Florida Contractor Examinations
Candidate Information Bulletin

1. **HOW DO I REGISTER TO TEST?** To schedule for testing, go to scheduler.provexam.com. You may also call us at 801-733-4455. 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 Florida testing centers.

3. **HOW MUCH DOES IT COST?** The cost to take the tests for local licensing is $80.00 per test. Cost may vary.

4. **WHEN DO I GET MY TEST RESULTS?** Upon completion of a test, if your local jurisdiction allows you to be provided a score, 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.

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

For questions not addressed in this bulletin contact:

For Licensing Questions -	For Testing Questions -
Contact your local licensing jurisdiction.	**Prov, Inc.**
	150 Civic Center DR
	Suite 601
	Sandy, UT 84070
	Ph: (801) 733-4455
	www.provexam.com
	Office Hrs.: 8 a.m. - 6 p.m.

GENERAL TESTING INFORMATION

This Candidate Information Bulletin provides you with information about the testing and application process for becoming licensed in cities/counties in the State of Florida. To be licensed, you must pass a test to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations governing construction in Florida. The cities/counties have authorized Prov to develop and administer their contractor licensing testing program. Prov provides tests through a network of computer testing centers in Florida as well as other States. Prov works closely with the cities/counties to be certain that the licensing tests meet local requirements as well state requirements in basic principles and testing development standards. This bulletin has been developed to help explain the rules and processes candidates will need to undertake to complete the testing requirement for their cities/county's licenses.

Prov is not authorized to make the determination of which test(s) candidates must take. If a candidate is unsure which test is needed for the license being sought, resolve this question with your local licensing board before registering. If candidates take the wrong test, the test fee will not be refunded.

The following is an alphabetical listing of the tests administered by Prov for licensing 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. This information will describe the content of the test as well as provide information regarding study materials.

Below is a list of available tests.

- AC Commercial
- Acoustical Ceilings
- Acoustical Ceilings & Insulation
- Aluminum Construction
- Aluminum Construction & Limited Concrete
- Aluminum Siding
- Aluminum Structures & Specialties
- Ammonia Refrigeration Contractor

- Asphalt Sealing & Coating
- Awning Erection AE
- Boiler (Unlimited)
- Building Contractor
- Building Contractor (Spanish)
- Building Maintenance
- Building Maintenance (Spanish)
- Burglar & Fire Alarm Electrical 2014
- Burglar & Fire Alarm Electrical 2017
- Burglar Alarm Electrical 2014
- Burglar Alarm Electrical 2017
- Business and Law
- Business and Law (Spanish)
- Cabinet Installation and Millwork Contractor
- Carpentry
- Carpentry (Spanish)
- Commercial Paving
- Commercial Swimming Pool
- Concrete Coatings
- Concrete Contractor
- Concrete Forming and Placing
- Concrete Forming and Placing (Spanish)
- Concrete Placing and Finishing
- Concrete Placing and Finishing (Spanish)
- ConcreteSlabSawing & Core Drilling Contractor
- Decorative Metal Contractor
- Demolition
- Demolition (Spanish)
- Direct Burial Cable TV (CATV) Contractor 2014
- Direct Burial Cable TV (CATV) Contractor 2017
- Dredging
- Drywall
- Drywall & Lathing
- Electrical Communication and Sound 2011
- Electrical Communication and Sound 2014
- Electrical Fire Alarm 2014
- Electrical Fire Alarm 2017
- Electrical Sign Contractor 2014
- Electrical Sign Contractor 2017
- Elevator Electrical 2014
- Elevator Electrical 2017
- Elevator Installation & Maint Cat. Class "E"
- Excavation Contractor
- Exterior Surface Coating
- Fabric Awning Contractors
- Fabric Awning Contractors (Spanish)
- Fencing

- Fencing (Spanish)
- Finish Carpentry
- Finish Carpentry (Spanish)
- Garage Door Installer Contractor
- General Contractor
- General Contractor (Spanish)
- General Engineering Contractor
- General Engineering Contractor Spanish
- Glass & Glazing
- Gunite
- HARV Contractor
- Heating Contractor
- HVAC
- Insulation Journeyman
- Interlocking Pavers
- Irrigation Sprinkler
- Irrigation Sprinkler (Spanish)
- Journeyman AC (Limited)
- Journeyman Air Conditioning
- Journeyman Air Conditioning (Spanish)
- Journeyman Burglar Alarm 2014
- Journeyman Burglar Alarm 2017
- Journeyman Electrician (Spanish) 2017
- Journeyman Electrician 2014
- Journeyman Electrician 2017
- Journeyman Fire Alarm 2014
- Journeyman Fire Sprinkler
- Journeyman Gasfitter
- Journeyman General Mechanical
- Journeyman General Mechanical (Spanish)
- Journeyman Heating
- Journeyman Pipefitter
- Journeyman Plumber
- Journeyman Plumber (Spanish)
- Journeyman Plumber with Gas (Spanish)
- Journeyman Plumbing with Gas
- Journeyman Pressure & Process Piping
- Journeyman Refrigeration
- Journeyman Residential Electrical 2014
- Journeyman Residential Electrical 2017
- Journeyman Residential Plumber
- Journeyman Residential Plumber with Gas
- Journeyman Room Air Conditioning
- Journeyman Sheet Metal
- Journeyman Sign Electrician 2014
- Journeyman Sign Electrician 2017
- Journeyman Warm Air Heating

- Landscaping Contractor
- Landscaping with Irrigation
- Lightning Protection 2014
- Lightning Protection 2017
- Limited Insulation
- Limited Painting
- Limited Painting (Spanish)
- Limited Roofing
- Low Pressure Boiler
- Low Voltage (Spanish) 2014
- Low Voltage (Spanish) 2017
- Low Voltage 2014
- Low Voltage 2017
- Maintenance Electrician (Spanish) 2014
- Maintenance Electrician (Spanish) 2017
- Maintenance Electrician 2014
- Maintenance Electrician 2017
- Marine Construction
- Marine Contractor I
- Masonry
- Masonry (Spanish)
- Master AC (Limited)
- Master AC (Limited) (Spanish)
- Master AC (Unlimited)
- Master AC (Unlimited) (Spanish)
- Master Electrician (Spanish) 2014
- Master Electrician (Spanish) 2017
- Master Electrician 2014
- Master Electrician 2017
- Master Gasfitter
- Master Mechanical
- Master Pipefitter
- Master Plumber
- Master Plumber (Spanish)
- Master Plumber with Gas
- Master Plumber with Gas (Spanish)
- Master Residential Electrical 2014
- Master Residential Electrical 2017
- Master Residential Plumber
- Master Residential Plumber with Gas
- Master Sheet Metal
- Master Sign Electrician 2014
- Master Sign Electrician 2017
- Master Steam Generating Boiler & Boiler Piping
- Master Swimming Pool Maint (Commercial)(Span)
- Master Transporting Assembly Installer
- Master TV Antenna 2014

- Master TV Antenna 2017
- Master Warm Air Heating Contractor
- Master Warm Air Heating Contractor
- Mechanical Maintenance
- Mechanical Maintenance (Spanish)
- Metal Awning & Storm Shutter Contractor
- Metal Awning & Storm Shutter Contractor (Sp)
- Metal Decking & Siding
- Miscellaneous Metals Contractor
- Painting and Decorating
- Painting and Decorating (Spanish)
- Pile Driving & Foundation Engineer Contractor
- Plastering & Lathing
- Plastering & Lathing (Spanish)
- Plumbing Maintenance
- Plumbing Maintenance (Spanish)
- Pneumatic Concreting & Pressure Grouting
- Pool Decking Subcontractor
- Pool Maintenance
- Pool Steel Subcontractor
- Pool Tile Subcontractor
- Prefabricated Shed Installer
- Prestressed Precast Concrete Erection Contractor
- PrestressedPrecastConcreteErectionContractorSp
- Refrigeration & Air Conditioning Contractor
- Refrigeration (Limited)
- Refrigeration (Unlimited)
- Reinforcing Steel Placing Contractor
- Remodeling Contractor
- Rental Apartment Maintenance Repair Tech.
- Residential AC
- Residential Appliance Electrical 2014
- Residential Appliance Electrical 2017
- Residential Contractor
- Residential Swimming Pool
- Residential Swimming Pool (Spanish)
- Roof Deck
- Roofing (Spanish)
- Roofing Unlimited
- Screen Enclosure
- Sea-walls & Small Docks Engineering
- Siding, Windows & Doors
- Sign Contractor (Non-Electric)
- Solar Contractor Class CV
- Solar Water Heating Contractor
- Structural Steel
- Swimming Pool Finishing Contractor

- Swimming Pool Maintenance Contractor (Limited)
- Swimming Pool Maintenance Unlimited
- Swimming Pool Piping
- Temporary Structures Class TS
- Tile & Marble
- Tile, Terrazzo & Marble
- Tile, Terrazzo and Marble (Spanish)
- Tree Trimming and Removal
- Underground Utilities
- Unit Masonry Marble &Ext Veneer Contractor
- Unit Masonry Marble &Ext Veneer Contractor-Sp
- Unlimited Insulation
- Unlimited Painting
- Unlimited Painting (Spanish)
- Utility Electrical Contractor
- Utility Line
- Waterproofing Class W
- Wood Flooring Contractor

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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

You may take your examination at any of Prov's testing facilities nationwide.

Within Florida, Prov has thirty-four (34) testing centers where candidates can take their examinations. Site addresses, testing availability, and driving directions are provided at the end of this bulletin.

HOW TO SCHEDULE ONLINE

1. To schedule online, navigate to the following URL: scheduler.provexam.com

2. Enter your identifying information into the system. The County 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.

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

📅 Find suitable time and venue

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.
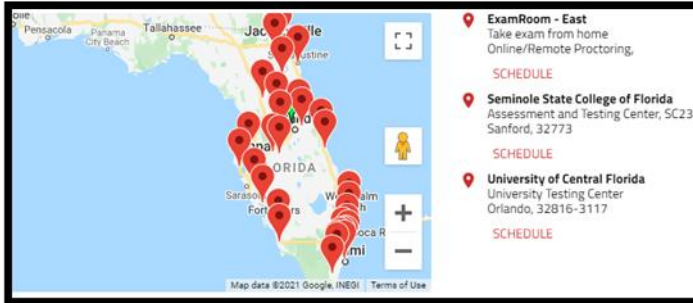
5. Select the SCHEDULE link to check the calendar for the testing center.
6. Select a test **date** and **time** from the calendar that matches your schedule.
7. Confirm your selected date and time and select **Add to Cart**.
8. Proceed to payment. If you have provided an email address, the invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, give us a call at (801) 733-4455.

SCHEDULING BY PHONE

To schedule for an examination by phone, candidates should contact Prov toll free at 801-733-4455. 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 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 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 & STUDY GUIDES

You will be provided with a list of reference books when you apply for your test. You can also go to our website for this info. In addition to publisher information, Prov has listed the reference book's ISBN and a website at which candidates can purchase the reference book. Most of the books for your examination are available from Prov using the following information.

- **Prov, Inc.**
- 150 Civic Center Dr, Suite 601
  Sandy, Utah 84070
  www.provbookstore.com
  801-733-4455

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
  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., #5, Phoenix, AZ 85034
  www.buildersbookdepot.com
  800-284-3434 or 602-252-4050
- **International Code Council**
  5360 Workman Mill Rd., Whittier, CA 90601
  11711 W 85th St., Lenexa KS 66214
  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
  336-540-0149

REFERENCE MATERIALS & STUDY GUIDES AVAILABLE FROM PROV

Candidates may purchase any of the following reference materials below by either visiting our website at www.provbookstore.com or by calling Prov at: 801-733-4455.

- 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
- Roofing Study Guide
- 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

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.

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:

- **Florida Building Contractor**
- **Florida Business & Law (NASCLA)**
- **Florida Business & Law (NASCLA) - Spanish**
- **Florida Business Procedures (Miami/Broward)**
- **Florida General Contractor**
- **Florida HVAC Contractor**
- **Florida Journeyman Electrician (NEC 2014)**
- **Florida Journeyman Electrician (NEC 2014) Sp**
- **Florida Journeyman Plumber**
- **Florida Journeyman Plumber with Gas**
- **Florida Master Electrician (NEC 2014)**
- **Florida Master Plumber**
- **Florida Master Plumber with Gas**
- **Florida Residential Contractor**

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.

Prohibited Items

No cameras, recorders, watches, 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.**
- **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
- Underlining in <u>pen</u> (ink) only.
- 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 <u>pencil</u> NOT allowed in any portion of a reference book and will need to be erased prior to using the materials unless authorized by your licensing jurisdiction.
- 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 a test, if your local jurisdiction allows you to be provided a score, 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. If your local jurisdiction does not allow your score to be provided at this time, you will have to wait for your jurisdiction to notify you of your score. Because the testing process is a requirement for licensure with the cities/counties in the State of Florida, candidates automatically consent to permit Prov to share their test results with their local licensing Board.

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 wait two days between examination attempts before rescheduling.

REVIEWS & PROV'S ACCEPTED PAYMENT METHODS

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 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 list 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 exam review is **$80.00** for each exam reviewed. Candidates will request or schedule a review by contacting Prov directly at 801-733-4455.

EXAM CHALLENGE PROCESS

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error. Candidates testing on computer may make their comments in the testing system. 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 submittal.

Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the Licensing Board.

The Board will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

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 801-733-4455 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 801-733-4455 or write to: Prov, Inc., 150 Civic Center Dr., Suite 601, Sandy, UT 84070.

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 (801) 733-4455. 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.

EXAM TEST SITE AVAILABILITY

You may take your examination at anyone of Prov's testing facilities nationwide.

You can also take the exam at home using Prov's Examroom® service.

What is Examroom?

Examroom is a remote test monitoring service that allows you to take the test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, on test day, you log into the Examroom website and request to start your exam.

A test proctor will greet you over your computer, verify your identity, take your picture, and observe you throughout the testing process.

How to decide whether to use Examroom? **Not every computer system is capable of taking a test on Examroom.** The following are the MINIMUM requirements that your computer system would need in order to qualify to take the test using the Examroom service:

- 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 use the following link to do a system check **before you schedule** the exam to make sure your computer system will support testing using the Examroom Service.

https://examroom.ai/systemtest/

When prompted "Permission to access camera and microphone", you must click "Allow".

If your system does not allow you to test at home, don't worry, we have some great testing locations that are not too far away.

Fixed Testing Locations

The sites shown are fixed locations where you may take your examination. The asterisk (*) on the chart shows which days of the week the exams are available for scheduling.

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

Locations	Mon	Tues	Wed	Thurs	Fri	Sat
Boca Raton – FAU		*	*	*		
Cocoa – ESC	*		*			
Clermont – LSSC-CC	*	*	*	*	*	
Davie – 1AI						*
Davie – FAUD		*		*		
Doral – MDC	*	*	*	*	*	
Fort Myers - FGCU	*	*	*	*		
Gainesville - SFC	*	*	*	*	*	
Hialeah - MDC	*	*	*	*	*	
Homestead - MDC	*	*	*	*	*	
Jacksonville-FSCJKC	*	*	*	*		
Lake Worth - PBSC	*	*	*	*		
Leesburg - LSSC	*	*	*	*	*	
Melbourne - EFSC		*		*		
Miami - MDC Med			*			
Milton – PSC-MC	*	*	*	*	*	
Naples - APS						*
No Miami -FIUBBC		*		*		
No Miami - MDC	*	*	*	*	*	
Ocala - CCF	*	*	*	*	*	
Orange Park-SJRSC		*				
Orlando - UCF	*	*	*	*	*	
Palatka - SJRSC		*	*			
Palm Bch Gardens-ACE		*	*	*		
Palm Bch Gardens-PBS		*		*		
Pensacola - PSC	*	*	*	*	*	*
Pensacola - PSCWC	*	*	*	*	*	
Pompano Bch – PTO				*	*	*
Sanford - SSCF	*	*	*	*	*	*
St. Augustine- SJRSC	*					
St. Petersburg- PTEC	*	*	*	*	*	
Tampa - USF	*	*	*	*	*	*
Winter Haven - PSC	*	*	*	*	*	*

FIXED TEST SITE LOCATIONS

Prov has established the following testing centers within Florida where candidates can take their tests.

NORTH FLORIDA LOCATIONS

1. **Santa Fe College**
   Placement & Assessment Center
   3000 NW 83rd Street
   Gainesville, FL 32606
2. **FL State College at Jacksonville-Kent Campus**
   Student Success/Assessment & Certification
   3939 Roosevelt Blvd., Bldg. A-102
   Jacksonville, FL 32205
3. **Pensacola State College**
   Milton Campus Test Center
   5988 Hwy 90, Bldg 4200
   Milton, Fl 32570
4. **Pensacola State College**
   Pensacola Student Services
   1000 College Blvd., Bldg. 6
   Pensacola, FL 32504
5. **Pensacola State College-Warrington Campus**
   Warrington Test Center
   5555 West Hwy 98, Bldg. 3300, Room 3307
   Pensacola, FL 32507-1097
6. **St. Johns River State College**
   Testing and Student Support Services
   5001 St. Johns Avenue, Bldg. T-113
   Palatka, FL 32177
7. **St. Johns River State College**
   Testing and Student Support Services
   283 College Drive, Bldg. A Room 061
   Orange Park, FL 32065
8. **St. Johns River State College**
   Testing and Student Support Services
   2900 College Drive, Building L -132
   St. Augustine, Fl 32084

CENTRAL FLORIDA LOCATIONS

9. **College of Central Florida**
   Department of Student Services
   3001 SW College Road, Bldg. 5-205
   Ocala, FL 34474
10. **Eastern Florida State College**
    Cocoa Campus Assessment Center
    1519 Clearlake Road, Bldg. 1-112
    Cocoa, FL 32922
11. **Eastern Florida State College**
    Melbourne Campus Assessment Center
    3865 North Wickham Road, Bldg. 10-218
    Melbourne, FL 32935
12. **Lake Sumter State College – S. Lake Campus**
    South Lake Campus Testing Center
    250 N Hancock Road, Bldg 1, Rm. 133
    Clermont, FL 34711
13. **Lake Sumter State College - Leesburg Campus**
    Testing Services
    9501 US Highway 441
    Leesburg, FL 34788
14. **Pinellas Technical Education Center**
    Testing & Assessment Center
    901 – 34th Street South, Bldg. G-2
    St. Petersburg, FL 33711
15. **Polk State College**
    Learning Resources Building - WLR201
    999 Avenue H, NE
    Winter Haven, FL 33881
16. **Seminole State College of Florida**
    Testing & Assessment Center
    100 Weldon Boulevard, Bldg. A-107
    Sanford, FL 32773
17. **University of South Florida**
    Testing Services - Northwest Edu. Complex
    13301 Bruce B. Downs Blvd., Bldg. NEC-116
    Tampa, FL 33620
18. **University of Central Florida**
    University Testing Center
    Howard Phillips Hall Room 106
    4297 Andromeda Loop N.
    Orlando, FL 32816-3117

SOUTH FLORIDA LOCATIONS

19. **Airport Pilot Shop**
    Testing & Assessment Center
    200 Aviation Dr. N. #Suite 10
    Naples, FL 34104
20. **Florida Atlantic University-Boca Raton**
    Testing Center -Student Support Services
    777 Glades Road, SU80, Bldg. 220 Rm 210
    Boca Raton, FL 33431
21. **Florida Atlantic University-Davie Campus**
    Testing Center -Student Support Services
    3200 College Avenue, Suite LA-244A
    Davie, FL 33314
22. 1st Allegiant Insurance LLC

Testing Center -Student Support Services
12555 Orange Drive, Suite 245
Davie, FL 33330

23. **Florida Gulf Coast University**
Testing - McTarnaghan Hall
10501 FGCU Blvd. South, Rm. 204
Fort Myers, FL 33965

24. **Florida International University - BiscayneBay**
Center for Academic Success
3000 NE 151st Street, Bldg. AC1-160
North Miami, FL 33181

25. **Miami Dade College – Hialeah Campus**
Testing & Assessment Center
1780 W. 49 Street, Bldg. 1-1220
Hialeah, FL 33012

26. **Miami Dade College - Homestead Campus**
Testing & Assessment Center
500 College Terrace, Bldg. A-114
Homestead, FL 33030

27. **Miami Dade College – Medical**
Testing & Assessment Center
950 NW 20 Street, Room 1303
Miami, FL 33127

28. **Miami Dade College – North Campus**
Testing & Assessment Center
11380 NW 27th Avenue
Miami, FL 33167

29. **Miami Dade College - West Campus**
Doral Testing & Assessment Center
3800 NW 115 Avenue, Room 1260-1
Doral, FL 33178

30. **Palm Beach State College**
Counseling and Testing
4200 Congress Avenue, Bldg. CT-115
Lakeworth, FL 33461

31. **Palm Beach State College**
Burt Reynolds Student Services Center
3160 PGA Boulevard, MS-45
Palm Beach Gardens, FL 33410

32. **Safe Foods Systems, Inc.**
Testing & Assessment Center
2206 NE 26th Street
Fort Lauderdale, FL 33305

33. **Premier Testing, LLC**
Testing & Assessment Center
2641 E. Atlantic Boulevard, Suite 305
Pompano Beach, FL 33062

34. **School Board of Palm Beach County**
Dept. of Adult and Continuing Education (ACE)

3950 RCA Boulevard, Suite 5002
Palm Beach Gardens, FL 33410

<div style="background-color:#c0504d;color:white">SAMPLE TEST QUESTIONS</div>

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. 8" o.c.
   d. 12" o.c.

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"

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

TEST SITE INSTRUCTIONS

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"

Written test site instructions are attached to this document that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.

Prov✓ 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 licensing jurisdiction.

- **NO TALKING**
- **NO EATING**
- **NO DRINKING**
- **NO TOBACCO USE**
- **NO CELL PHONES**
- **NO ELECTRONIC DEVICES**
- **NO VISITORS**
- **NO CHEATING**
- **NO TAKING NOTES**
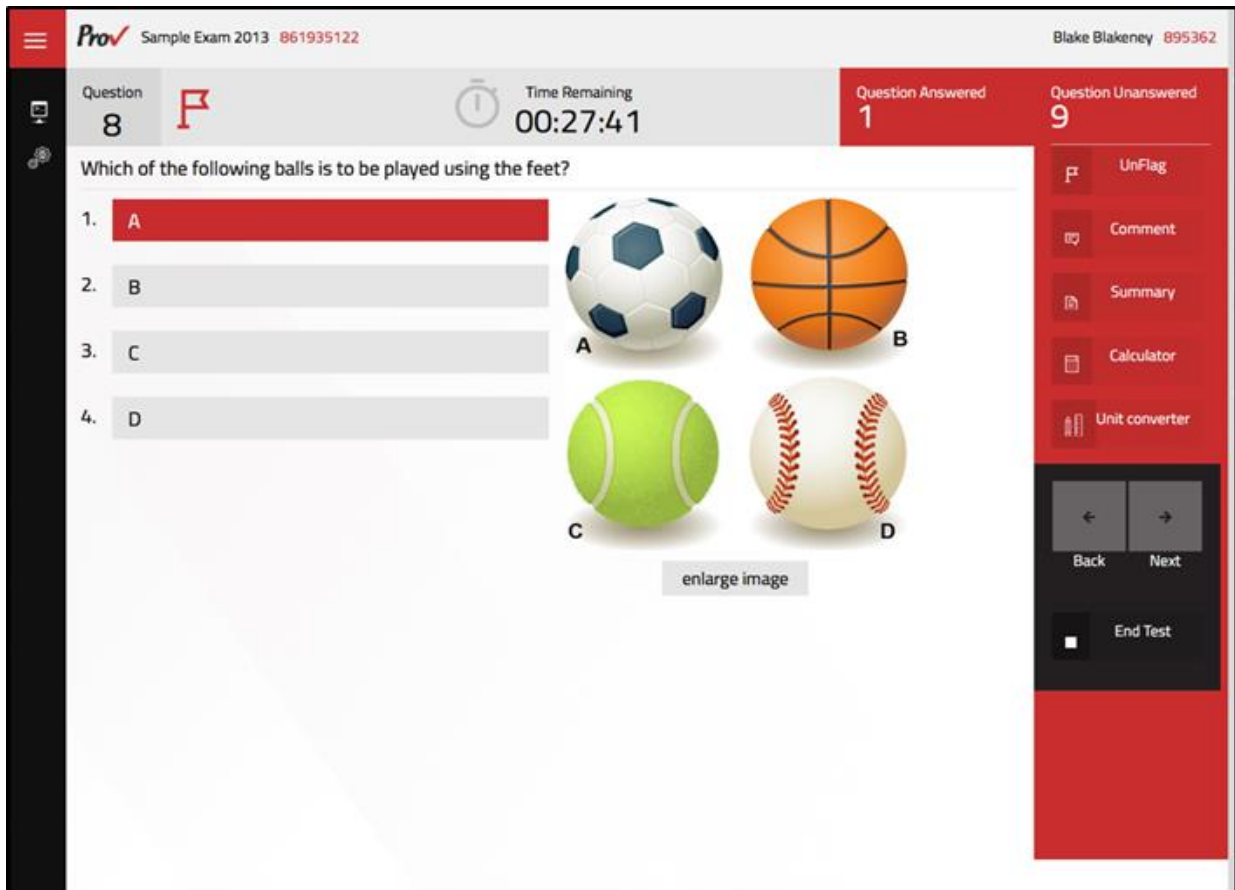- **NO MARKING IN BOOKS**

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 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 right-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 **Flag** 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.