Guide](#)
- [Florida Business and Law Study Guide for Contractors](#)
- [Masonry and Sitework for the Residential Contractor](#)
- [Plumbing Basics for Contractors, 2<sup>nd</sup> Edition](#)
- [Study Guide for Commercial Carpentry](#)
- [Study Guide for Excavation Contractors](#)
- [Study Guide for General Engineering, 2<sup>nd</sup> Edition](#)
- [Study Guide for Insulation](#)
- [Study Guide for Masonry Contractors](#)
- [Study Guide for Pipefitters](#)
- [Study Guide for Residential Carpentry & Repair](#)
- [Study Guide for Room Air Conditioning](#)
- [Study Guide for Siding & Finish Carpentry](#)
- [Study Guide for Utilities Contractors](#)

**Sample Test Questions**

The following are sample questions that reflect the format and style of the questions found on tests. **They are not intended to reflect the content of the exam you will take.**

1. Employers are required to notify employees of changes in policies affecting all of the following EXCEPT:
  - a. Pay schedules.
  - b. Vacation allowance.
  - c. Health benefits.
  - d. Promotion opportunities.
  
2. The accounting method that recognizes income and expenses only when money is received or paid is called:
  - a. PCM Method.
  - b. Accrual Method.
  - c. Cash Method.
  - d. Cost-Comparison Method.
  
3. If 15 amp circuits were used, the NEC would require a 2000 square foot house to have a MINIMUM of how many branch circuits?
  - a. 2
  - b. 3
  - c. 4
  - d. 5
  
4. Equipment that is electrically connected to a telecommunications network is required to be listed in accordance with section \_\_\_\_\_ of the NEC.
  - a. 110.16
  - b. 240.6
  - c. 800.18
  - d. Chapter 9, Table 5(A)
  
5. Duct systems installed in single family dwellings must be sized per
  - a. ACCA Manual D.
  - b. ACCA Manual J.
  - c. SMACNA Manual R.
  - d. SMACNA Manual N.
  
6. What is the recommended MAXIMUM spacing of nails when installing drywall on a ceiling?

- a. 6" o.c.
  - b. 7" o.c.
  - c. 8" o.c.
  - d. 12" o.c.
7. Which of the following types of joint reinforcement is NOT used to tie connecting cavity walls and intersecting walls?
- a. Z-tie
  - b. Box tie
  - c. Hardware cloth
  - d. Ladder type joint reinforcement
8. What is the recommended concrete cover over #6 steel reinforcing in areas exposed to the weather?
- a. 3"
  - b. 2"
  - c. 1.5"
  - d. 1"

## Answers to Sample Questions

1. **D** - Promotion opportunities.
2. **C** - Cash Method.
3. **C** - 4
4. **C** - 800.18
5. **A** - ACCA Manual D.
6. **B** - 7" o.c.
7. **D** - Ladder type joint reinforcement
8. **B** - 2"

# Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then please let your proctor know. Failure to follow these testing rules can have serious consequences.

**Be advised, the testing center and testing room may be under video surveillance.**

## Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.



## Reference Rules for Open Book Exams

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book. **EXCEPTION: The AL HACR client allows handwritten formulas written in PEN ONLY to be written in a reference book. No other notes of any kind can be written in the reference books.**
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

## Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

**In the next few days, Prov will email you a link to our candidate experience survey; please let us know how we did!**

## Computer Testing Navigation



Total number of questions	Indicated in the upper left-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when <b>Time Remaining</b> reaches 0:00.
Selecting your answer	Use your mouse to select a letter ( <b>A</b> , <b>B</b> , <b>C</b> , or <b>D</b> ). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Resizing images	Occasionally a question may refer to a graphic onscreen. Use the four resizing features to zoom in ( <b>Zoom +</b> ) or out ( <b>Zoom -</b> ) and use the scroll bars to move up, down, left or right when needed.
Tracking difficult questions	Press the <b>Mark Question</b> (or Mark for Review) button to help you keep track of questions you wish to return to at a later time. Marking questions has no impact in scoring. Press the button again to unmark the question. You may see which questions have been marked by clicking <b>Show Question List</b> .
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the <b>Make Comment</b> (or Question Comment) button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the <b>Next</b> or <b>Previous</b> buttons. Press Next to move forward. Press Previous to move backward. When you want to move to a specific question, use your keyboard to type the question number into the <b>Jump to Question</b> field and click <b>Go</b> .
Reviewing your progress	Press <b>Show Question List</b> (or Review and Navigate) button to see a table indicating which questions are unanswered or which you have marked.
Ending the test early	Press <b>End Test</b> (or Finish) button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.