



How To Pass Your Contractors Exams

Here are a few things you should know to get stated

First Step) **Register to take your exams**

You must be registered with the DBPR before you can schedule your testing dates.
Florida Construction Industry Licensing Boards (CILB) Examinations

- Register with: **Professional Testing**

www.FloridaExam.com | 407-264-.562

Register for ALL your exams at the same time. You can *schedule* them at different dates and times later. We recommend you *register* for all your exams now.

This serves 2 purposes:

- 1). Saves you money,
- 2). Ensures you're registering for the correct exams.

- Schedule with: **PearsonVue**

Once you receive your 'Candidate ID' number (this can take several weeks),
Schedule your examination location, date, and time with PearsonVue.

www.PearsonVue.com



Testing Information & Facts

Testing information & facts to know before you take the Florida Contractors



70% score required to pass all contractors exams

Division 1 contractors (General, Building, and Residential) must pass three examinations: Business & Finance, Contract Administration, and Project Management.

Division 2 contractors (all other specialties) must pass two examinations: Business and Finance and General Trade Knowledge.

Examination	Scored Questions	Time (Hours)
Business & Finance	120	6.5
General: Contract Admin & Project Mgmt	60	4.5
Building: Contract Admin & Project Mgmt	50	4.5
Residential: Contract Admin & Project Mgmt	40	4.5
Air Conditioning	'A' 130 'B' 80	'A' 7.5 'B' 5
Garage Door Installation	50	2.5
Gas Line	80	5
Glass and Glazing	80	5
Gypsum Drywall	80	5
Irrigation	80	5
Marine Specialty & Marine Scope	80 40	5 2
Mechanical Contractor	130	7.5
Plaster and Lath Specialty	50	2.5
Pool Commercial & Residential Service	80 60	5
Roofing	80	5
Sheet Metal	80	5
Solar	80	5
Specialty Structure	80	5
Structural Aluminum or Screen Enclosure	50	2.5
Structural Specialty: Framing or Masonry	50	2.5
Underground Utility	80	5
Window and Door Installation Specialty	50	2.5



What to Bring to the Exam

All candidates will be required to bring the following items to the testing center on the day of the examination:

- **Two (2) forms of identification** with valid signature, one of which is government issued: driver's license, state identification card, passport or military identification card. Candidates will not be admitted without showing proper identification. *Your name and address must match what was submitted on your application.*
- **Calculators** are permitted if they are silent, hand-held, battery-operated, nonprinting, and without an alphabetic keypad. Solar calculators are not recommended.
- **Personal items** are not permitted in the examination room. Any personal items such as watch, toiletries, snacks, etc. must be encased in a clear plastic bag, no larger than 8" X 11" in size and kept in the locker provided by the vendor.
- **Translation dictionaries** (if needed) 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.

What to Wear (Apparel)

Dress comfortably, but appropriately, for the examination. The examination room is usually cold. It's suggested you bring a **sweater or jacket** in case the temperature is cooler than your individual preference.





What Not to Bring to the Exam

Unauthorized supplies will be subject to removal by the Department's representative at the examination site. The following items are NOT allowed in the examination room:

- 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)
- Any bound or loose leaf reference materials and notes
- Dictionary, thesaurus, or other spelling aids
- Canisters of mace, pepper spray, or other personal defense items
- Purses, briefcases, portfolios, fanny packs, or backpacks
- Watches, cell phone, or electronics of any kind.

You are NOT permitted to take personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. Pearson VUE and the Department are NOT responsible for lost or misplaced items.

What Not to Wear (Apparel)

- No Hats
- No Flipflops
- No Sunglasses





**Florida
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Office: (407) 456-8444
www.PassFLexam.com
Success@PassFLexam.com

Books

Underlining, Highlights and Tabs

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 and/or highlighter may be used.**

Only original edition reference materials will be allowed for use at the examination, with the exception of the references specifically indicated on the reference list as a PDF file. These materials must be printed and bound in a spiral notebook or a three or more hole punched binder in order to be allowed in the examination room.

- Photocopies will not be allowed unless written authorization has been granted prior to the examination by the appropriate authorities (publishers and the Bureau of Education and Testing).

- **Permanently attached book tabs** with only normal chapter or page headings are permitted. To avoid delays at the examination site, Post-it® notes, pull-off labels, or removable tabs must be removed from the reference books prior to arriving at the examination site. If tabs can be removed without damage to the page, then they are considered removable and WILL NOT be accepted.



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5 'Pilot' Questions

The Examination 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.

Exam Change and Cancellation Policies

If you wish to cancel your exam, you must contact Pearson VUE **2-days prior** to your scheduled appointment. Cancelling an exam less than **2-days prior** to your appointment or missing your exam may result in forfeiting your exam fees.



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Special Testing Accommodations

Americans with Disabilities Act (ADA) and Disability Accommodation In accordance with Chapter 61-11.008, Florida Administrative Code, the Department will provide special assistance to candidates with documented disabilities. If you have a **physical or learning disability** that substantially limits one or more major life activities, you may request special assistance with the examination process. You may view or print the following documents:

- [State of Florida Instruction Booklet Request for Examination Accommodations for Examinees with Disabilities](#)
- [Application for Candidate's Requesting Special Testing Accommodations](#)

Send to:

**Department of Business and Professional Regulation
Bureau of Education and Testing Special Testing Office
2601 Blair Stone Road, Tallahassee, Florida 32399**

You may also contact the Special Testing Office via email at:
[**BEspecialTesting@myfloridalicense.com**](mailto:BEspecialTesting@myfloridalicense.com).

Special Accommodation include:

Additional Testing Time: Typically, time and a half (x1.5)
ADA Accessible Facility, Room, & Table





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Exam Preparation



We offer the following services to help you get licensed fast.

✓ **Online Training**

Self-paced, available 24/7, you can learn at your speed on your schedule. We offer programs from 2 months to 1 year.

✓ **Live Classes**

Licensed Contractors and expert staff can get you registered for a live class. Tampa, Orlando, & Miami, coming to a city near you.

✓ **Private Tutors**

½ day sessions, available on your schedule. 1-on-1 private tutor session with a licensed instructor who can answer all of your question. Meet in person or online

✓ **Book Store**

Exam Ready Books. Complete book sets ready to go. Delivery included.





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We appreciate you taking the time to read our articles & blogs. Please consider joining our newsletter to be kept up to speed on recent changes in the construction industry.
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