



STATE OF FLORIDA
DEPARTMENT OF BUSINESS
AND PROFESSIONAL REGULATION

Candidate Information Brochure
for the

CONSTRUCTION LICENSURE
EXAMINATIONS

Valid through June 2002

Bureau of Testing
Northwood Centre
1940 North Monroe Street
Tallahassee, Florida 32399-0791
(850) 488-5952
www.myflorida.com

Jeb Bush, Governor

Kim Binkley-Seyer, Secretary

**CANDIDATE INFORMATION BROCHURE FOR THE
CONSTRUCTION LICENSURE EXAMINATIONS**

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This edition of the Candidate Information Brochure 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.

PLEASE SAVE THIS DOCUMENT FOR FUTURE REFERENCE

<http://www.MyFlorida.com>

I. INTRODUCTION

The Department of Business and Professional Regulation issues eighteen (18) 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, Gypsum Drywall, and Gas Line.

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) by applying after their current license has been issued.

Visit the Construction Industry Licensing Board for Examination Information on the web:
http://www.state.fl.us/dbpr/pro/cilb/cilb_index.shtml

II. THE EXAMINATIONS

CONTENT OVERVIEW

The General, Building, and Residential Contractor Licensure Examinations consist of three (3) separate examinations administered over two (2) days.

- I. Business and Financial Management
- II. Contract Administration
- III. Project Management

The 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, Gypsum Drywall, and Gas Line Contractor Licensure Examinations consist of two (2) separate examinations administered over two (2) days.

- I. Business and Financial Management
- II. General Trade Knowledge

Note: The Plumbing General Trade Knowledge Examination is administered on Day 1 of the examination. The Plumbing Business and Financial Management Examination is administered on Day 2 of the examination. For all other trades, the Business and Financial Management Examination is administered on Day 1 and the General Trade Knowledge Examinations are administered on Day 2.

The Examination Content Information is available on the web. Visit this link to learn more:
<http://www.state.fl.us/dbpr/pro/cilb/exams/content/content.shtml>

This Candidate Information Brochure (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.

The reference list you receive with your application may not be valid when you schedule for your examination. If you have scheduled an examination beyond the valid date on this CIB, contact the board office for a new CIB and reference list. It is your responsibility to ensure that you have received a reference list **EFFECTIVE** for the examination date for which you are scheduled. You must write to the board office or refer to our web site for this information.

Current and future *Reference Lists* are on the web. Visit this link for References <http://www.state.fl.us/dbpr/pro/cilb/exams/references/references.shtml>

SCHEDULING

The “Request to Schedule for FCILB Examination” form, which was mailed with your approval letter from the CILB, provides information for scheduling. This form must be faxed or mailed within thirty (30) days of the date on the approval letter to:

Department of Business and Professional Regulation
Bureau of Testing
1940 North Monroe Street
Tallahassee, Florida 32399-0791
FAX: (850) 922-1228

Your assigned test date must be **NO LATER** than six (6) months after the date of the board approval notice. Scheduling closes at 5PM (EST) forty-five (45) days prior to the beginning date of each examination.

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. If the pilot questions were identified, many of the candidates would skip them, and the results would not be valid. 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. If your answers are recorded in the examination booklet, **they 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. You must 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: Those candidates who wait until the 15-minute time warning to transfer their answers from the test booklet to the answer sheet normally do NOT have enough 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 about 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 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.

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:

- 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.
- **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.
- Photocopies will not be allowed unless written authorization has been granted prior to the examination by the appropriate authorities (publishers and the Bureau of Testing).
- Permanently attached book tabs with normal chapter headings are permitted; however, tabs must **NOT** contain any notes or formulas. Post-it® notes, pull-off labels, or tabs will not be allowed.
- Boxes or baskets with lids or covers may be used to bring approved reference books to the test center. 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 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 Testing, Examination Administration Unit at (850) 488-5952, or you may fax your question to (850) 922-1228.

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

What to Bring – Other Supplies:

- A scale ruler.
- 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.)
- Page magnifiers and bookends.
- Any personal items or supplies needed during the examination must be encased in a **clear plastic bag**, no larger than **8" X 11"** in size.
- 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 Brochure, 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).
- Post-it® notes or flags, pull-off labels, re-moveable tabs, paper clips, or metal clamps. **If tabs can be removed without damage to the page, then they are considered removable and WILL not be accepted.**
- White or colored paper, writing tablets, or notepads.
- Psychrometric charts.
- Highlighters: **The test administrator will issue highlighters to be used ONLY for quantity take-offs on plans. ONLY highlighters provided at the test center, by the test administrator, will be acceptable. Use of highlighters NOT issued at the test center will be documented and referred to the Construction Industry Licensing Board.**
- 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.
- Purses, briefcases, portfolios, fanny packs, or backpacks.
- Baseball caps or hats into the examination room.

III. ADMINISTRATIVE POLICIES

ADMISSION TO THE EXAMINATION

- Please consider the additional time needed for administrative procedures, 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 three (3) business days of your scheduled examination, contact the Bureau of Testing at (850) 921-6290.
- **YOU MUST BE PREPARED TO SHOW PHOTO I.D. TO GAIN ADMISSION TO THE TEST SITE.** You must provide one of the following legal documents bearing your picture and signature to gain admission to the test site: driver's license, state identification card, passport, or notarized photograph bearing your signature. Student and employment I.D. cards are **NOT** acceptable.

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) hour 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.
- 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** qualified or 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 are allowed in a spill proof container. 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.

APPAREL

Please dress comfortably, but appropriately, for the examination. The examination room is usually climate controlled. However, 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.

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 **Bureau of Testing** by completing the change of address form provided on the last page of this brochure.

CHANGE OR CORRECTION OF NAME

If you have a name change or correction, please send a copy of notarized legal documentation to the **board office** immediately.

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 or religious conflict 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 Testing - Special Testing Coordinator
1940 North Monroe Street
Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please call (850) 487-9755.

IV. 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.

NOTIFICATION OF RESULTS

You will be given a grade report on-site after you complete the last portion of the examination for which you are scheduled. This grade report is UNOFFICIAL. It becomes official when ratified by the board. Grades are normally ratified at the board meeting following the examination.

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 board office or the Bureau of 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.

EXAMINATION REVIEW PROCESS

Candidates who fail the examination are entitled to review the examination questions, answers, papers, grades, and the grading key. These examination reviews are subject to the terms and conditions that may be prescribed by the department. Informal review and formal hearing procedures, including fee information, are outlined and forwarded to all affected candidates when grade reports are distributed. All requests for a review must be made in writing and received within twenty-one (21) days from the date on your original grade notice. If your request is received after the deadline, you will **NOT** be permitted to file for review.

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. However, they will be provided with copies of the scratch paper they used during the examination.

The same security requirements observed at the examination will be followed during the review session. Reviews will be offered in the city where the candidate tested as well as in Tallahassee during business hours on a date designated by the department.

RE-EXAMINATION INFORMATION

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

You will NOT have to retake any part of the examination that you have passed as long as you pass all required parts within three (3) examination attempts within a 365-day period. After three (3) unsuccessful attempts, ALL your test scores will be considered invalid and you will be required to re-apply, pay ALL appropriate fees and begin a new examination cycle.

You may have a maximum of two (2) examination cycles (totaling six (6) attempts) within a 365-day period. Whether you are taking 3 parts, 2 parts, or only 1 part of the examination, it will be considered an "attempt." Failing to appear for an examination for which you are scheduled is also considered an "attempt."

Your examination cycle starts with the date of the confirmation letter sent to you by the Construction Industry Licensing Board, advising that you have been approved to sit for the examination as an "original" candidate.

When you receive your admission slip, verify that you have been scheduled for the correct part(s) of the examination and the correct date.

POINTS OF CONTACT

Please contact the appropriate office for questions regarding any of the following:

Application Policies, Fees and Change of Address

Construction Industry Licensing Board
1940 North Monroe Street
Tallahassee, Florida 32399-1039
(850) 922-4536

Scheduling and Grade Notification

Bureau of Testing - Candidate Services Unit
1940 North Monroe Street
Tallahassee, Florida 32399-0791
(850) 921-6290

Examination Review

Bureau of Testing - Reviews Unit
1940 North Monroe Street
Tallahassee, Florida 32399-0791
(850) 488-5952

Requests for Special Testing Conditions

Bureau of Testing - Special Testing
1940 North Monroe Street
Tallahassee, Florida 32399-0791
(850) 488-5952

Visit our web site at:

www.MyFlorida.com

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

I DBPR 0080-1 – Request for Address or Name Change



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND
PROFESSIONAL REGULATION**

SELECT TRANSACTION TYPE	
Transaction Type: <input type="checkbox"/> Name Change (individual) <input type="checkbox"/> Name Change (business) <input type="checkbox"/> Change Mailing Address	<input type="checkbox"/> Change Contact Information (phone and/or e-mail) <input type="checkbox"/> Change Physical Address

LICENSEE INFORMATION		
License Number		
Licensee Name (previous)		
Licensee Name (new)		
NEW MAILING ADDRESS		
Street Address or P.O. Box		
City	State	Zip Code (+4 optional)
County (if Florida address)	Country	
NEW CONTACT INFORMATION		
Primary Phone Number	Primary E-Mail Address	
NEW PHYSICAL ADDRESS (IF DIFFERENT THAN MAILING ADDRESS)		
Street Address		
City	State	Zip Code (+4 optional)
County (if Florida address)	Country	
NEW ADDITIONAL CONTACT INFORMATION (OPTIONAL)		
Alternate Phone Number	Fax Number	
Alternate E-Mail Address		

I affirm that I have provided the above information completely and truthfully to the best of my knowledge.

Licensee Sign Here: _____ Date: _____