



# State of Alabama Home Builders Licensing Board Examinations Candidate Information Bulletin

## FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to <https://www.provexam.com/register>. You may also call us at 866-720-7768. [Click here](#) for more information about registering.
2. **WHERE CAN I TEST?** You may test at any one of Prov’s testing centers. [Click here](#) for a current list and directions to each of our Alabama testing centers.
3. **HOW MUCH DOES IT COST?** If both exams are taken on the same day the cost is \$130.00. If the exams are taken on separate days each exam cost is \$80.00.
4. **WHEN DO I GET MY TEST RESULTS?** Exam results are available at the testing center once you complete your exam.
5. **ARE THERE ANY STUDY AIDS?** Yes, in our [bookstore](#) we sell practice examinations to help you prepare for your test.
6. **WHAT IS ON THE TEST?** [Click here](#) for information about the available examinations.

## MORE QUESTIONS

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

<p>For Licensing Questions - <b>AHBLB</b> 445 Herron Street Montgomery, AL 36104 Ph: (334) 242-2230 Fax: (334) 263-1397 <a href="http://www.hblb.alabama.gov">www.hblb.alabama.gov</a> Office Hrs: 8 a.m. to 5 p.m.</p>	<p>For Testing Questions - <b>Prov</b> 5200 NW 43rd Street Suite 102-167 Gainesville, FL 32606 Phone: (866) 720-7768 Fax: (386) 518-6419 <a href="http://www.provexam.com">www.provexam.com</a> Hours: 8 a.m. to 6 p.m.</p>
---	---

## GENERAL TESTING INFORMATION

The Alabama Home Builders Licensure Board has contracted with Prov, Inc. to develop, and administer their licensing examination program for state licensed home builders. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your State of Alabama Home Builders License.

Alabama law requires that each individual who is engaged in residential construction in the State of Alabama to be licensed. To become licensed, a company representative must demonstrate competency by passing the required exams for which licensure is being sought.

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. If candidates have questions regarding which exam(s) to take, they must call the Alabama Home Builders Licensure Board at **(334) 242-2230**.

## EXAMINATION CATEGORIES & COST

Candidates seeking to be licensed as Home Builder’s in the State of Alabama must successfully complete two (2) examinations. The first test covers the technical trade elements of home building, whereas the second test covers the business and legal requirements as a licensed home builder. Both exams are open book and are timed. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

If both exams are taken on the same day the cost is \$130.00. If the exams are taken on separate days each exam cost is \$80.00.

TABLE OF CONTENTS

Frequently asked questions.....1  
 More questions.....1  
 General Testing Information .....1  
 Table of Contents .....2  
 Testing with Prov .....2  
 Where to take your exam.....2  
 How to Schedule Online .....2  
 Scheduling by Phone .....2  
 Cancel/Rescheduling Policy.....3  
 Preparing for Your Exams .....3  
 Exam Descriptions .....3  
 Purchasing Reference Materials & Study Guides.....4  
 Practice Exams Available from Prov .....5  
 Test Day Rules and Procedures .....5  
     Check-in Deadline ..... 5  
     Proof of Identity..... 5  
     Prohibited Items ..... 5  
     Approved Items ..... 5  
     Reference Material Rules..... 5  
     Visitor Policy..... 6  
     Unethical Conduct Policy ..... 6  
 Results Reporting.....6  
 Retesting Policy .....6  
 Reviews.....6  
 Exam Challenge Process .....6  
 Hand Score Request .....7  
 Prov’s Non-Discrimination Statement.....7  
 Special Accommodations.....7  
 Sample Test Questions .....7  
 Answers to Sample Questions.....8  
 Testing Site Availability.....8  
 Test Site Locations.....8  
 Test Site Instructions .....11

TESTING WITH PROV

Your 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 test.

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

Prov has established thirteen (13) testing centers within Alabama where candidates can take their examinations. These testing centers are located in Auburn, Birmingham, Enterprise, Huntsville, Jacksonville, Mobile, Montgomery Sheffield and Tuscaloosa. Site addresses, testing availability, and drive directions are provided at the end of this bulletin.


HOW TO SCHEDULE ONLINE

1. To schedule online, navigate to the following URL:  
<https://www.provexam.com/register>
2. Use the Dropdown menu under “Select Certifying Body”, and select:

**Alabama Home Builder’s Licensure Board**

3. Under “Select a License/certificate”, choose the license you are seeking:
  - o **Home Builder**
4. Enter the following information into the fields that are provided.
  - Name (First and Last)
  - Social Security number
  - Street address
  - City, State, Postal Code
  - Email Address
  - Telephone Number

Then select the button labeled: **Save Changes**

5. Select a Date, Time, Location for your exam by selecting the link labeled:  
 **Find suitable time and venue**
  6. Select the SCHEDULE hyperlink to check the calendar for the testing center.
  7. Select a test **date** and **time** from the calendar that matches your schedule. Confirm your selected date and time, and select **Add to Cart**.
  8. Proceed to payment. If you have provided an email address, the invoice for your exam payment will be automatically emailed to you.
- If you have any problems with online scheduling, give us a call at (866) 720-7768.

SCHEDULING BY PHONE

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, social security number and their address. 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 you need to change or cancel their testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline.

If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

**PREPARING FOR YOUR EXAMS**

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 examinations 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 examination. 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 you prepare for your exam by familiarizing yourself with the subject areas listed in

each exam description. Additionally, familiarize yourself with the reference materials that are allowed during the examination. The more time you spend outside of the testing room studying, the less time you will need to spend in the testing room trying to location information. You are encouraged to prepare your 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 examinations; however, all examinations 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 exams which may be useful to candidates after their testing is complete.

**EXAM DESCRIPTIONS**

**Alabama HBLB Business and Law**

<b>Number of Questions</b>	<b>40</b>
<b>Time allowed (hours)</b>	<b>2</b>
<b>Subject Area</b>	<b># Quest.</b>
Business Organization	2
Contract Management	4
Estimating & Bidding	8
Financial Management	5
Labor Laws	2
Licensing Laws	4
Lien Laws	2
Project Management	5
Risk Management	2
Safety (Reporting)	2
Board Rules	2
Tax Laws	2

**References**

- **Alabama -NASCLA Contractors Guide to Business, Law & Project Management, Alabama, Residential Construction**, 4<sup>th</sup>. ISBN: 978-1-948558-20-4 National Association of State Contractors Licensing Agencies, 23309 North 17th Drive, Building 1, Unit 10, Phoenix, AZ 85027. Available at [www.NASCLA.org](http://www.NASCLA.org)

**Alabama HBLB Skill Exam**

<b>Number of Questions</b>	<b>80</b>
----------------------------	-----------

<b>Time allowed (hours)</b>	<b>4</b>
<b>Subject Area</b>	<b># Quest.</b>
Plan Reading	10
Sitework & Foundations	10
Concrete and Reinforcement	7
Masonry	6
Carpentry	20
Roofing	7
Interior Finish	4
Exterior Finish	5
Associated Trades	6
OSHA	5

**References**

- **International Residential Code**, 2015. ISBN: Item # 3100S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org
- **Residential Home Builder Study Guide**  
ISBN: 978-1-323-55095-1 Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

OR

The following books can be used to **substitute** for the Residential Home Builder Study Guide.

- **Basic Safety**, 2009. ISBN: 978-0-136-09875-1. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com or http://nccer.pearsonconstructionbooks.com.
- **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
- **Study Guide for Residential Carpentry & Repair, 2nd edition**, 2014. ISBN: 978-1-269-78561-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

**PURCHASING REFERENCE MATERIALS & STUDY GUIDES**

The Home Builder examinations are delivered in an Open Book format, meaning that you are permitted to bring the various approved references into the testing center when you take your examinations. The reference books have been selected by both Prov and the Home Builder Board based on the ability of the publishers to keep costs low. You will notice that there are just a few books on the booklist.

While the cost of the individual books may seem expensive, it is important to understand that these book save hundreds over having to purchase each book separately.

Most 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.

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

- **Prov Bookstore**

10234 South 2460 East  
Sandy, Utah 84092  
<https://www.provexam.com/shop/>  
Toll Free: 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, Suite 380, Knoxville, TN 37915  
www.contractor-licensing.com  
800-952-0910
- **AAA Construction School, Inc.**  
34 Arlington Road South, Jacksonville, FL 32216  
www.aaaconstructionschool.com  
800-741-7277 or 904-722-9994
- **American Contractors Exam Services**  
737 Southern Hwy, Mineral Wells, WV 26150  
www.examprep.org  
800-992-1910
- **Builder’s Book Depot**  
1001 East Jefferson Rd, Ste 5, Phoenix, AZ 85034  
www.buildersbookdepot.com  
800-284-3434 or 602-252-4050
- **North American Contractors Association**  
www.infonaca.com  
336-540-0149

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

### PRACTICE EXAMS AVAILABLE FROM PROV

Prov also offers practice examinations in several exam categories. Practice examinations cost \$25.00 each and may be ordered either by phone or online at [www.provbookstore.com](http://www.provbookstore.com). Practice examinations prices do not include tax nor shipping. Candidates must be sure to use the correct shipping option when ordering. Prov provides practice exams for the following tests:

- AL Home Builder Business & Law Practice Exam
- AL Home Builder Skills Practice Exam

### TEST DAY RULES AND PROCEDURES

#### Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order 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 fees, and will be required to reschedule for a future testing date.

#### Proof of Identity

Upon arriving at the testing center, you 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. You will also be required to sign a test center log, and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

If you do not have a photo ID, you may still present a valid State driver's license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate.

#### 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

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

- **Pencils.** (Paper/pencil testing only)
- **Calculator.** Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.
- **Approved References.** (See information below).

#### Reference Material Rules

All examinations are designed to allow you to use **authorized** references while taking their exams. For a list of what reference materials are authorized for the exams, please refer to the exam description for the candidate's exam. All reference materials will be checked by the Prov test administrator prior to the candidates being permitted access to the testing room.

You should prepare your reference materials using **ONLY** the following methods.

- Highlighting
- Handwritten notes must be written in pen (ink)
- 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 in pencil NOT allowed in any portion of a reference book and will need to be erased prior to using the materials.
- Moveable tabs are NEVER permitted in a reference book.
- A reference book CANNOT contain Post-it notes.
- Photocopied documents CANNOT be added to a reference book.
- Photocopied versions of a reference book are NEVER permitted.
- Test preparation study guides are NOT approved references and are NOT permitted in the testing center; this includes practice examinations.

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

fees forfeited, and the Department will be notified of your dismissal from the exam. During the testing process you MAY 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 examination, or caught using unauthorized materials during the examination will be reported directly to the Department. 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.

### RESULTS REPORTING

Upon completion of an examination, your test will be scored and you will be provided with a score result while at the testing center. There is no charge for the on-site scoring. The State will be notified of your results automatically.

Candidates participating in this testing program can access their scores at any time (24/7) online by going to our website at [www.provexam.com](http://www.provexam.com), entering their Candidate ID and the password to access their candidate account. Upon reaching the candidate home page inside of Arkiv, candidates can select the MY ACCOUNT Tab and then the EXAM HISTORY button and see the results of all the exams they have taken with Prov.

All exams will be scored and graded against a cut-score of 65% for the Alabama HB Business & Law and 63% for the Alabama Home Builder. Because the examination process is a requirement for licensure with the State of Alabama, candidates automatically consent to permit Prov to share their test results with the State.

### RETESTING POLICY

Failed examinations can be retaken as often as is necessary. There is no waiting period and candidates can schedule a new testing session for the first available testing date. Candidates cannot retake an exam once they have passed that exam unless required by the State of Alabama.

### REVIEWS

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

Candidates may request a review of their exam after failing an exam category two (2) times. To be eligible for a review, candidates must score within 10% of the required passing score. The review for all tests is 1-1/2 hours in length. During the review candidates will be provided a printout of the 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** (includes tax) for each test reviewed. Candidates will request or schedule a review using the same methods described earlier for scheduling.

### EXAM CHALLENGE PROCESS

If during an exam or review, candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment form to Prov detailing why they feel the question is in error.

Candidates testing on computer may make their comments in the testing system, while those taking a paper/pencil format exam may submit comments on a comment form that can be obtained from the test proctor at the testing center.

Candidates who are reviewing an exam will automatically be provided with an Exam Comment form.

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.

**HAND SCORE REQUEST**

Prov ensures the accuracy of our exam results. Our computer system, is designed to identify and report any potential error in data collected from an exam 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 examination 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 exam 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 (includes tax).

**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 866-720-7768 or write to: Prov, Inc., 5200 NW 43<sup>rd</sup> St., 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 examination.

**SAMPLE TEST QUESTIONS**

The following are sample questions that reflect the format and style of the questions found on exams. **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. 8" o.c.
  - d. 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"

**TESTING SITE AVAILABILITY**

The following are the existing testing sites and testing days of the week. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

Location	Monday	Tuesday	Wednesday	Thursday	Friday
Athens-ASUA	*	*	*	*	
Auburn-AU- (By Appt)	*	*	*	*	*
Birmingham-JSCCJC					*
Birmingham-JSCCSHC		*		*	
Enterprise-ESC(Select)	*	*	*	*	*
Huntsville-CCC	*	*	*	*	
Huntsville-UA	*		*		
Jacksonville-JSC	*	*	*	*	*
Mobile-USA			*		
Montgomery-ASUM		*		*	*
Montgomery-AUM	*	*	*	*	*
Sheffield-NAEJATC				*	
Tuscaloosa-SSCC					*

**TEST SITE LOCATIONS**

1. **Athens State University**  
**Chasteen Hall**  
**300 North Beaty Street**  
**Athens, AL 35611**

**Directions: The University Testing Center is on the The University Testing Center is on the corner of the Clinton and Hobbs St. intersection.**

2. **Auburn University**  
**Biggio Center Testing Services**  
**112 S. College Street**  
**Auburn, AL 36849**

**Directions: For a campus map please feel free to visit:**  
<https://cws.auburn.edu/map.>

**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"



3. Jefferson State Community College –  
Jefferson Campus  
Lurleen Wallace Hall - Room 322  
2601 Carson Road  
Birmingham, AL 35215

Directions: For a campus map please feel free to visit:  
<http://www.jeffstateonline.com/locations/jefferson>.

4. Jefferson State Community College –  
Shelby-Hoover Campus  
4600 Valleydale Rd  
General Studies Building, Room 110  
Birmingham, AL 35242

Directions: For a campus map please feel free to visit:  
<http://www.jeffstateonline.com/locations/shelby/>.

5. Enterprise State Community College  
600 Plaza Drive  
Enterprise, AL 36331

Directions: Turn left when you arrive on campus and then turn right into parking lot. The library is on the right.

6. Calhoun Community College  
Huntsville Campus-  
Academic Testing Center  
102 B Wynn Drive, Building 1, Room 122  
Huntsville, AL 35805

Directions: For a campus map please feel free to visit: <http://www.calhoun.edu/about-calhoun/campus-maps/directions-to-the-huntsville-campus>

7. University of Alabama  
Huntsville Campus  
301 Sparkman Drive  
Wilson Hall, Room 202  
Huntsville, AL 35899

Directions: For a campus map please feel free to visit:  
<http://www.uah.edu/map>.

8. Jacksonville State University  
700 Pelham Road North  
434 Trustee Circle  
Jacksonville, AL 36265-1602

Directions: For a campus map please feel free to visit:  
[http://www.jsu.edu/campusmap/jsu\\_campusmap.pdf](http://www.jsu.edu/campusmap/jsu_campusmap.pdf)

9. University of South Alabama  
307 University Boulevard N  
Alpha Hall East - Room 326  
Mobile, AL 36688

Directions: For a campus map please feel free to visit:  
<http://www.southalabama.edu/maps/campusmap.pdf>. Testing center is number 2 on the map.

10. Alabama State University - Testing Center  
915 S. Jackson Street  
Edward Glenn McGehee Building  
McGehee Hall 105  
Montgomery, AL 36104

Directions: For a campus map please feel free to visit:  
<http://www.alasu.edu/about-asu/visiting-asu/index.aspx>.

11. Auburn University Montgomery  
Warner Robbins Taylor Center  
Center for Disability Services  
7400 East Drive, Room 147  
Montgomery, AL 36117-3596

Directions: For a campus map please feel free to visit:  
[http://www.aum.edu/docs/default-source/University-Relations-Docs/aum\\_directions.pdf?sfvrsn=0](http://www.aum.edu/docs/default-source/University-Relations-Docs/aum_directions.pdf?sfvrsn=0) or  
[http://www.aum.edu/sites/default/files/AUM\\_CAM\\_PUS\\_MAP\\_2017.pdf](http://www.aum.edu/sites/default/files/AUM_CAM_PUS_MAP_2017.pdf)

**12. North Alabama Electrical JATC**

**1805 E. 17th Street  
Sheffield, AL 35660**

**Directions: From I-65 N, Take exit 351 toward Athens, Turn left at AL-2 W/US-72 W/Lee Hwy, Turn right to stay on AL-2 W/US-72 W/Lee Hwy, Continue to follow AL-2 W/US-72 W, Turn left at AL-13 S/AL-2 W/US-43 S/US-72 W/S Court St, Continue to follow AL-13 S/AL-2 W/US-43 S/US-72 W, Turn right at E 17th St.**

**13. Shelton State Community College**

**Testing and Assessment Center, Room 1826  
9500 Old Greensboro Road, #188  
Tuscaloosa, AL 35405**

**DIRECTIONS: For a campus map please feel free to visit: [www.tour.ua.edu](http://www.tour.ua.edu).**

TEST SITE INSTRUCTIONS

# Pro<sup>✓</sup>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 Pro<sup>✓</sup> 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 in pen only, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- 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 Pro<sup>✓</sup> for theft of copyrighted testing materials.

**In the next few days, Pro<sup>✓</sup> 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 right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when <b>Time Remaining</b> reaches 0:00.
Selecting your answer	Use your mouse to select a number ( <b>1, 2, 3, or 4</b> ). 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 <b>Flag</b> 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 <b>Summary</b> .
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 <b>Comment</b> button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your examination handbook for more information on how comments are processed.
Moving to a different question	Use your mouse to select the <b>Next</b> or <b>Back</b> 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 <b>Summary</b> button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press <b>End Test</b> 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.