



Professional Testing

FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD

EXAMINATION REGISTRATION INSTRUCTIONS AND APPLICATION

2010

Revised 02/04/10

Florida Department of
Business
Professional
Regulation

INTRODUCTION

Professional Testing, Inc. is under contract with the Florida Department of Business and Professional Regulation (DBPR) to register candidates, develop and score the examinations for the Florida Construction Industry Licensing Board (CILB). 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**.

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 CILB licensure 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 CILB 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 CILB website at: <http://www.myflorida.com/dbpr/pro/cilb/index.html> or you may contact the DBPR Customer Contact Center at 850-487-1395 or via email: Call.Center@dbpr.state.fl.us

EXAMINATION CATEGORIES/PARTS INFORMATION

The Florida CILB 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.

Exam Category	Exam Part	Exam Format	When Given
General Building Residential	Business and Finance	Computer-Based	Scheduled with CBT vendor
	Contract Administration	Paper and Pencil	Day 2 AM
	Project Management	Paper and Pencil	Day 2 PM

Division 2 Categories include Class A Air Conditioning, Class B Air Conditioning, Commercial Pool/Spa, Gas Line, Glass and Glazing, Gypsum Drywall, 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 CBT vendor
Class B Air Commercial Pool Gas Line Glass and Glazing Gypsum Drywall Marine Pollutant Storage Pool/Spa Service Residential Pool Roofing Sheet Metal Solar Specialty Structure Underground Utility	Trade Knowledge	Paper and Pencil	Day 1 PM
Class A Air Mechanical Plumbing	Trade Knowledge	Paper and Pencil	Day 2 AM and Day 2 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.

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/ConstructionExamInformation.html>

EXAMINATION LOCATIONS

CILB examinations are administered in North, Central and South Florida.

When you register, you can select your 1st and 2nd choice for exam 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.

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 and Professional Testing are not responsible for the costs incurred for lodging, travel, exam preparation or reference materials.

EXAMINATION DATES AND DEADLINES
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The examinations for the following categories are administered in February, April, June, August, October, and December:

General	Air A	Plumbing
Building	Air B	Roofing
Residential	Mechanical	Underground Utility

The examinations for the following categories are administered in February, June and October:

Commercial Pool/Spa	Marine	Sheet Metal
Gas Line	Pool/Spa Service	Solar
Glass and Glazing	Pollutant Storage	Specialty Structure
Gypsum	Residential Pool/Spa	

EXAM MONTH	ADMINISTRATION DATES	APPLICATION DEADLINE
February 2010	February 16 & 17, 2010	January 16, 2010
April 2010	April 27 & 28, 2010	March 27, 2010
June 2010	June 15 & 16, 2010	May 15, 2010
August 2010	August 17 & 18, 2010	July 17, 2010
October 2010	October 19 & 20, 2010	September 18, 2010
December 2010	December 14 & 15, 2010	November 13, 2010

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 this deadline.

Once Professional Testing has processed your completed application, you will be mailed a Registration Receipt. 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.

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:

- You can take a specific examination (e.g., Business and Finance or Roofing Trade Knowledge) no more than **six times in a two-year period**.
- You must pass all parts of the examination required for licensure within two years.
- Your two-year examination period begins with your first scheduled examination date.

For more information, see F.A.C. 61G4-16.009(1)(B)(2).

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 cannot take the Business and Finance examination or the Trade Knowledge examination for that category.
- 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.
- An open registration has an expiration date of 365 days from the original transaction date. The application expiration date is displayed in the Registration Receipt.

REFERENCE BOOKS

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

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

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

<http://www.myflorida.com/dbpr/servop/testing/ConstructionExamInformation.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 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 to obtain an “**Application for Disability Accommodation**”.

For any questions on special accommodations and eligibility contact:

Lynne Gwaltney
Special Testing Coordinator
Phone: 850-487-9755 FAX: 850-487-9757
Email: Lynne.Gwaltney@dbpr.state.fl.us

MAKING CHANGES TO YOUR REGISTRATION

If you need to make a change to your registration, you must complete a Request for Change online. All change requests will incur a \$20.00 processing fee. An open registration has an expiration date of 365 days from the original transaction date. The application expiration date is displayed in the Registration Receipt. No changes are allowed past the application expiration date.

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 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. 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.

Applicants Registering for ALL parts (Business and Finance plus Trade Knowledge or Contract Administration/Project Management)

- \$135.00 Registration Fee Payable to Professional Testing.
- \$ 80.00 Exam Site Administration Payable to the Florida DBPR.
- \$ 80.00 Business and Finance computer based test (CBT) with Pearson VUE.
Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

Applicants Registering ONLY for Trade Knowledge or Contract Administration/Project Management Examination

- \$135.00 Registration Fee Payable to Professional Testing.
- \$ 80.00 Exam Site Administration Payable to the Florida DBPR.

Applicants Registering ONLY for the Business and Finance Examination

- \$135.00 Registration Fee Payable to Professional Testing.
- \$ 80.00 Business and Finance computer based test (CBT) with Pearson VUE.
Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

EXAMINATION FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Payments by credit card:

If you are taking Trade Knowledge, 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 your credit card will be charged \$135 by Professional Testing to cover the \$135 registration fee. Pearson VUE will collect an additional \$80 at the time you schedule your computer exam.

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 you must submit **\$135** registration fee (**payable to Professional Testing**). Pearson VUE will collect an additional \$80 at the time you schedule your computer exam.

A \$20.00 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
P.O. Box 691226
Orlando, FL 32869-1226**



FLORIDA CONSTRUCTION EXAMINATION SCHEDULING FORM

MAIL TO:
Professional Testing, Inc
P.O. Box 691226
Orlando, FL 32869-1226

FAX TO:
407-264-2977
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. Do not call this number for questions about licensure requirements.

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 Code	
Telephone Number (area code first)		Secondary Telephone Number (area code first)	
Birth Date (MM/DD/YY)		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			
Race/Ethnicity (check only one):			
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Native American or Alaskan Native	<input type="checkbox"/> Black or African American	
<input type="checkbox"/> Spanish, Hispanic or Latino	<input type="checkbox"/> White or Caucasian		
Language Requested for Examination		Are you requesting Special Accommodations under ADA?	
<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Yes - Contact Lynne Gwaltney, 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), 409.2598, 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.

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.

Please check this box if you are requesting the B&F Exam.

BUSINESS & FINANCE (B&F) - The B&F examination 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 AN AUTHORIZATION CODE FROM PROFESSIONAL TESTING.**

EXAMINATION DATE (Please check box of year and month)

Year	Month					
<input type="checkbox"/> 2010	<input type="checkbox"/> February	<input type="checkbox"/> April	<input type="checkbox"/> June	<input type="checkbox"/> August	<input type="checkbox"/> October	<input type="checkbox"/> December

EXAMINATION LOCATION

1st Choice	<input type="checkbox"/> Orlando/Kissimmee	<input type="checkbox"/> Tallahassee	<input type="checkbox"/> Miami
2nd Choice	<input type="checkbox"/> Orlando/Kissimmee	<input type="checkbox"/> Tallahassee	<input type="checkbox"/> Miami

TRADE KNOWLEDGE/CONTRACT ADMINISTRATION OR PROJECT MANAGEMENT

General	<input type="checkbox"/> Contract Administration	<input type="checkbox"/> Project Management (both parts are required)
Building	<input type="checkbox"/> Contract Administration	<input type="checkbox"/> Project Management (both parts are required)
Residential	<input type="checkbox"/> Contract Administration	<input type="checkbox"/> Project Management (both parts are required)
<input type="checkbox"/> Mechanical Trade Knowledge	<input type="checkbox"/> Plumbing Trade Knowledge	
<input type="checkbox"/> Air A Trade Knowledge	<input type="checkbox"/> Air B Trade Knowledge	
<input type="checkbox"/> Roofing Trade Knowledge	<input type="checkbox"/> Underground Utility Trade Knowledge	

SPECIALITY EXAMINATION - OFFERED 3 TIMES PER YEAR

EXAMINATION DATE (Please check box of year and month)

Year	Month		
<input type="checkbox"/> 2010	<input type="checkbox"/> February	<input type="checkbox"/> June	<input type="checkbox"/> October

EXAMINATION LOCATION

1st Choice	<input type="checkbox"/> Orlando/Kissimmee	<input type="checkbox"/> Tallahassee	<input type="checkbox"/> Miami
2nd Choice	<input type="checkbox"/> Orlando/Kissimmee	<input type="checkbox"/> Tallahassee	<input type="checkbox"/> Miami

TRADE KNOWLEDGE

<input type="checkbox"/> Commercial Pool/Spa Trade Knowledge	<input type="checkbox"/> Marine Trade Knowledge
<input type="checkbox"/> Residential Pool/Spa Trade Knowledge	<input type="checkbox"/> Pollutant Storage Trade Knowledge
<input type="checkbox"/> Pool/Spa Servicing Trade Knowledge	<input type="checkbox"/> Sheet Metal Trade Knowledge
<input type="checkbox"/> Gas Line Trade Knowledge	<input type="checkbox"/> Glass & Glazing Trade Knowledge
<input type="checkbox"/> Gypsum Trade Knowledge	<input type="checkbox"/> Solar Trade Knowledge
<input type="checkbox"/> Specialty Structure Trade Knowledge	

EXAMINATION REGISTRATION FORM

Last Name	First Name	Middle	Social Security Number:
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Credit Card Authorization: Please check only one appropriate box: (A, B, C)

(A) Applicants registering for ALL parts (B&F, plus Trade Knowledge or Contract Administration/Project Management):

- I authorize Professional Testing to process the **\$215** application fees for:
- \$135.00 Registration Fee Payable to Professional Testing
 - \$ 80.00 Exam Site Administration Fee Payable to the Florida DBPR Business and Finance computer based test (CBT) with Pearson VUE. Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

(B) Applicants registering for Trade Knowledge or Contract Administration/Project Management:

- I authorize Professional Testing to process the **\$215** application fee for:
- \$135.00 Registration Fee payable to Professional Testing
 - \$ 80.00 Exam Site Administration Fee Payable to the Florida DBPR

(C) Applicants registering for Business and Finance **ONLY**:

- I authorize Professional Testing to process the **\$135** application fee for:
- \$135.00 Registration Fee payable to Professional Testing Business and Finance computer based test (CBT) with Pearson VUE. Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

Visa Master Card (Credit card numbers are destroyed after processing.) We do not accept Discover or Amex.

Name on card: _____ Cardholder Signature: _____

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Credit Card number (do not use spaces or dashes)

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Expiration Date M M / Y Y

Credit card billing address if different from above address: _____

A \$20 fee will be charged for returned checks or declined credit cards, and the candidate will be removed from all exam rosters.

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 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 CILB 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.

Applicant Signature (signed)

Date

EXAMINATION REGISTRATION FORM

Last Name	First Name	Middle	Social Security Number:
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Check or Money Order Payment: Please check only one appropriate box: (A, B, C)

(A) Applicants registering for ALL parts (B&F, plus Trade Knowledge or Contract Administration/Project Management):

I understand that I must send **TWO** separate checks for the following:

\$135.00 Registration Fee Payable to **Professional Testing**

\$ 80.00 Exam Site Administration Fee Payable to the **Florida DBPR**

Business and Finance computer based test (CBT) with Pearson VUE. Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

(B) Applicants registering for Trade Knowledge or Contract Administration/Project Management:

I understand that I must send **TWO** separate checks for the following:

\$135.00 Registration Fee payable to **Professional Testing**

\$ 80.00 Exam Site Administration Fee Payable to the **Florida DBPR**

(C) Applicants registering for Business and Finance **ONLY**:

I understand that I must send **ONE** check for the following:

\$135.00 Registration Fee payable to **Professional Testing**

Business and Finance computer based test (CBT) with Pearson VUE. Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

A \$20 fee will be charged for returned checks or declined credit cards, and the candidate will be removed from all exam rosters.

Please mail your completed Exam Registration and payments to Professional Testing to the below address:

Professional Testing, Inc.
State of Florida Construction Program
PO Box 691226
Orlando, FL 32869-1226

If you are using Federal Express, UPS, DHL or other delivery services please send to the following physical address:

Professional Testing, Inc.
State of Florida Construction Program
7680 Universal Blvd #300
Orlando, FL 32819

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 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 CILB 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.

Applicant Signature (signed)

Date