

STATE OF FLORIDA

Orange County

Candidate Information Bulletin

YOUR GUIDE TO EXAM DAY

This bulletin contains everything you need to register, schedule, prepare for, and take your licensing examination. Read this bulletin in full before you register.

Administered by Prov, Inc. on behalf of the Orange County

FL CIB 2026.11.09

Document Information

Read this bulletin in full before you register. It explains how to apply, how to schedule, what to bring, what is on each examination, and what happens after your exam.

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1. Frequently Asked Questions

If your question is not answered here, read the relevant section of this bulletin, then contact the Board or Prov using the details in Section 2.

1. **What is the registration process?**
   You may register to take your exam by logging into Prov's website and pressing the Schedule an Exam button and then selecting "New Test-taker". Once you have entered your registration information, you can schedule your exam at your convenience.
2. **How do I schedule my exam?** You schedule your exam when you register at: https://provexam.com/scheduler
   You may also call/text us at (801) 733-4455. More information about exam scheduling is provided in this bulletin.
3. **Where can I take my exam?** You may take your exam at any one of Prov's 36 Computer Based Testing (CBT) testing centers in Florida. Locations are provided later in this bulletin. Exams may also be taken remotely from home.
4. **How much does it cost?** Exam fees are paid to Prov at the time of registration. Fees vary by exam and are listed with each exam below.
5. **When do I get my exam results?** Prov's scoring system grades your exam immediately upon completion and automatically forwards results to your licensing authority.
6. **What is on the exam?** Exam information is provided in this bulletin.

> **Note**
> Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. Contact the Board with questions regarding which exam(s) to take.

2. Contact Information

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

EXAM APPROVAL & LICENSING

Orange County
201 S. Rosalind Avenue
P.O. Box 2687
Orlando, FL 32801
Ph: (407) 836-5522

TESTING QUESTIONS

Prov, Inc.
200 W Civic Center Dr, Suite 160
Sandy, Utah 84070
Call or Text: (801) 733-4455
(Messaging rates may apply)
www.provexam.com
support@provexam.com
7:00 am to 11:00 pm CT and 8:00 am to midnight ET, Monday - Friday

3. General Testing Information

The Board has contracted with Prov, Inc. to administer the required written examinations for licensure. The purpose of this bulletin is to provide you with information about taking your licensing examination.

Testing with Prov

Your written exam will be administered by computer at one of Prov's testing centers. Prov's testing system is easy to use and requires no specific computer experience to take the exam.

Written exams may also be taken remotely from home. More information about remote testing is provided in the section titled "Remote Testing".

The following link will take you to a short video that demonstrates Prov's testing system: https://youtu.be/h3T9svnIdLY.

Where to take your exam in Florida

Prov has **36** testing locations in Florida where you may take your written examination. Locations are provided later in this bulletin.

Remote Testing

Prov is also authorized to offer these exams remotely. This means examinations can be taken at home (or any other quiet site with adequate internet speed and free from distractions). This space must be private and is not available to anyone other than the testing candidate during testing. You will use the Examroom.ai remote proctoring tool.

More information about remote testing is provided on the following pages of this bulletin.

4. Registration and Scheduling

How to register, schedule your examination, and change or cancel a testing appointment.

4.1 How to register online

You may register to take your exam by logging into Prov's website and pressing the Schedule an Exam button and then selecting "New Test-taker". Once you have entered your registration information, you can schedule your exam at your convenience.

IMPORTANT: When you register for your examination, you MUST enter your name EXACTLY as it appears on your government issued Photo Identification (ID), including your middle initial or your middle name as it appears on your ID. If your name does not match when you sign in at the testing center, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

1. To register for your exam, go to: https://provexam.com/scheduler, or call the Prov Call Center at (801) 733-4455 to complete the registration process if preferred.
2. Click **"Schedule an Exam"**.
3. Under **"New Test-Taker"**, click **"Get Started"**.
4. Use the dropdown menu under **"Select Certifying Body"** and select: **FL - Orange County**.
5. Under **"Select a License/certificate"**, choose the license (and language) you are seeking, then press **NEXT**.
    - Building Contractor (2023 edition)
    - Business and Law, 2nd edition
    - Irrigation Sprinkler (2023 edition)
    - Journeyman Electrician 2020 (English, Español)

- Journeyman Plumbing with Gas (2023 edition)
- Journeyman Residential Electrical 2020
- Master AC (Unlimited) (2023 edition)
- Master Electrician 2020
- Master Plumber with Gas (2023 edition)
- Residential Contractor (2023 edition)
- Roofing Unlimited (2023 edition)

6. Enter your information exactly as it appears on your government issued ID: Name (First, Middle and Last), Street address, City, State, and Postal Code. Additionally, please provide your Social Security number, Email Address, and Telephone Number. Then select the button labeled **SAVE CHANGES**.
7. Select a Date, Time, and Location for each exam. Prov's scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** hyperlink to check the calendar for a specific testing center.
8. Select an exam date and time from the calendar. Confirm your selected date and time and select **Add to Cart**.
9. Proceed to payment. Please enter your form of electronic payment (MasterCard, Visa, AMEX) or coupon code if provided. The invoice for your exam payment will be automatically emailed to you and will include your scheduled date and time.

If you have any problems with online registration, you may call or text Prov at (801) 733-4455.

4.2 Scheduling your exam online

If you registered without scheduling, or need to schedule another exam or attempt, sign back in to the scheduler:

1. To schedule your exam, go to: https://provexam.com/scheduler. From our homepage, select **"Schedule an Exam"**. Next, under **"Returning User"**, click **"Get Started"**.
2. Enter your Email Address, as well as your Last Name. Then press the **NEXT** button. A verification code will be sent to your email.
3. After entering the code, you will see the Candidate Dashboard and your available exams. Click **"Schedule Now"**.
4. Underneath **"Exams Available for Scheduling"**, click **"Find a suitable time and venue"**.
5. Prov's scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** hyperlink to check the calendar for a specific testing center.
6. Select an exam **date** and **time** from the calendar. Confirm your selected date and time and select **Add to Cart.**
7. Proceed to payment with your electronic payment method (MasterCard, Visa, AMEX) or coupon code if provided. The invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, you may call or text Prov at (801) 733-4455.

4.3 Scheduling by phone

To schedule an examination by phone, candidates should contact Prov at (801) 733-4455. Prov scheduling staff is available 7:00 am to 11:00 pm CT and 8:00 am to midnight ET, Monday - Friday.

Candidates should have the photo identification they will use for testing, as well as their payment method, ready to provide to the call center agent. Once scheduled, Prov staff will email them information regarding their testing schedule.

4.4 Cancellation and rescheduling

You can reschedule or cancel your testing appointment online for free if you do so at least **3 days** before your exam date. If you miss your appointment or fail to reschedule or cancel by this deadline, you will forfeit your exam fee.

4.5 Emergency situations

If you are unable to attend your scheduled examination due to an emergency, you must provide written documentation to Prov for review. You may call or text Prov at (801) 733-4455 or send an email to support@provexam.com. If approved, you will be notified and provided with authorization to reschedule your examination.

5. Exam Information

5.1 Study aids and practice exams

Prov offers a digital practice examination for the following exams. A practice exam helps you become familiar with the question format and the subject areas tested; it is not a substitute for studying the references listed for your examination. Purchase it in the Prov bookstore at https://provexam.com/bookstore or by calling (801) 733-4455, then take it online from your Prov account.

- **Florida Building Contractor - Digital Practice Exam** — prepares you for Building Contractor (2023 edition).
- **Florida Master Electrician - Digital Practice Exam** — prepares you for Master Electrician 2020.
- **Florida Master Plumber with Gas - Digital Practice Exam** — prepares you for Master Plumber with Gas (2023 edition).
- **Florida Residential Contractor - Digital Practice Exam** — prepares you for Residential Contractor (2023 edition).

The following examinations are administered by Prov on behalf of the Board, grouped by the license each is required for. An examination required for several licenses is listed under each of them.

> **Note**
> Exam fees are paid to Prov at the time of registration. Fees vary by exam and are listed with each exam below.

5.2 Building Contractor (2023 edition)

Building Contractor (2023 edition)

Building Contractor means a contractor whose services are limited to construction of commercial and single-dwelling or multiple-dwelling residential buildings, which commercial or residential buildings do not exceed three stories in height, and accessory use structures in connection therewith or a contractor whose services are limited to remodeling, repair, or improvement of any size building if the services do not affect the structural members of the building. As regulated under Florida Statute, a person who has passed a competency examination as a Building Contractor may perform these or related tasks or may supervise persons in his employ in the execution of these tasks.

180 minutes · 70 questions · 75% to pass · open book · exam fee $90.00 · offered in English

Content Area	Questions
Plan Reading & Estimating	11
Sitework	6
Concrete	11
Masonry	10
Structural Steel	5

Content Area	Questions
Carpentry & Metal Framing	5
Roofing	5
Associated Trades	3
Interior Finishes	5
Exterior Finishes	5
Safety	4
Total questions	**70**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **Concrete Construction Level 2**, 2021. ISBN: 978-0-13-689832-0. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. httpnconstructionbooks.com/store/product.aspx?isbn=0136868282 OR https://provexam.com/bookstore/. OPEN BOOK
- **Florida Building Code 2023 - Building**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://shop.iccsafe.org/ OPEN BOOK
- **Study Guide for Commercial Carpentry, 2nd Edition**, 2014. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. OPEN BOOK
- **Study Guide for Structural Steel**, 2012. ISBN: 978-1-269-08432-1. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com OPEN BOOK
- **ACI 530 Building Code Requirements and Specification for Masonry Structures 2013**, 2013. ISBN: 978-1-929081-43-1. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333. Available at http://www.concrete.org OR http://www.techstreet.com/searches/16672726 OR amazon.com OPEN BOOK

5.3 Business and Law, 2nd edition

Business and Law, 2nd edition

Tests a candidate's knowledge of payroll taxes, workers' compensation, unemployment compensation, lien laws and other laws or subjects that will affect their daily operations as contractors.

*This exam uses the second edition of FLORIDA - NASCLA Contractors Guide to Business, Law and Project Management.

120 minutes · 50 questions · 75% to pass · open book · exam fee $90.00 · offered in English

Content Area	Questions
Business Organization	4
Licensing	3
Lien laws	3
Tax Laws	6
Safety OSHA	4
Labor Laws	6
Contract Management	5
Project Management	5

Content Area	Questions
Estimating & Bidding	5
Financial Management	5
Risk Management	4
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **FLORIDA - NASCLA Contractors Guide to Business, Law and Project Management**, 2nd. *Updated to the 2nd edition*. NASCLA, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027. OPEN BOOK

5.4 Irrigation Sprinkler (2023 edition)

Irrigation Sprinkler (2023 edition)

Install, repair, maintain, alter or extend all piping and sprinkler heads for the irrigation of lawns including incidental connections to a water pump (but not direct connection to potable water lines).

120 minutes · 50 questions · 75% to pass · open book · exam fee $90.00 · offered in English

Content Area	Questions
Plan Reading & Estimating	4
Planning & Layout	8
Materials	8
Controls	6
Irrigation Installation	10
Cross Contamination & Backflow Prevention	5
Reclaimed Water	3
Safety	6
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **Basic Safety**. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com. OPEN BOOK
- **Florida Administrative Code, Ch. 62-610, Reuse of Reclaimed Water & Land Application**, 2012. State of Florida, 2600 Blair Stone Road M.S. 3500, Tallahassee, FL 32399. http://www.dep.state.fl.us/legal/Rules/wastewater/62-610.pdf Candidate printed versions permitted in testing room if exam is open book. OPEN BOOK
- **Turf Irrigation Manual - The Complete Guide to Landscape Irrigation Design**, 5th Ed., 1994. ISBN: 978-0963509604. Weathermatic, P.O. Box 180205, Dallas, TX 75218-0205. Available at www.amazon.com. OPEN BOOK
- **Florida Building Code 2023 - Plumbing**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. OPEN BOOK

5.5 Journeyman Electrician 2020 (English, Español)

Journeyman Electrician 2020

A Journeyman Electrician is qualified and tested to perform work in the electrical trades while employed by a Master Electrician.

180 minutes · 70 questions · 75% to pass · open book · exam fee $90.00 · offered in English, Español

Content Area	Questions
Wiring & Protection	14
Wiring Methods & Materials	24
Equipment for General Use	6
Special Occupancies	4
Special Equipment	3
Special Conditions	2
General Electrical Theory & Principles	10
Communication Systems	4
Motors & Controls	3
Total questions	**70**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **American Electrician's Handbook**, 17th Edition. ISBN: 978-1260457919. McGraw Hill Publishing Inc., P.O. Box 182604, Columbus, OH 43272. Available at https://www.mhprofessional.com/american-electricians-handbook-seventeenth-edition-9781260457919-usa OPEN BOOK
- **NFPA 70 - National Electrical Code 2020**, 2020. ISBN: 9781455922970. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. OPEN BOOK

5.6 Journeyman Plumbing with Gas (2023 edition)

Journeyman Plumbing with Gas (2023 edition)

(UPDATED TO 2023 CODE) Tests a candidate's knowledge of the installation, repair, maintenance, and extension of any plumbing system, including drains, waste, sanitary vents, water supply, fixtures, and indirect wastes; installation, repair, and maintenance of gas piping systems, including gas piping, appliances, vents, flues, tanks, and other related appurtenances.

120 minutes · 100 questions · 75% to pass · open book · exam fee $90.00 · offered in English

Content Area	Questions
Drain, Waste & Vent Systems	13
Fixtures & Fittings	8
General Knowledge	10
Isometrics & Plan Reading	10
Plumbing Math	11

Content Area	Questions
Storm & Roof Drainage	8
Water Heaters	7
Water Supply and Distribution	12
Fuel Gas Systems	14
Safety	7
Total questions	**100**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **Florida Building Code 2023 - Plumbing**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. OPEN BOOK
- **Florida Building Code 2023 - Fuel Gas**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. OPEN BOOK
- **Plumbing Basics for Contractors, 4th Edition**, 2021. ISBN: 9780137783229. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. OPEN BOOK

5.7 Journeyman Residential Electrical 2020

Journeyman Residential Electrical 2020

Tests a candidate's knowledge of the planning, installation, repair, alteration, and maintenance of electric conductors, raceways, and equipment for light, heat, and power in one-, two- and three-family dwellings.

180 minutes · 65 questions · 75% to pass · open book · exam fee $90.00 · offered in English

Content Area	Questions
General Electrical Knowledge	15
Wiring & Protection	15
Wiring Methods & Materials	10
Equipment for General Use	7
Special Occupancies	3
Special Equipment	2
Special Conditions	3
Communication Systems	5
Motors & Controls	5
Total questions	**65**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **American Electrician's Handbook**, 17th Edition. ISBN: 978-1260457919. McGraw Hill Publishing Inc., P.O. Box 182604, Columbus, OH 43272. Available at https://www.mhprofessional.com/american-electricians-handbook-seventeenth-edition-

9781260457919-usa OPEN BOOK

- **NFPA 70 - National Electrical Code 2020**, 2020. ISBN: 9781455922970. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. OPEN BOOK

5.8 Master AC (Unlimited) (2023 edition)

Master AC (Unlimited) (2023 edition)

(UPDATED TO 2023 CODE) Tests a candidate's knowledge of the design, installation, maintenance, repair, fabrication, alteration & extension of Ac/refrigeration, piping vessels, warm air heating, low and high pressure boilers, ventilation systems, duct systems, insulation & related appurtenances within a complete system unlimited in horsepower or tonnage.

240 minutes · 100 questions · 75% to pass · open book · exam fee $90.00 · offered in English

Content Area	Questions
Piping	18
Equipment	14
Maintenance	22
Plan Reading	7
Systems & Sizing	20
General Knowledge	19
Total questions	**100**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **Manual N - Commercial Load Calculations**, 2008. ISBN: 978-1892765383. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. www.amazon.com OPEN BOOK
- **Intermediate Mechanical Study Guide**, 2015. ISBN: 9781323725221. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com. OPEN BOOK
- **HVAC Basics for Contractors,3rd Edition**, 3rd Edition. ISBN: 13:9781323725146. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com. OPEN BOOK
- **Florida Building Code 2023 - Mechanical**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. OPEN BOOK
- **Florida Building Code 2023 - Fuel Gas**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. OPEN BOOK
- **Florida Building Code 2023 - Energy Conservation**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. OPEN BOOK
- **Florida Building Code 2023 - Building**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://shop.iccsafe.org/ OPEN BOOK
- **Advanced Mechanical Study Guide , 2nd edition**, 2nd. ISBN: 9781323725184. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com. OPEN BOOK
- **Residential Load Calculation - Manual J**, 2025. ISBN: 9781892765253. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. OPEN BOOK

5.9 Master Electrician 2020

Master Electrician 2020

Those who have the knowledge and skill to install, repair, alter, add to or change any electrical wires, fixtures, appliances, apparatus, raceways, conduit or any part thereof; which generates, transmits, transforms or utilizes electrical energy in any form for light, heat, power or communications, all in compliance with applicable plans, specifications, codes, laws and regulations.

180 minutes · 75 questions · 75% to pass · open book · exam fee $90.00 · offered in English

Content Area	Questions
Plan Reading	2
General Electrical Knowledge	12
Wiring & Protection	17
Wiring Methods & Materials	20
Motors & Controls	5
Equipment for General Use	6
Special Occupancies	2
Communication Systems	3
Special Conditions	4
Special Equipment	4
Total questions	**75**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **American Electrician's Handbook**, 17th Edition. ISBN: 978-1260457919. McGraw Hill Publishing Inc., P.O. Box 182604, Columbus, OH 43272. Available at https://www.mhprofessional.com/american-electricians-handbook-seventeenth-edition-9781260457919-usa OPEN BOOK
- **NFPA 70 - National Electrical Code 2020**, 2020. ISBN: 9781455922970. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. OPEN BOOK

5.10 Master Plumber with Gas (2023 edition)

Master Plumber with Gas (2023 edition)

(UPDATED TO 2023 CODE) Those who have the knowledge and skill to install, maintain, repair, alter or extend plumbing, sanitary drainage or storm drainage facilities, venting systems, public and private water supply systems, septic tanks, drainage and supply wells, swimming pool piping; irrigation systems; or solar heating water systems and all appurtenances, apparatus, or equipment used in connection therewith, including boilers and pressure process piping and including the installation of water and storm and sewer lines, water and sewer plants and substations; And who are qualified to install, service, modify, alter or repair apparatus, piping, vents, flues, tanks, tubing, appliances, equipment & L.P. and/or Natural gas systems, unlimited with regards to residential or commercial systems.

180 minutes · 100 questions · 75% to pass · open book · exam fee $90.00 · offered in English

Content Area	Questions
Drain, Waste & Vent Systems	15
Fuel Gas Systems	15
Fixtures & Fittings	8
General Knowledge	10
Isometrics & Plan Reading	8
Plumbing Math	6
Safety	6
Storm & Roof Drainage	8
Water Heaters	12
Water Supply and Distribution	12
Total questions	**100**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **Florida Building Code 2023 - Fuel Gas**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. OPEN BOOK
- **Plumbing Basics for Contractors, 4th Edition**, 2021. ISBN: 9780137783229. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. OPEN BOOK
- **Florida Building Code 2023 - Plumbing**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. OPEN BOOK

5.11 Residential Contractor (2023 edition)

Residential Contractor (2023 edition)

Residential Contractor means a contractor whose services are limited to construction, remodeling, repair, or improvement of one-family, two-family, or three-family residences not exceeding two (2) habitable stories above no more than one uninhabitable story and accessory use structure in connection therewith. As regulated under Florida Statute, a person who has passed a competency examination as a Residential Contractor may perform these or related tasks or may supervise persons in his employ in the execution of these tasks.

180 minutes · 60 questions · 75% to pass · open book · exam fee $90.00 · offered in English

Content Area	Questions
Plan Reading	6
Sitework & Foundations	5
Concrete and Reinforcement	8
Masonry	8
Carpentry	10
Roofing	4
Interior Finishes	5

Content Area	Questions
Exterior Finishes	5
Associated Trades	4
Safety	5
Total questions	**60**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **Basic Safety**. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com. OPEN BOOK
- **Florida Building Code 2023 - Residential**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. OPEN BOOK
- **Masonry and Sitework for the Residential Contractor, 2nd edition**, 2nd. ISBN: 978-1-269-78556-3. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com OPEN BOOK
- **Study Guide for Residential Carpentry and Repair, 2nd edition**, 2014. ISBN: 978-1-269-78561-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com OPEN BOOK
- **Or, if the book above is unavailable, it may be substituted by the following**. Substitute references shown below.. STUDY ONLY
- **Residential Home Builder Study Guide**. ISBN: 9781323550915. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com. OPEN BOOK

5.12 Roofing Unlimited (2023 edition)

Roofing Unlimited (2023 edition)

(UPDATED TO 2023 CODE) Tests a candidate's knowledge of the installation, repair, and replacement of roof coverings, including roof deck insulation, roof coating, painting, covering, use of sheet metal products incidental to roofing work or other related material, and installation of nonstructural decking and siding.

120 minutes · 50 questions · 75% to pass · open book · exam fee $90.00 · offered in English

Content Area	Questions
Plan Reading & Estimating	8
Deck & Underlayment	6
Flashing	5
High Slope Roofing	15
Low Slope Roofing	9
Safety	7
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **Florida Building Code 2023 - Building**, 2023. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://shop.iccsafe.org/ OPEN BOOK

- **Roofing - Study Guide**, 2018. ISBN: 978132388055. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. OPEN BOOK
- **Or, if the book above is unavailable, it may be substituted by the following**. Substitute references shown below.. OPEN BOOK
- **Core 2015, 27202-13 Roofing Applications, & 27403-14 Advanced Roof Systems**. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. OPEN BOOK

6. Exam Day Rules and Procedures

What to bring, what to leave behind, and the rules every candidate must follow on exam day.

6.1 Testing site – check-in deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fee, and will be required to reschedule for a future testing date.

6.2 What is Examroom?

Examroom is a remote exam monitoring service that allows you to take your exam on your own computer at your home. On exam day, you log into the Examroom website and request to start your exam. An exam proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

Not every computer system is capable of taking an exam on Examroom. The following are the **MINIMUM** requirements:

- The operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of uploading files in excess of 3 Mbps

Please do a system check before scheduling: https://provexam.examroom.ai/system-check/

If you do not have access to equipment that meets the minimum requirements, Prov has laptops available for use. To request access, call (866) 720-7768.

6.3 Remote testing information

By choosing to take your exam remotely, you agree to abide by the following conditions:

1. You will need to be in a quiet, distraction-free environment.
2. You need to sit at a table, desk, or counter.
3. Your table or desk needs to be completely clear of anything you are not permitted to use during testing.
4. All non-testing electronic equipment needs to be removed from the room.
5. All windows in the testing room must be covered.
6. Your area under your table, desk, or chair needs to be clear of everything.
7. Your work area needs to be obstruction free so that we can see you, your arms and hands, throughout the entire testing process.
8. You are not permitted to have anyone in the room with you, nor can you receive any aid from anyone during the exam.

9. You are not permitted to access any other website during testing unless directed by the system.
10. If requested to download a special extension on your computer, you will not tamper with it or try to disable it while testing.

6.4 Exam day procedures

On the day of your exam:

1. Head to https://provexam.com
2. Click "Start My Exam" from the home page menu
3. Review the instructions on the page and click "Start My Exam" to be directed to https://provexam.examroom.ai/signin/#/auth/login
4. Enter the email address you used to register for your exam
5. Enter your candidate ID as your password
6. You will be greeted by an onboarding agent to help you check-in and start your exam

6.5 Proof of identity

You will be required to show government-issued, photo-bearing identification that includes your signature. Your first and last name on your ID MUST match the name on your admission documents. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Temporary IDs must have a photo to be accepted. Expired IDs will NOT be accepted. Please contact Prov in advance of your exam date if you have any questions regarding your photo ID. You will also be required to sign a testing center log and will be photographed by the testing center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing as instructed or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

6.6 Prohibited items

No cameras, recorders, cell phones, computers, pagers, tablet computers, music players, smart watches, radios, electronic games, or any other electronic devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items should be placed in secure storage at the testing facility.

For exam security you may also be asked to remove articles of clothing that may pose a security risk such as the following:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

Important

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with your exam fee forfeited, and the State will be notified of your dismissal from the exam.

6.7 Visitors

No one other than the candidate will be allowed in the testing room.

6.8 Unethical conduct

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with exam questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

6.9 Candidate civility expectations

We understand that taking an exam can be stressful. Sometimes this stress may cause someone to visibly show their frustration during or after the testing event. While we understand the sources of stress, we find any action that threatens our proctors or examiners to be unacceptable. If a candidate verbally or physically threatens or assaults any of our proctors or examiners, that candidate may be banned from testing for a time. The candidate's actions will be reported to the licensing Board or agency. If any physical harm occurs, civil action may also be taken against the candidate.

7. Results, Retesting, and Exam Challenges

7.1 Results reporting

Prov's scoring system grades your exam immediately upon completion and automatically forwards results to your licensing authority.

7.2 Retesting

A new approval from your licensing authority is required before each attempt. If you do not pass, you must wait 30 days before retesting.

Candidates cannot retake an exam once they have passed unless required by their licensing authority.

8. Non-Discrimination and ADA Accommodations

8.1 Prov's non-discrimination statement

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at (801) 733-4455 or write to: Prov, Inc., 200 W Civic Center Dr, Suite 160, Sandy, UT 84070.

8.2 Americans with Disabilities Act accommodations

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations. Written documentation from a licensed physician or psychologist documenting the disability and the recommended

accommodations is required, and Prov will work directly with you to arrange the approved accommodations.

To learn more or request an accommodation, visit our ADA Accommodations page at provexam.com/ada-accommodations.

Note
Accommodations will not be provided based solely on a candidate's inability to read and comprehend English.

9. Florida Testing Site Locations

The following are the testing sites where you may schedule to take your written examination in Florida. You may also take your exam at any Prov testing center in the United States, and remote testing is available at all times.

Note that sites may change as needed. Please refer to the current online scheduling system at provexam.com to find available testing times for each location.

Prov has **36** testing centers in Florida, located in the following cities:

Boca Raton, Chiefland, Clermont, Cocoa, Davie, Doral, Fort Myers, Gainesville, Hialeah, Homestead, Jacksonville, Lake Worth, Lecanto, Leesburg, Melbourne, Miami, Milton, North Miami, Ocala, Orange Park, Orlando, Palatka, Palm Bay, Palm Beach Gardens, Pensacola, Pompano Beach, Royal Palm Beach, Sanford, St. Augustine, Tampa, Titusville and Winter Haven

No.	City	Testing Center	Address	Testing Center Type
1	Boca Raton	Florida Atlantic University - Boca Raton Campus	777 Glades Road Student Support Services Building SU80 - Suite 210 Boca Raton, FL 33431	Theory
2	Chiefland	College of Central Florida - Levy Campus	15390 NW Hwy. 19 Jack Wilkinson Levy Campus - Testing Center Chiefland, FL 32626	Theory
3	Clermont	Lake Sumter State College - South Lake Campus	1250 N. Hancock Road Testing Center - Building 2, Room 209 Clermont, FL 34711	Theory
4	Cocoa	Eastern Florida State College - Cocoa Campus	1519 Clearlake Road Cocoa Campus Assessment Center - Building 1-112 Cocoa, FL 32922	Theory
5	Davie	1st Allegiant Insurance LLC	12555 Orange Drive Testing Services - Suite 245 Davie, FL 33330	Theory
6	Davie	Florida Atlantic University - Davie Campus	3200 College Avenue, Liberal Arts Building, Room 243A Davie, FL 33314	Theory
7	Doral	Miami Dade College - West Campus Doral	3800 NW 115 Avenue Testing Services - Room 2110 Doral, FL 33178	Theory

No.	City	Testing Center	Address	Testing Center Type
8	Fort Myers	Florida Gulf Coast University	16301 Innovation Lane Emergent Technologies Institute - Room 118 Fort Myers, FL 33913	Theory
9	Gainesville	Santa Fe Community College	3000 NW 83rd Street Placement & Assessment Center, Bldg. N-216 Gainesville, FL 32606	Theory
10	Hialeah	Miami Dade College - Hialeah Campus	1780 W. 49 Street Testing Services - Building 1, 2nd floor, Room 1220 Hialeah, FL 33012	Theory
11	Homestead	Miami Dade College - Homestead Campus	500 College Terrace Testing Services - Building C, Room C300 Homestead, FL 33030	Theory
12	Jacksonville	Florida State College at Jacksonville - Kent Campus	3939 Roosevelt Boulevard Assessment and Certification Center - Building A, Room A-102 Jacksonville, FL 32205	Theory
13	Lake Worth	Palm Beach State College - Lake Worth Campus	4200 Congress Avenue Counseling & Testing Building - Testing Center (CT 115) Lake Worth, FL 33461	Theory
14	Lecanto	College of Central Florida - Citrus Campus	3800 S. Lecanto Highway Citrus Learning & Conference Center, Room 109 Lecanto, FL 34461	Theory
15	Leesburg	Lake Sumter State College	9501 US Highway 441 Testing Services Leesburg, FL 34788	Theory
16	Melbourne	Eastern Florida State College - Melbourne Campus	3865 North Wickham Road Assessment Center - Building 10, Room 218 Melbourne, FL 32935	Theory
17	Miami	Miami Dade College - Medical Campus	950 NW 20th street Testing Services - Building 1, Floor 3, Room 1302 Miami, FL 33127	Theory
18	Miami	Miami Dade College - North Campus	11380 NW 27 Avenue Testing Services - Building 1 Room 1160 Miami, FL 33167	Theory
19	Milton	Pensacola State College - Milton Campus	5988 Highway 90 Testing Center - Bldg 4200 Milton, FL 32570	Theory

No.	City	Testing Center	Address	Testing Center Type
20	North Miami	Florida International University - Biscayne Bay Campus	3000 NE 151st Street Center for Testing & Career Certification - Bldg. Academic 1, Room -160 North Miami, FL 33181	Theory
21	Ocala	College of Central Florida - Ocala Campus	3001 S.W. College Road Bryant Student Union, Room 205 Ocala, FL 34474	Theory
22	Orange Park	St. Johns River State College - Orange Park Campus	283 College Drive Testing Center - Building A, Room 61 Orange Park, FL 32065	Theory
23	Orlando	Orlando Training and Testing Center	5125 Adanson Street Testing Center - Suite #450 Orlando, FL 32804	Theory
24	Orlando	University of Central Florida	4297 Andromeda Loop N. University Testing Center - Howard Phillips Hall, Room 106 Orlando, FL 32816-3117	Theory
25	Palatka	St. Johns River State College - Palatka Campus	5001 St. Johns Avenue Testing Center - Buildling T, Room 113 Palatka, FL 32177	Theory
26	Palm Bay	Eastern Florida State College - Palm Bay Campus	250 Community College Parkway Testing Center - Building 2, Room 235 Palm Bay, FL 32909	Theory
27	Palm Beach Gardens	School Board of Palm Beach County	3950 RCA Boulevard Dept. of Adult and Continuing Education (ACE Testing) - Suite 5002 Palm Beach Gardens, FL 33410	Theory
28	Pensacola	Pensacola State College	1000 College Boulevard Student Services Center - Building 6, Room 635 Pensacola, FL 32504-8998	Theory
29	Pensacola	Pensacola State College - Warrington Campus	5555 W. Highway 98 Testing Center - Building 3300, Rm-3307 Pensacola, FL 32507-1097	Theory
30	Pompano Beach	Premier Testing, LLC	2641 E. Atlantic Boulevard Testing Center - Suite 305 Pompano Beach, FL 33062	Theory
31	Royal Palm Beach	Cleveland Educational Services, Inc.	504 Royal Palm Beach Testing Center Royal Palm Beach, FL 33411	Theory
32	Sanford	Seminole State College of Florida	100 Weldon Boulevard Assessment and Testing Center, SC239 (Saturdays A-176) Sanford, FL 32773	Theory

No.	City	Testing Center	Address	Testing Center Type
33	St. Augustine	St. Johns River State College - St. Augustine Campus	2990 College Drive Testing Services - Building L, Room 111 St. Augustine, FL 32084	Theory
34	Tampa	University of South Florida - Testing Services	3220 USF Banyan Circle Testing Services - Northwest Education Complex (NEC) Tampa, FL 33613	Theory
35	Titusville	Eastern Florida State College - Titusville Campus	1311 Nortrh US Hwy 1 Testing Center - Building 1, Room 115 Titusville, FL 32796	Theory
36	Winter Haven	Polk State College - Winter Haven Campus	999 Avenue H N.E. Learning Resources Building - WLR201 Winter Haven, FL 33881	Theory

Remote Testing is available via Examroom.ai — take your exam from home without traveling to a testing center. See the "Remote Testing" sections earlier in this bulletin for full requirements.

10. Testing Rules and System Navigation

Please take a moment to read the following information. If you have any questions, please let your proctor know. Failure to follow these testing rules can have serious consequences.

Be advised, the testing center and testing room may be under video surveillance.

10.1 Testing rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing materials such as graphics.
- If you leave the testing room during the exam, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the exam time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your exam, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- Please visit provexam.com and select "Learn About My Exam" for additional information.

- **No Talking**
- **No Eating**
- **No Drinking**
- **No Tobacco Use**
- **No Cell Phones**
- **No Electronic Devices**
- **No Visitors**
- **No Cheating**
- **No Taking Notes**
- **No Marking in Books**

10.2 Reference rules for open-book exams

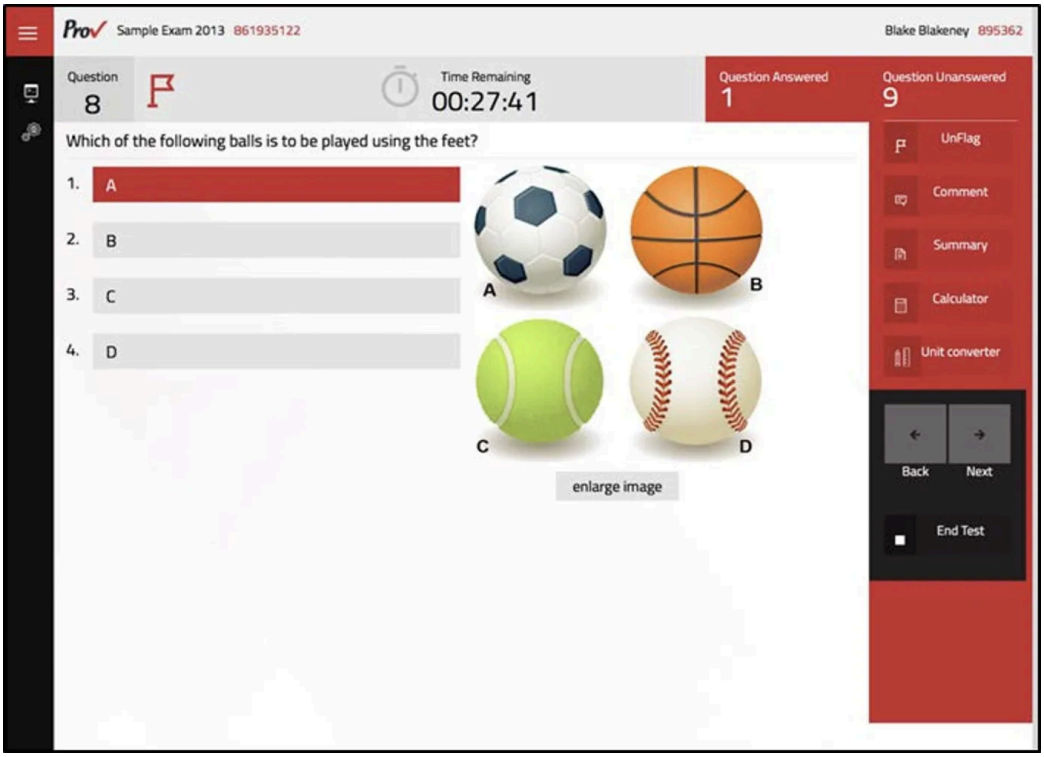
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining in pen only; however, you cannot mark in your books during the exam.
- Handwritten notes and formulas are NOT allowed in any portion of a reference book.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers CANNOT be added, glued or taped to a reference book.

Important — Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with exam questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

10.3 Computer testing navigation

Please review the following guide to understand how to navigate the Prov computer-based testing system.



Feature	How it works
Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The exam will end automatically when **Time Remaining** reaches 0:00.
Selecting your answer	Use your mouse to select a number (**1**, **2**, **3**, or **4**). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the exam is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the **Flag** Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact on scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking **Summary**.
Question comments	During the assessment, if you have a question or concern about a particular exam question, the proctor cannot answer questions about exam content; however, you can send a comment to Prov's Test Development Department by clicking the **Comment** button. Please leave a specific description. Staff will process your comments within two weeks.
Moving to a different question	Use your mouse to select the **Next** or **Back** buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys (← →) to move forward and backward through the exam.
Reviewing your progress	Press the **Summary** button to see a table indicating which questions are unanswered or which you have flagged.
Ending the exam early	Press **End Test** button when you are ready to leave the exam. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the exam.

11. Revision History

The table below lists every revision to this bulletin, most recent last. Each revision names what changed since the version before it, so you can see which parts of the bulletin to read again.

Version	Date	Description of Change	Prepared By
1.0	October 31, 2026	Initial release of this bulletin in its current format.	Prov, Inc.
1.1	November 3, 2026	• Testing site updated: FL - Boca Raton - FAU, Boca Raton. • Testing site updated: FL - Davie - FAUD, Davie.	Prov, Inc.
1.2	November 9, 2026	Bulletin layout and standard wording updated.	Prov, Inc.

In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!