



# Miami-Dade County Construction Trades Qualifying Board Examinations

## Candidate Information Bulletin

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### Contact Information

#### For Licensing Questions

##### Miami-Dade County Department of Regulatory and Economic Resources

11805 SW 26 Street  
Suite 207

Miami, Florida 33175  
Phone: 786-315-2880

Fax: 786-315-2450

[www.miamidade.gov/development](http://www.miamidade.gov/development)

or

##### Miami-Dade County Transportation & Public Works Department

Construction Trades Qualifying Board  
111 N.W. 1st Street, Suite 1510

Miami, Florida 33128

Phone: 305-375-2705

Fax: 305-375-3876

<http://www.miamidade.gov/publicworks/>

#### For Testing Questions

##### **Prov, Inc.**

5200 NW 43rd Street  
Suite 102-167

Gainesville FL 32606

Phone: (386) 518-6889

Toll Free: (866) 720-7768

Fax: (877) 228-3926

[www.provexam.com](http://www.provexam.com)

Office Hours: M-F 8 a.m. - 6 p.m.

## Examination Categories

The following is an alphabetical listing of the tests administered by Prov for Miami-Dade County in the State of Florida. All tests are open book and are timed. When you apply for your test, you will be provided detailed information about each test you are required to take for licensure. Exam descriptions are also available on the Prov website. This information will describe the content of the test as well as provide information regarding study materials.

Below is a list of available tests for **Miami-Dade County Transportation & Public Works Department.**

- Asphalt Sealing Engineering Contractor
- Business Procedures
- Business Procedures (Spanish)
- Concrete Works Engineering Contractor
- Custom -Excavation & Grading & Pipeline & Plant & Structural Engineering 2015
- Custom -Excavation & Grading & Paving & Pipeline & Plant Engineering 2015
- Custom -Excavation & Grading & Paving & Pipeline Engineering 2015
- Custom -Excavation & Grading & Paving & Structural & Pipeline Engineering
- Custom -Excavation & Grading & Paving & Structural Engineering
- Custom -Excavation & Grading & Paving Engineering 2015
- Custom -Excavation & Grading & Pipeline & Plant Construction Engineering 2015
- Custom Excavation & Grading & Pipeline & Structural Engineering 2015
- Custom -Excavation & Grading & Pipeline Engineering 2015
- Custom -Excavation & Grading & Plant & Structural Engineering 2015
- Custom -Excavation & Grading & Plant Construction Engineering 2015
- Custom Excavation & Grading & Structural Engineering 2015
- Custom Excavation & Grading Engineering 2015
- Custom Excavation & Grading, Paving & Plant Construction & Structural Engineering 2015
- Custom -General Engineering Contractor V3 2015
- Custom -Paving & Pipeline & Plant & Structural Engineering 2015
- Custom Paving & Pipeline & Plant Construction Engineering 2015
- Custom Paving & Pipeline Engineering 2015
- Custom Paving & Plant Construction Engineering 2015
- Custom Paving & Structural Engineering 2015

- Custom Paving Engineering 2015
- Custom Paving & Plant Construction & Structural Engineering 2015
- Custom -Pipeline & Structural Engineering 2015
- Custom Pipeline & Plant Construction Engineering 2015
- Custom Pipeline Engineering 2015
- Custom Pipeline, Plant & Structural Engineering 2015
- Custom -Plant Construction & Structural Engineering
- Custom -Structural Engineering 2015
- Direct Burial Cable Television (CATV) Contractor 2011
- Excavation and Grading Engineering Contractor
- Excavation and Grading Engineering (Spanish)
- Fuel Transmission & Distribution Engineering Contractor
- Land Clearing and Grubbing Engineering Contractor
- Paving Engineering Contractor
- Pile Driving & Foundation Engineering Contractor
- Pipeline Engineering Contractor
- Plant Construction Engineering Contractor
- Railroad Construction Engineering Contractor
- Sea-walls & Small Docks Engineering
- Soil Compaction & Tamping Engineering Contractor
- Structural Engineering Contractor
- Underground Electric & Communications Conduits Engineer Contractor

Below is a list of available tests for **Miami-Dade Regulatory and Economic Resources Department.**

- Building Contractor
- Building Contractor (Haitian Creole)
- Building Contractor (Spanish)
- Building Maintenance
- Building Maintenance (Spanish)
- Business Procedures
- Business Procedures (Spanish)
- Concrete Forming and Placing
- Concrete Forming and Placing (Spanish)
- Concrete Slab Sawing & Core Drilling Contractor
- Concrete Slab Sawing & Core Drilling Contractor (Spanish)
- Demolition
- Demolition (Spanish)
- Drywall
- Drywall (Spanish)
- Fence
- Fence (Spanish)
- General Contractor
- General Contractor (Spanish)
- Glass & Glazing
- Glass & Glazing (Spanish)
- Journeyman Air Conditioning
- Journeyman Air Conditioning (Spanish)

- Journeyman Burglar Alarm 2011
- Journeyman Burglar Alarm 2014
- Journeyman Burglar Alarm 2014 (Spanish)
- Journeyman Electrician 2011
- Journeyman Electrician 2011 (Spanish)
- Journeyman Electrician 2014
- Journeyman Electrician 2014 (Spanish)
- Journeyman Fire Alarm 2011
- Journeyman Fire Alarm 2014
- Journeyman Fire Sprinkler
- Journeyman Gasfitter
- Journeyman General Mechanical
- Journeyman General Mechanical (Spanish)
- Journeyman Heating
- Journeyman Insulation
- Journeyman Plumber
- Journeyman Plumber (Spanish)
- Journeyman Pressure & Process Piping
- Journeyman Pressure & Process Piping(Spanish)
- Journeyman Refrigeration
- Journeyman Room Air Conditioning
- Journeyman Sheet Metal
- Journeyman Sign Electrician 2011
- Journeyman Sign Electrician 2014
- Journeyman Sign Electrician 2014 (Spanish)
- Journeyman Warm Air Heating
- Lathing & Plastering
- Lathing & Plastering (Spanish)
- Maintenance Electrician 2011
- Maintenance Electrician 2011 (Spanish)
- Maintenance Electrician 2014
- Maintenance Electrician 2014 (Spanish)
- Master AC (Limited)
- Master AC (Limited) (Spanish)
- Master AC (Unlimited)
- Master AC (Unlimited) (Spanish)
- Master Ammonia Refrigeration
- Master Burglar Alarm 2011
- Master Burglar Alarm 2014
- Master Burglar Alarm 2014 (Spanish)
- Master Electric Utility
- Master Electrician 2011
- Master Electrician 2011 (Spanish)
- Master Electrician 2014
- Master Electrician 2014 (Spanish)
- Master Fire Alarm 2011
- Master Fire Alarm 2014
- Master Fire Alarm 2014 (Spanish)
- Master Gas Fitter
- Master Gas Fitter (Spanish)
- Master General Mechanical
- Master Heating
- Master Insulation
- Master Insulation (Spanish)
- Master Lawn Sprinkler
- Master Lawn Sprinkler (Spanish)
- Master Low Voltage 2011
- Master Low Voltage 2011 (Spanish)
- Master Low Voltage 2014
- Master Low Voltage 2014 (Spanish)
- Master Plumber
- Master Plumber (Spanish)
- Master Refrigeration & Air Conditioning Contractor
- Master Refrigeration Limited
- Master Refrigeration Unlimited
- Master Sheet Metal
- Master Sign Electrician 2011
- Master Sign Electrician 2014
- Master Sign Electrician 2014 (Spanish)
- Master Swimming Pool Maintenance (Residential)
- Master Swimming Pool Maintenance (Commercial)
- Master Swimming Pool Maintenance (Commercial) (Spanish)
- Master Swimming Pool Piping
- Master Transporting Assembly Installer
- Master Transporting Assembly Installer (Spanish)
- Master TV Antenna 2011
- Master TV Antenna 2014
- Master TV Antenna 2014 (Spanish)
- Master Warm Air Heating
- Mechanical Maintenance
- Mechanical Maintenance (Spanish)
- Metal Awning & Storm Shutter Contractor
- Metal Awning & Storm Shutter Contractor (Spanish)
- Metal Decking & Siding
- Miscellaneous Metals Contractor
- Miscellaneous Metals Contractor (Spanish)
- Plumbing Maintenance
- Plumbing Maintenance (Spanish)
- Pneumatic Concreting & Pressure Grouting
- Pre-stressed, Precast Concrete Erection
- Pre-stressed, Precast Concrete Erection (Spanish)
- Reinforcing Steel Placing Contractor
- Residential Contractor
- Residential Contractor (Spanish)
- Roofing
- Roofing (Spanish)
- Screen Enclosure
- Sign Contractor (Non-Electric)
- Structural Steel Erection
- Structural Steel Erection (Spanish)
- Swimming Pool
- Unit Masonry, Marble & Exterior Veneer
- Unit Masonry, Marble & Exterior Veneer Contractor (Spanish)

## Test Center Locations

Prov has established the following testing centers within Miami-Dade County where candidates can take their tests. Candidates are not permitted to take their exams at any other location.

1. **Florida International University**  
University Testing Center  
11200 SW 8th St, Building GL, Room 120  
Miami, FL 33199  
(305) 348-2441 opt. 3
2. **Florida International University - Biscayne Bay Campus**  
Center for Academic Success AC1 160  
3000 NE 151st Street  
North Miami, FL 33181  
(305) 919-5803
3. **Miami Dade College - Hialeah**  
1780 W. 49 Street  
Building 1, 2<sup>nd</sup> Floor, Room 1225  
Hialeah, FL 33012  
Phone: (305) 237-8791
4. **Miami Dade College - Homestead Campus**  
500 College Terrace  
Building A, 1<sup>st</sup> Floor, Room A114  
Homestead, FL 33030  
Phone: (305) 237-5198
5. **Miami Dade College – Medical**  
950 NW 20 Street  
Building 1, 3<sup>rd</sup> Floor  
Room 1303  
Miami, FL 33127  
Phone: (305) 237-4458
6. **Miami Dade College – North Campus**  
11380 NW 27 Avenue  
Testing Department, Room 1160  
Miami, FL 33167  
Phone: (305) 237-1015
7. **Miami Dade College - West Campus**  
3800 NW 115 Avenue, Room 2110  
Doral, FL 33178  
Phone: (305) 237-8979
8. **Florida International University**  
University Testing Center  
11200 SW 8th St, Building GL, Room 120  
Miami, FL 33199  
(305) 348-2441 opt. 3

## Eligibility and Scheduling

### Getting approved to test

To be eligible for testing, you must first contact the appropriate Miami-Dade County board to receive approval for testing. If you need more information on the qualification requirements or the authorization process, please visit your board's website or contact them directly. The contact information for the **Department of Regulatory and Economic Resources and the Department of Public Works and Waste Management** is listed on the first page of this document for your convenience.

### Scheduling Overview

After you have received your approval and paid Miami-Dade County directly for the testing fees, they will register you with Prov using the information provided on your application. Approved candidates can schedule to take an exam within **one hundred and eighty days** of their approval date.

The local licensing jurisdiction will email or mail you testing information which includes an approval letter and a voucher letter containing the information you need to complete the testing process. In these letters, you will be provided your eligibility end date, the list of available testing centers in your area, and the list of books you are allowed to use when you take the test.

Your voucher letter will also include a Candidate ID and a Voucher Number needed to schedule a testing appointment through Prov. If at any time you lose your authorization letter or voucher letter, you may contact your board or Prov to receive a duplicate copy.

## Exam Administration Method

Prov offers two methods of taking an examination. Candidates may elect to take a computer-based test or a traditional paper/pencil test. Candidates must specify how they wish to take their exam when scheduling.

### Computer-Based Testing

Prov has taken every effort to make its computer testing system as easy to use as possible. No specific computer experience or typing skills are needed to take the test. Candidates who choose to take a computer-based test will be given verbal and written instructions and will complete an interactive tutorial prior to testing.

The written instructions for computerized exams are included in this bulletin. Please refer to the CBT

Candidate Notice for these instructions and a visual of the screen layout.

For an opportunity to preview Prov’s computer-based testing system before arriving at the test center, candidates can watch a demonstration video by visiting <https://youtu.be/h3T9svnlDLY>. This short movie provides a basic demonstration of how to take a test on Prov’s computer system.

**Paper/Pencil Testing**

A large percentage of candidates choose to take their exam using the traditional paper/pencil format. Candidates are given an assessment booklet containing the test questions and an answer sheet on which to record their answers. Candidates must record all answers on their answer sheet. No credit will be given for questions that are left blank, or for answers written in the test booklet but NOT on the answer sheet.

All candidates who take a paper/pencil test will be given verbal instructions prior to testing.

**Scheduling Method**

Scheduling your examination is a two-step process; first, you must register for the exam, and then you must select a testing date and make payment for your exam.

Prov offers several convenient methods to allow candidates to schedule their examination(s) in advance. Candidates may use any of these methods to schedule their testing appointments. Note that there is no difference in fees for use of any of these methods.

The advance scheduling methods available are:

- Online
- Over the phone
- By Mail
- By Fax

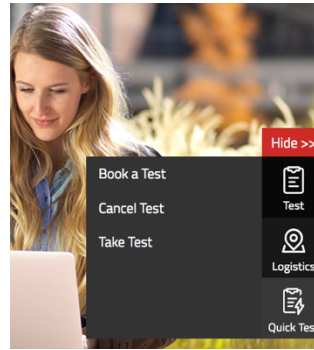
The deadline for scheduling your test will vary based on the testing center you select. The advance scheduling deadline ranges between one to six business days depending on the testing location.

**Advance Scheduling Methods**

**Online Scheduling**

To schedule online, a candidate must go to Prov’s home page at [www.provexam.com](http://www.provexam.com).

**Step 1:**



On the right hand side of the homepage:

- **Locate** the Test icon
- **Press** the Test icon
- **Select** Book a Test

**Step 2:**

Enter your identifying information into the system. The State has already shared your testing information with Prov. We need to locate your information within our system.

Follow the on-screen fields to enter your Known Candidate ID and your Last Name. The Candidate ID will be provided to you on your registration letter received from the Board. The Candidate ID will begin with 200, and will contain 10 digits. Please enter all of the numbers.

Then, enter your last name and select the **Retrieve Details** button.

**Step 3:**

On the Welcome Screen, you will schedule a Date, Time, Location for your exam by selecting the link labeled:

[Find suitable time and venue](#)

**Step 4:**

The scheduling system will display a map to graphically show where the different testing centers are located. Select a testing center from the list of centers to the right of the map. Select the SCHEDULE link to check the calendar for the testing center.



**Step 5:**

Select a test **date** and **time** from the calendar that matches your schedule.

**Step 6:**

Confirm your selected date and time, and select **Add to Cart**.

NOTE: If you are scheduled for more than one examination, you are required to take that second examination on the same day as your first exam.

**Step 7:**

Proceed to payment. The examination is prepaid by the licensing board so the exam totals should equal \$0. Press Submit to finalize the registration.

If you have any problems with online scheduling, give us a call at (866) 720-7768.

**Phone Scheduling**

To schedule for an examination by phone, candidates should contact Prov toll free at 866-720-7768. Prov scheduling staff is available 8:00 a.m. through 6:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, Prov Candidate ID and their ZIP code. Once Prov confirms the candidate’s identity, Prov staff will search the database for the next available testing session at the candidate’s preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

**Cancel/Rescheduling Policy**

If candidates need to change or cancel their testing appointment, they must contact Prov at least three business days prior to their scheduled date. Changes will

be made at no cost if candidates notify Prov by the deadline. If candidates fail to appear for their test or fail to cancel or reschedule their testing session by the close of business three days prior to their scheduled test date, they will forfeit their exam fees.

**Retesting Policy**

Failed examinations can be retaken according to local licensing jurisdiction rules. Candidates cannot retake an exam once they have passed that exam unless required by their jurisdiction. Candidates must be reapproved by the licensing jurisdiction between examination attempts before rescheduling.

**Results Reporting**

Upon completion of a test, you will be given a score result while at the testing center. There is no charge for the on-site scoring and tests will be scored within one minute. Candidates participating in this testing program can also access their scores at any time (24/7) online by going to our website at [www.provexam.com](http://www.provexam.com) and logging into their account using their Candidate ID and Password.

Because the testing process is a requirement for licensure with Miami-Dade County, candidates automatically consent to permit Prov to share their test results with their local licensing Board.

**Reviews**

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed.

Candidates may request a review of their test after failing a test. The review for all tests is 1-1/2 hours in length. During the review candidates will be able to view on the computer questions they missed and the answers chosen in response to those questions. The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the review is **\$80.00** for each test reviewed. Candidates will request or schedule a review by contacting Prov directly.

**Acceptable Method of Payment**

Candidates paying for their review or any other services provided by Prov can use the following methods of payment:

- Money Orders
- Cashier's Checks
- Certified Checks
- Credit Cards (American Express, Discover, Master Card, Visa)

No personal or company checks will be accepted and all registrations that include personal or company checks will be returned without processing.

### Exam Challenge Process

If during a test or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to make comments, which they can do when testing, detailing why they feel the question is in error.

Prov staff will review each comment within two weeks of receipt by Prov and will make scoring adjustments should any comment result in a change to a test question. To verify the final status of comments submitted, candidates can check for a score change online through their candidate account. Any changes made to a grade will be reflected on the score result within two weeks of submitting the test comment. Detailed answers to questions or comments are not provided for security purposes.

### Hand Score Request

Prov ensures the accuracy of our test results. Our computer system, Arkiv, is designed to identify and report any potential error in data collected from a test session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-866-720-7768 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your test administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the test key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is \$25.00.

## Test Day Rules and Procedures

### Check-in Deadline

Candidates should plan to arrive 15 minutes early in order to check-in. If candidates do not arrive by the scheduled start time of their exam, CANDIDATES WILL BE TURNED AWAY and will forfeit their test fees and will be required to reschedule for a future testing date. Please read the Cancellation/Rescheduling Policy section as there may be fees and consequence.

### Proof of Identity

Upon arriving at the testing center, candidates will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Candidates will also be required to sign a test center log. If candidates cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, they will be dismissed from the testing center and forfeit all testing fees for that testing session.

### Prohibited Items

No cameras, recorders, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

### Approved Items

Candidates may bring the following approved items into the testing center:

- **Calculator.** Only simple 4-function calculators are permitted. PDAs, cell phones or other special calculators (i.e. ElectriCalc, etc.) are NOT permitted.
- **Approved References.** (See information below).

### Reference Material Rules

All tests are designed to allow candidates to use **authorized** references while taking their tests. For a list of what reference materials are authorized for the tests, please refer to the information sheet provided by your licensing jurisdiction when you are approved for your test. All candidates' reference materials will be checked by the Prov test administrator prior to the candidates being permitted access to the testing room.

Candidates should prepare their reference materials using **ONLY** the following methods.

- Highlighting
- Attaching permanent tabs

Reference materials which do not meet the following guidelines will not be allowed in the testing room. These guidelines are in place to ensure that every candidate is tested fairly and that no candidate has access to unapproved resources.

- Handwritten notes are NOT allowed in any portion of a reference book.
- Moveable tabs are NEVER permitted in a reference book (**Temporary tabs, such as Post-it notes, paper taped or glued in your books are not allowed and must be removed from the reference before the exam will begin**).
- A reference book CANNOT contain Post-it notes.
- Photocopied documents CANNOT be added to a reference book.
- Self-printed or photocopied versions of a reference book are only permitted when indicated on the reference list from Prov.

Prov asks that candidates leave all unauthorized materials in their vehicle. If candidates are caught using unauthorized materials during testing, these materials will be confiscated, their testing will be terminated with fees forfeited, and the Board will be notified of their actions. During the testing process candidates MUST NOT:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information in their reference materials during testing.

### **Visitor Policy**

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

### **Unethical Conduct Policy**

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

### **Prov's Non-Discrimination Statement**

Prov provides equal access to its tests 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 866-720-7768 or write to: Prov, Inc., 5200 NW 43rd Street, Suite 102-167, Gainesville FL 32606.

### **Special Accommodations**

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their test.

### **Preparing for Your Exams**

#### **Studying for your Exam**

The contractor licensing examinations that candidates will take are designed to test what qualified contractors should know as they begin operations in the construction field. The test questions used on the tests have been prepared by contractors and cover the wide range of topics candidates would normally encounter as a contractor in their particular field. If candidates have worked in construction for some period of time in a variety of different settings, they likely have experienced much of what will be found on their test. On the other hand, if the candidates' experience is limited (not only in years but in the variety of work performed) then it is likely they may want to spend time increasing their knowledge by studying areas in which they are less familiar. For all candidates, the reality is that people forget those things they don't use, and over time a candidate's knowledge in some areas may have decreased.

Prov recommends that candidates prepare for their tests by familiarizing themselves with the exam references with emphasis on the subject areas listed in each test description. Candidates who are familiar with their reference materials will spend less time searching for



answers during the test. When preparing for the test, remember that hand-written notes are not allowed in a reference book used for testing. Candidates are encouraged to prepare their test materials by highlighting text or placing permanent tabs on important pages.

It is NOT mandatory that candidates purchase any study materials in preparation for their tests; however, all tests permit the use of authorized study materials and candidates may be at a disadvantage if they do not bring those materials with them to their testing session. At a minimum Prov recommends that candidates have their own code books related to their tests which may be useful to candidates after their testing is complete.

### **Purchasing Reference Materials and Study Guides**

Candidates can refer to the Exam Descriptions section of this document for a list of reference books for the exam they wish to take. In addition to publisher information, Prov has listed the reference book's ISBN and a website at which candidates can purchase the reference book. reference books can also be purchased by phone or online through the following companies. Shipping charges will apply. Brick and mortar locations are indicated, but candidates should call to verify that orders are ready for pickup.

Most of the books for your examination are available from Prov using the following information.

- **Prov, Inc.**
- 9980 South 300 West, Suite 200  
Sandy, Utah 84070  
<http://www.provbookstore.com/>  
866-720-7768

You may also check other vendors that have offered to provide these materials. These vendors are shown below.

- **@ Home Prep, Inc.**  
900 East Hill Ave., Ste. 380, Knoxville, TN 37915  
[www.contractor-licensing.com](http://www.contractor-licensing.com)  
800-952-0910
- **AAA Construction School, Inc.**  
34 Arlington Road South, Jacksonville, FL 32216  
[www.aaaconstructionschool.com](http://www.aaaconstructionschool.com)  
800-741-7277 or 904-722-9994

- **American Contractors Exam Services**  
737 Southern Hwy., Mineral Wells, WV 26150  
[www.examprep.org](http://www.examprep.org)  
800-992-1910
- **Builder's Book Depot**  
1001 E. Jefferson Rd., Ste. 5, Phoenix, AZ 85034  
[www.buildersbookdepot.com](http://www.buildersbookdepot.com)  
800-284-3434 or 602-252-4050
- **International Code Council**  
900 Montclair Rd., Birmingham, AL 35213  
[www.iccsafe.org](http://www.iccsafe.org)  
800-786-4452
- **My Pearson Bookstore**  
<http://www.mypearsonstore.com>  
800-947-7700 (Opt. 5)
- **North American Contractors Assoc.**  
[www.infonaca.com](http://www.infonaca.com)  
336-540-0149

If candidates need assistance in ordering any study materials, they may contact Prov, Inc. by phone at 866-720-7768.

### **Reference Materials Available from Prov**

Candidates can purchase the following reference books directly from the Prov Bookstore. For these reference materials candidates may place their orders by phone, online at [www.provbookstore.com](http://www.provbookstore.com), or using the Bookstore Order form attached to this document.

- [2012 Study Guide for Structural Steel](#)
- [Advanced Mechanical Study Guide](#)
- [Basic Safety](#)
- [Concrete Finishing Level 2 Trainee Guide](#)
- [FLORIDA - Contractors Guide to Business, Law and Management](#)
- [HVAC Basics for Contractors](#)
- [Intermediate Mechanical Study Guide](#)
- [Masonry and Sitework for the Residential Contractor](#)
- [Plumbing Basics for Contractors](#)
- [Study Guide for Commercial Carpentry, 2nd Edition](#)
- [Study Guide for Excavation Contractors](#)
- [Study Guide for General Engineering, 3rd Edition](#)
- [Study Guide for Masonry Contractors, 2nd Edition](#)
- [Study Guide for Residential Carpentry & Repair](#)
- [Study Guide for Siding & Finish Carpentry](#)
- [Study Guide for Utilities Contractors](#)

## Sample Test Questions

The following are sample questions that reflect the format and style of the questions found on tests. **They are not intended to reflect the content of the exam you will take.**

1. Employers are required to notify employees of changes in policies affecting all of the following EXCEPT:
  - a. Pay schedules.
  - b. Vacation allowance.
  - c. Health benefits.
  - d. Promotion opportunities.
2. The accounting method that recognizes income and expenses only when money is received or paid is called:
  - a. PCM Method.
  - b. Accrual Method.
  - c. Cash Method.
  - d. Cost-Comparison Method.
3. If 15 amp circuits were used, the NEC would require a 2000 square foot house to have a MINIMUM of how many branch circuits?
  - a. 2
  - b. 3
  - c. 4
  - d. 5
4. Equipment that is electrically connected to a telecommunications network is required to be listed in accordance with section \_\_\_\_\_ of the NEC.
  - a. 110.16
  - b. 240.6
  - c. 800.18
  - d. Chapter 9, Table 5(A)
5. Duct systems installed in single family dwellings must be sized per
  - a. ACCA Manual D.
  - b. ACCA Manual J.
  - c. SMACNA Manual R.
  - d. SMACNA Manual N.
6. What is the recommended MAXIMUM spacing of nails when installing drywall on a ceiling?
  - a. 6" o.c.
  - b. 7" o.c.
  - c.
  - d. 8" o.c.
  - e. 12" o.c.
7. Which of the following types of joint reinforcement is NOT used to tie connecting cavity walls and intersecting walls?
  - a. Z-tie
  - b. Box tie
  - c. Hardware cloth
  - d. Ladder type joint reinforcement
8. What is the recommended concrete cover over #6 steel reinforcing in areas exposed to the weather?
  - a. 3"
  - b. 2"
  - c. 1.5"
  - d. 1"

## Answers to Sample Questions

1. **D** - Promotion opportunities.
2. **C** - Cash Method.
3. **C** - 4
4. **C** - 800.18
5. **A** - ACCA Manual D.
6. **B** - 7" o.c.
7. **D** - Ladder type joint reinforcement
8. **B** - 2"

## Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then 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.**

### 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 test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test 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 test, 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.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.



### Reference Rules for Open Book Exams

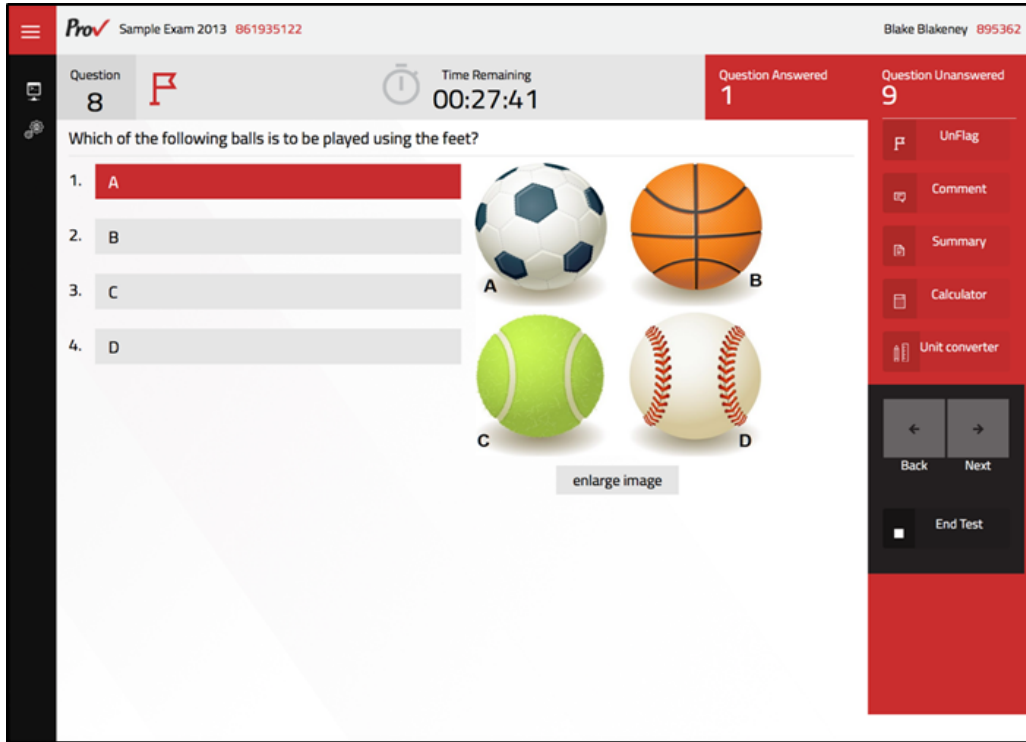
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable 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, however you cannot mark in your books during the test.
- Handwritten notes 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 (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

### 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 test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

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

## Computer Testing Navigation



|                                |  |
|--------------------------------|--|
| Total number of questions      | Indicated in the upper left-hand corner of the screen.   |
| Available time                 | Posted in hours and minutes. The test 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 test 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 Flagged? button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in 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, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; 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/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed. |
| 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 test.  |
| Reviewing your progress        | Press the Summary button to see a table indicating which questions are unanswered or which you have flagged.   |
| Ending the test early          | Press End Test button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.   |
| Total number of questions      | Indicated in the upper left-hand corner of the screen.   |