

**State of Florida
Department of Business & Professional Regulation**

Bureau of Education & Testing

FLORIDA STATE CONSTRUCTION EXAMINATION

**EXAMINATION REGISTRATION
INSTRUCTIONS AND APPLICATION**

2018

Revised 5/18/2018



Professional Testing

INTRODUCTION

Professional Testing, Inc. is under contract with the State of Florida Department of Business and Professional Regulation (DBPR)/Bureau of Education and Testing (BET) to register candidates, develop and score examinations. You can apply online or download application forms from the website: www.floridaexam.com to register for one of these examinations. If you have any questions or need assistance in completing this application, please contact **Professional Testing, Inc.** at **407-264-0562** or email **FLconstruction@proftesting.com**.

BEFORE PAYING FOR YOUR EXAMINATION REGISTRATION, BE SURE YOU HAVE READ AND UNDERSTAND THE CONTENTS OF THIS APPLICATION PACKAGE.

QUALIFICATIONS FOR LICENSURE

To become a state certified contractor in Florida, you must:

- Obtain a passing score on all parts of the Florida State Construction examination.
- Be at least 18 years of age.
- Meet the educational/experience requirements.
- Be of good moral character.
- Pay all applicable fees.
- Obtain worker's compensation coverage.
- Demonstrate financial responsibility.

Make sure you understand the requirements for the Florida State Construction license you are trying to obtain before registering for the examination. If you take an examination but do not meet the qualifications for that license, you will not be granted a license, even if you pass the examination. Professional Testing does not grant licenses or make decisions about a candidate's eligibility for licensure.

Questions about license categories and qualifications are answered on the DBPR/BET website at: <http://www.myfloridalicense.com/dbpr/pro/cilb/index.html> or you may contact the DBPR/BET Customer Contact Center at 850-487-1395 or complete the on-line active form and submit to Customer Contact Center at the following link: <http://www.myfloridalicense.com/contactus>.

EXAMINATION CATEGORIES/PARTS INFORMATION

The Florida State Construction licensure categories are separated into two divisions:

Division 1 Categories include General, Building and Residential Contractors. Division 1 exams have three parts: Business and Finance, Contract Administration and Project Management. **Tower Specialty Contractors, Demolition Contractors and Industrial Facility Contractors** must pass the same General category examination of three parts, Contract Administration, Project Management and Business and Finance.

Exam Category	Exam Part	Exam Format	When Given
General/ Specialty License	Contract Administration	Paper and Pencil	Day 1 AM and Day 1 PM
Building Residential	Project Management	Paper and Pencil	Day 1 AM and Day 1 PM
All Division 1	Business & Finance	Computer-Based	Scheduled with BET/CBT vendor

Division 2 Categories include Class A Air Conditioning, Class B Air Conditioning, Commercial Pool/Spa, Gas Line, Glass and Glazing, Gypsum Drywall, Irrigation, Marine, Mechanical, Plumbing, Pollutant Storage Systems, Pool/Spa Servicing, Residential Pool/Spa, Roofing, Sheet Metal, Solar, Specialty Structure, Underground Utility. Division 2 exams have two parts: Business and Finance and Trade Knowledge.

Exam Category	Exam Part	Exam Format	When Given
All Division 2	Business and Finance	Computer-Based	Scheduled with BET/CBT vendor
Air A Air B Commercial Pool Glass and Glazing Gas Line Gypsum Drywall Irrigation Marine Mechanical Pollutant Storage Pool/Spa Servicing Residential Pool Roofing Sheet Metal Specialty Structure Solar Underground Utility	Business and Finance & Trade Knowledge	Computer-Based	Scheduled with BET/CBT vendor
Plumbing	Trade Knowledge	Paper and Pencil	Day 1 AM and Day 1 PM

All examinations are open book and consist of multiple-choice questions. Each paper and pencil examination session is four (4) hours and forty five (45) minutes long. Some parts are administered in two sessions.

Computer based testing will be administered in two sessions. Business and Finance will be a 6.5 hour exam and all Trade Knowledge will be a 5 hour exam with the exception of Air A and Mechanical, which will be a 7.5 hour exam.

For more information call the **DBPR Customer Contact Center at 850-487-1395** or you may refer to: <http://www.myfloridalicense.com/dbpr/servop/testing/Exam.Info.html>

EXAMINATION LOCATIONS

Florida State Construction examinations are administered in North, Central and South Florida.

For paper and pencil examinations, when you register, you can select your 1st and 2nd choice for exam site location. If your choices are filled to capacity, you may be scheduled at an alternate location or for the next exam administration date. Your exam location will be identified on your admission slip.

For Business and Finance and selected Trade Knowledge examinations, you will be able to schedule with Pearson VUE Testing Centers at Statewide locations.

If you need information regarding hotels near the examination sites, please contact the Chamber of Commerce in the city where the examinations have been scheduled. The DBPR/BET and Professional Testing are not responsible for the costs incurred for lodging, travel, and exam preparation or reference materials.

EXAMINATION DATES AND DEADLINES
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The following examinations are now offered as Computer Based Testing:

Building Glass & Glazing Pool/Spa Servicing Solar Gas Line Sheet Metal Air A	Commercial Pool Irrigation Residential Roofing Gypsum Specialty Structure Mechanical	General/Specialty License Marine Residential Pool Underground Utility Pollutant Storage Air B
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The examinations for the following category are administered in February, April, June, August, October, and December:

Plumbing

Tower Specialty Contractors, Demolition Contractors and Industrial Facility Contractors must pass the same General category examination of three parts, Contract Administration, Project Management and Business and Finance.

EXAM MONTH	ADMINISTRATION DATE	APPLICATION DEADLINE
February 2018	February 20-21, 2018	January 21, 2018
April 2018	April 10-11, 2018	March 11, 2018
June 2018	June 12-13, 2018	May 13, 2018
August 2018	August 14-15, 2018	July 14, 2018
October 2018	October 16-17, 2018	September 16, 2018
December 2018	December 11-12, 2018	November 11, 2018

Completed applications and appropriate fees must be received by Professional Testing **no later than 30 days prior to the examination date. It is your responsibility to confirm that your application has been received by Professional Testing, prior to the posted deadline.**

Once Professional Testing has processed your completed application, you will be mailed a Registration Receipt. If you applied online, it is your responsibility to print your receipt at the end of the application process. It is your responsibility to review the information on your Registration Receipt. In order to correct an error or to make a change, you must complete a Request for Change online, print it and either mail it, fax it to 407-264-2977, or email it to Professional Testing at FLconstruction@profesting.com before the application/change deadline.

Admission Slips will be mailed to all eligible candidates 20-25 days prior to the exam date and will also be available online.

APPLICATIONS RESTRICTIONS

Important restrictions to your application:

- A candidate must pass all parts of the examination (Business and Finance or Trade Knowledge or Contract Administration or Project Management) within four years from the first exam scheduled. **You have an unlimited number of attempts within the four year period.**
- You must pass all parts of the examination required for licensure within four years.
- Your four-year examination period begins with your first scheduled examination date.

For more information, see F.A.C. 61G4-16.009, Florida Administrative Code.

Additional application restrictions:

- If you have scheduled a review, you may not take an exam within twenty-one (21) days of the review date.
- If you already hold an active contractor license, you may not repeat an examination that you have passed or retake the Business and Finance exam unless you hold a Pool/Spa servicing license.
- If you have registered for more than one examination date, and you pass the examination, you will not be refunded any registration fees you have paid for future examinations.

REFERENCE BOOKS

For information regarding references that may be brought into the examination, please refer to:

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

For assistance in obtaining reference books, refer to the list of Construction Schools and Bookstores at:

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

SPANISH EXAMINATIONS

Examinations are offered in Spanish. Please request the Spanish exam on your application. If you request the exam in Spanish, you will receive a booklet printed in both English and Spanish.

The DBPR/BET allows the use of one foreign language word-to-word translation dictionary during the examination. Dictionaries that contain definitions of words, explanations or handwritten notes may not be used.

Electronic translation devices are **NOT** allowed.

SPECIAL ACCOMMODATIONS (ADA)

Candidates with documented disabilities may request special accommodations in accordance with F.A.C. Chapter 61-11.008. If you require special accommodations, you must indicate this on your application and contact the DBPR/BET to obtain an “**Application for Disability Accommodation**”.

For any questions on special accommodations and eligibility contact:

Special Testing Coordinator
Phone: 850-487-9755 FAX: 850-487-9757

MAKING CHANGES TO YOUR REGISTRATION

If you need to make a change to your registration, you must complete a Request for Change online, you will be required to either fax, mail or email at FLconstruction@proftesting.com your change request. All change requests will have a complimentary first time change fee, after the first change you will incur a \$20.00 processing fee. No changes are allowed past the application expiration date, which includes site changes, category changes and date changes.

Professional Testing will only accept change requests for the Trade Knowledge, Contract Administration or Project Management examinations. Change requests for the Business and Finance examination and selected Trade Knowledge examinations should be directed to Pearson VUE at 888.204.6230.

Any change to your examination category, date or site must be made at least 30 days before your scheduled test date. Professional Testing will **NOT** process changes of license categories, sites or dates received after the application deadline or over the telephone.

Application fees are NON-REFUNDABLE and NON-TRANSFERABLE. Businesses that pay for an employee's exam MAY NOT transfer a registration to another employee. Candidates, who are scheduled for an examination and fail to appear for any of the scheduled parts, will receive a failing score for that examination part and will forfeit all fees.

All exam date and location changes are subject to availability. If your choices are filled to capacity, you may be scheduled at an alternate location or for the next exam administration date.

If your request is approved, an amended Registration Receipt will be sent to you within three business days. If your request is denied, you will receive an explanation within five business days. **It is your responsibility to confirm that Professional Testing has received your request.** If you have not received a written confirmation of your request or notification of denial within 10 business days, you should contact Professional Testing at 407-264-0562.

Exceptions to the rescheduling deadlines:

- The candidate has suffered an illness or injury that prevents him/her from attending the exam that coincides with the testing date. The illness or injury must be documented by a doctor's signed explanation on **office letterhead**.
- The death or funeral of an immediate family member (spouse, child, parent, sibling or grandparent) coincides with the testing date. The death must be documented by an attending clergy member or a funeral home director. The relationship of the test candidate to the deceased must be explained in the letter.
- The candidate must carry out a civic responsibility, such as jury or military duty. A copy of the court or military orders must be included with the change form. The name of the candidate and the date(s) which conflict with the scheduled exam date must appear on the documentation.

All supporting documentation for these exceptions **MUST** be received by Professional Testing no later than **48 hours** after the scheduled exam date. **No other exceptions will be made for any reason, including personal, work, travel or school.**

EXAMINATION FEE STRUCTURE

Applicants must first register by submitting an [Exam Registration Form](#) to Professional Testing along with the applicable registration and exam administration fees. Professional Testing will accept the payments via check, money order or credit card. We do not take registrations over the phone.

Applicants Registering ONLY for the Business and Finance Examination

- \$135.00 Registration Fee Payable to Professional Testing, Inc.
- \$ 80.00 Business and Finance computer based test (CBT) with Pearson VUE.

Applicants will receive instruction from Pearson VUE on how to schedule the exam and pay the CBT administration fee or contact Pearson VUE at 888-204-6230.

Applicants Registering for ANY Examination Category offered on Computer Based Test (B&F or B&F/TK):

- \$135.00 Registration Fee Payable to Professional Testing, Inc.
- \$ 80.00 Business and Finance computer based test (CBT) with Pearson VUE.
- \$ 80.00 TK computer based test with Pearson VUE.

Applicants will receive instruction from Pearson VUE on how to schedule the exam and pay the CBT administration fees or contact Pearson VUE at 888-204-6230.

Applicants Registering for B&F and Trade Knowledge or B&F and/or Contract Administration and/or Project Management

- \$135.00 Registration Fee Payable to Professional Testing, Inc.
- \$ 80.00 Exam Administration Payable to the Florida DBPR
- \$ 80.00 Business and Finance computer based test (CBT) with Pearson VUE.

Applicants will receive instruction from Pearson VUE on how to schedule the exam and pay the CBT administration fee or contact Pearson VUE at 888-204-6230.

EXAMINATION FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Payments by credit card:

If you are taking Trade Knowledge (TK), Contract Administration/Project Management your credit card will be charged \$215 by Professional Testing to cover the \$135 registration fee and the \$80 exam site administration fee.

If you are taking Business and Finance ONLY or a category that offers TK in computer based testing, your credit card will be charged \$135 by Professional Testing to cover the \$135 registration fee. Pearson VUE will collect an additional \$80 for Business & Finance and \$80 for TK at the time you schedule your computer exam, as an Exam Administration fee.

Payments by check, money order or cashier's check:

If you are taking Trade Knowledge, Contract Administration/Project Management there must be two separate payments, **\$135** registration fee (**payable to Professional Testing**) and **\$80** exam site administration fee (**payable to the Florida Department of Business and Professional Regulation [DBPR]**). Both payments must be submitted simultaneously to Professional Testing.

If you are taking Business and Finance ONLY or a category that offers TK in computer based testing, you must submit **\$135** registration fee (**payable to Professional Testing**). Pearson VUE will collect two (2) additional \$80 fees at the time you schedule your computer exams.

A \$25.00 fee will be charged for returned checks or declined credit cards, and the candidate will be removed from all exam rosters. Send paper application and fees to:

**Professional Testing, Inc
State of Florida Construction Program
424 E. Central Blvd., #402
Orlando, FL 32801**



FLORIDA CONSTRUCTION EXAMINATION SCHEDULING FORM

MAIL TO:
Professional Testing, Inc.
424 E. Central Blvd. #402
Orlando, FL 32801

Phone: 407-264-0562
 Fax: 407-264-2977
 Email: flconstruction@proftesting.com
 or apply online at:
<http://www.floridaexam.com>

If you have questions concerning your examination fee or need assistance in completing this examination scheduling form contact Professional Testing at 407-264-0562 or email at FLconstruction@proftesting.com.

For questions about licensure requirements please contact BET/DBPR at 850-487-1395.

NOTE: Please be sure you will meet all qualifications for licensure. Even if you pass the exam, you will not be issued a license if you do not meet the requirements.

Please use black or blue ink and print clearly in BLOCK CAPITAL LETTERS!!

APPLICANT IDENTIFICATION INFORMATION

Social Security Number (Required for identification purposes)*			
Last Name	First	Middle	Suffix
Current Mailing Address: Street Address or P.O. Box			
Address Line 2			
City	State	Zip	
Telephone Number (area code first)		Secondary Telephone Number (area code first)	
Birth Date (MM/DD/YYYY)		E-Mail Address	
<input type="checkbox"/> I would like to receive communications and important information about my registrations via email.			
Demographic Information (Optional) Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Language Requested for Examination <input type="checkbox"/> English <input type="checkbox"/> Spanish		Are you requesting Special Accommodations under ADA? <input type="checkbox"/> Yes - Contact Special Testing Coordinator, at DBPR immediately at 850-487-9755.	

* Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by Federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by 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.

PAPER AND PENCIL EXAMINATION REGISTRATION FORM

Last Name	First Name	Middle	Social Security Number:
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EXAMINATION PARTS DESIRED

Please mark the box next to the date and all exam parts you wish to take in one examination date.

EXAMINATION DATE (Please check box of year and month)							
Year		Month					
<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> February	<input type="checkbox"/> April	<input type="checkbox"/> June	<input type="checkbox"/> August	<input type="checkbox"/> October	<input checked="" type="checkbox"/> December

EXAMINATION LOCATION - ORLANDO/KISSIMMEE

Plumbing	<input type="checkbox"/> B&F (CBT Testing)	<input type="checkbox"/> Trade Knowledge
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Tower Specialty Contractors, Demolition Contractors and Industrial Facility Contractors must pass the same General category examination of three parts, Contract Administration, Project Management and Business and Finance

CANDIDATES THAT REQUIRE THE BUSINESS & FINANCE EXAM (B&F): The B&F exam will be offered in a computer-based test (CBT) format administered through Pearson VUE testing centers. You will be responsible for scheduling the B&F exam date and paying any related fees **directly** to Pearson VUE at 888-204-6230. The administration fee for taking the B&F exam is **\$80.00**. **YOU MUST COMPLETE THIS REGISTRATION BEFORE YOU CAN SCHEDULE A B&F EXAM. PEARSON VUE WILL NOT SCHEDULE YOU UNTIL THEY RECEIVE AUTHORIZATION NOTIFICATION FROM BET/DBPR.**

For more information regarding scheduling, please visit the following link:
<http://www.myfloridalicense.com/dbpr/servop/testing/CBT.html>.

COMPUTER BASED EXAMINATION REGISTRATION FORM

Only Complete this page if your category is listed below

Last Name	First Name	Middle	Social Security Number:

EXAMINATION PARTS DESIRED

Please mark the correct box next to ALL exam parts you wish to take.

COMPUTER BASED TESTING OFFERED (Every 21 days after previous exam taken)			
Building	<input type="checkbox"/> B&F	<input type="checkbox"/> Contract Administration	<input type="checkbox"/> Project Management
General/Specialty License	<input type="checkbox"/> B&F	<input type="checkbox"/> Contract Administration	<input type="checkbox"/> Project Management
Residential	<input type="checkbox"/> B&F	<input type="checkbox"/> Contract Administration	<input type="checkbox"/> Project Management
Air A	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Air B	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Commercial Pool	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Gas Line	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Glass & Glazing	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Gypsum	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Irrigation	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Marine	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Mechanical	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Pollutant Storage	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Pool/Spa Servicing	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Residential Pool	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Roofing	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Sheet Metal	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Solar	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Specialty Structure	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Underground Utilities	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	

CANDIDATES THAT REQUIRE BOTH BUSINESS & FINANCE EXAM (B&F) AND TRADE KNOWLEDGE (TK):

Please review the fee structure for computer based testing.

- 1.) \$135 MANDATORY Registration Fee Payable to Professional Testing.
This fee will be charged every time a registration is made for any part of your examination.
 - 2.) \$80 fee for B&F ONLY Payable to Pearson Vue upon registration.
- OR**
- \$80 fee for TK ONLY Payable to Pearson Vue upon registration.
 - 3.) \$160 fee for BOTH B&F **AND** TK exams Payable to Pearson Vue upon registration.

**PEARSON VUE WILL NOT SCHEDULE YOU UNTIL THEY RECEIVE
AN AUTHORIZATION NOTICE FROM THE BUREAU OF EDUCATION AND TESTING.**

HOW DO YOU KNOW IF YOU ARE APPROVED TO SIT FOR THE EXAMINATION?

- 1.) If you provided a "Valid" email address upon registration, then you will receive an email notification of your confirmation letter.
- 2.) If an email address was not provided, then you will receive the confirmation via regular mail.
- 3.) You can contact Pearson VUE at 888-204-6230 after 7-10 business days.
- 4.) For more information regarding scheduling, please visit the following link:
<http://www.myfloridalicense.com/dbpr/servop/testing/CBT.html>.

EXAMINATION REGISTRATION FORM - PAYMENT INSTRUCTIONS

Last Name	First Name	Middle	Social Security Number
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Please check only ONE appropriate box:

- Applicants registering for **BUSINESS & FINANCE ONLY:**
I authorize Professional Testing to process the \$135 Registration fee/checks payable to Professional Testing. Applicants will receive scheduling and payment instructions directly from Pearson VUE or call Pearson VUE at 888-204-6230 after 7 - 10 business days to schedule testing (refer to page 2 or 3 for more information) For all registrations, make sure page 1, either page two or three and page 4 is included with your registration.
- Applicants registering for **ANY** Examination Category offered on **Computer Based Test (B&F or B&F/TK):**
I authorize Professional Testing to process the \$135 Registration fee/checks payable to Professional Testing. Applicants will receive scheduling and payment instructions directly from Pearson VUE or call Pearson VUE at 888-204-6230 after 7 - 10 business days to schedule testing (refer to page 2 or 3 for more information) For all registrations, make sure page 1, either page two or three and page 4 is included with your registration.
- Applicants registering for B&F and TK or B&F and/or Contract Administration and/or Project Management.
I authorize Professional Testing to process the \$215 Registration and Administrative Fee.
\$135 Registration Fee Payable to Professional Testing.
\$80 Exam Site Administration Fee Payable to Florida DBPR.
Candidates needing to take the Business and Finance (CBT) portion of their registration will receive scheduling and payment instructions directly from Pearson VUE or call Pearson VUE at 888-204-6230 after 7 to 10 business days to schedule testing (refer to page 2 or 3 for more information).

Credit Card Payment Instructions: Please check the appropriate box:

CREDIT CARD PAYMENT AUTHORIZATION:

- VISA MASTER CARD (Credit card numbers are destroyed after processing)

Name on Card:

Card Holder Signature:

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Write your 16 Digit Credit Card Number Clearly (do not use spaces or dashes)

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Exp Date (MM/YY)

CVS Code

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Credit Card billing address if different from above address:

Send Check or Money order To:

Professional Testing, Inc./State of Florida Construction Program
424 E. Central Blvd. #402
Orlando, FL 32801

An additional \$35 fee will be charged for returned checks and/or chargebacks processed.

The candidate will be removed from all exam rosters until all fee's have been paid in full.

I affirm that all information I have provided on this form is correct. I understand that if any information I provided on this application is later determined to be false, it could result in the loss of any license issued as a result of this examination.

I agree that I am taking the examination solely for the purpose of obtaining my license to practice as a Construction Contractor in the State of Florida. I affirm that I have read the *Examination Registration Information Package* and I understand that there are other requirements for licensure besides the examination. Therefore, I understand that I will not be granted a license if I do not meet the other requirements (age, experience, education, etc.) even if I pass the examination.

I understand that the application fees are **NON-REFUNDABLE AND TRANSFERRABLE.**

I understand that I am not scheduled for an examination and will not receive an admission slip until ALL fees have been paid to Professional Testing and the Florida DBPR.

Applicants Signature (signed)
DBPR CILB 1 _ Exam Registrations

Date