



Professional Testing

FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD

EXAMINATION REGISTRATION INSTRUCTIONS AND APPLICATION

2009

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 2009	February 17 & 18, 2009	January 16, 2009
April 2009	April 14 & 15, 2009	March 13, 2009
June 2009	June 16 & 17, 2009	May 15, 2009
August 2009	August 18 & 19, 2009	July 17, 2009
October 2009	October 6 & 7, 2009	September, 4, 2009
December 2009	December 15 & 16, 2009	November 13, 2009

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.

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. 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 the computer-based testing vendor.

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.

You will have one (1) opportunity to make changes to your registration, before the 30-day deadline, free of charge. Any subsequent change requests will incur a \$20.00 processing fee.

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 application to Professional Testing along with the **\$135** application fee (**payable to Professional Testing**) via check, money order or credit card.

To schedule the Trade Knowledge/Contract Administration/Project Management examination, applicants must also pay an **\$80** exam site administration fee by check or money order (**payable to the Florida Department of Business and Professional Regulation [DBPR]**) and mailed to Professional Testing.

You must not combine the \$135 application fee and the \$80 exam site administration fee into one payment. These must be two separate payments, \$135 payable to Professional Testing and \$80 payable to DBPR; although both are submitted to Professional Testing.

Once you have completed your registration, you will be able to select an exam date. A seat assignment and Admission Slip for the Trade Knowledge or the Contract Administration/Project Management examinations will be provided after Professional Testing has received the \$80 exam site administration fee.

The Business and Finance examination will be offered in computer-based format. Applicants will receive instructions from the computer-based testing (CBT) vendor on how to schedule the exam and pay the \$80.00 administration fee.

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

- \$135.00 Registration Fee Payable to Professional Testing by check, money order, or credit card.
- \$ 80.00 Exam Site Administration Payable by check or money order to the Florida DBPR.
- \$ 80.00 Business and Finance CBT Administration Fee to be paid to the CBT vendor at the time you schedule your computer exam.

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

- \$135.00 Registration Fee Payable to Professional Testing by check, money order, or credit card.
- \$ 80.00 Exam Site Administration Payable by check or money order to the Florida DBPR.

Applicants Registering ONLY for the Business and Finance Examination

- \$135.00 Registration Fee Payable to Professional Testing by check, money order, or credit card.
- \$ 80.00 Business and Finance CBT Administration Fee to be paid to the CBT vendor at the time you schedule your computer exam.

EXAMINATION FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

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**



Professional Testing

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 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 exam parts you wish to take. You will not be scheduled until Professional Testing has received an additional \$80 check or money order payable to DBPR.

EXAMINATION DATE (Please check box of year and month)							
Year		Month					
<input type="checkbox"/> 2009	<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"/> Palmetto	<input type="checkbox"/> Tallahassee	<input type="checkbox"/> Miami
2nd Choice	<input type="checkbox"/> Orlando/Kissimmee	<input type="checkbox"/> Palmetto	<input type="checkbox"/> Tallahassee	<input type="checkbox"/> Miami

Trade Knowledge/Contract Administration or Project Management

<input type="checkbox"/> General Contract Administration	<input type="checkbox"/> General Project Management
<input type="checkbox"/> Building Contract Administration	<input type="checkbox"/> Building Project Management
<input type="checkbox"/> Residential Contract Administration	<input type="checkbox"/> Residential Project Management
<input type="checkbox"/> Mechanical Trade Knowledge	<input type="checkbox"/> Plumbing Trade Knowledge (n/a in Palmetto)
<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

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

Business & Finance (B&F) - You have indicated that you wish to take the Business and Finance exam part. The B&F examination will be offered in a computer-based test (CBT) format beginning on January 5, 2009. The administration fee for taking the B&F exam is **\$80.00. YOU MUST COMPLETE THIS REGISTRATION BEFORE YOU CAN SCHEDULE A CBT B&F EXAM. THE CBT VENDOR WILL NOT SCHEDULE YOU UNTIL PROFESSIONAL TESTING NOTIFIES THEM THAT YOU ARE REGISTERED WITH US.**

EXAMINATION PARTS DESIRED

Please mark the box next to the date and exam parts you wish to take. You will not be scheduled until Professional Testing has received an additional \$80 check or money order payable to DBPR.

EXAMINATION DATE (Please check box of year and month)				
Year		Month		
<input type="checkbox"/> 2009	<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"/> Palmetto	<input type="checkbox"/> Tallahassee	<input type="checkbox"/> Miami
2nd Choice	<input type="checkbox"/> Orlando/Kissimmee	<input type="checkbox"/> Palmetto	<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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Applicants Registering for ALL parts (Business and Finance plus Trade Knowledge or Contract Administration/Project Management)

\$135 Registration Fee Payable to Professional Testing by check, money order, or credit card.
\$ 80 Exam Site Administration Fee Payable by check or money order to the DBPR.
Business & Finance CBT Administration Fee to be paid to the CBT vendor at the time you schedule your computer exam.

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

\$135 Registration Fee Payable to Professional Testing by check, money order, or credit card.
\$ 80 Exam Site Administration Fee Payable by check or money order to the DBPR.

Applicants Registering ONLY for the Business and Finance Examination

\$135 Registration Fee Payable to Professional Testing via check, money order, or credit card.
Business & Finance CBT Administration Fee to be paid to the CBT vendor at the time you schedule your computer exam.

By checking this box, I confirm that I understand the fees for this exam registration.

If paying by Check/Money Order make check payable to: **PROFESSIONAL TESTING INC.**

I authorize the charge of \$135 for the **Examination Registration FEE ONLY** to the following credit card:

Visa Master Card (Credit card numbers are destroyed after processing.)

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: _____

EXAMINATION SITE ADMINISTRATION FEE - \$80

I understand that I must return this form to Professional Testing with a check or money order payable to Florida DBPR no later than 30 days prior to my preferred test date. Exam sites are filled on a first-received first-paid basis. A seat assignment and admission slip for the Trade Knowledge Examination or the Contract Administration/Project Management Examinations will **ONLY** be provided after Professional Testing has received the **\$80** exam site administration fee. Professional Testing will update your record upon receipt of the exam administration fee and send you a confirmation by email or US postal service approximately 5 business days after check processing.

I have enclosed a Check/Money Order in the amount of \$80 Payable to DBPR.

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 the **\$80 Exam Administration Fee, made payable to DBPR**, has been received by Professional Testing, Inc. I understand that I will receive a Registration Receipt in the mail within 14 days of submittal of this application. It is my responsibility to contact Professional Testing if I do not receive the Registration Receipt.

Applicant Signature (signed)

Date