CANDIDATE INFORMATION BOOKLET

Electrical Contractors' Licensure Examinations

Florida dbpr Department of Business & Professional Regulation

Effective February 2026

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Statement of Nondiscriminatory Policy

The Department of Business and Professional Regulation does not discriminate among candidates based on age, sex, race, religion, national origin, handicap, or marital status.

Please save this document for future reference.
Visit our website at:
https://www2.myfloridalicense.com/examination-information/

Introduction

This Candidate Information Booklet (CIB) is designed to introduce Computer Based Testing and provide candidate information for this examination. The Department of Business and Professional Regulation has retained the services of Pearson VUE to schedule, administer, score and report the results for computer-based testing. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations and offers licensing and credentialing support services to associations, state agencies, and private industry.

Your examination(s) will be administered on an electronic testing system. The testing system eliminates the use of paper, pencil and answer sheets. Candidates input their responses by entering the answer of their choice (A, B, C or D). Before you begin the examination, you will have an opportunity to go through a tutorial on the computer. The computer is very simple to operate; it should only take you a few minutes to learn to use it. The screen features a variety of function buttons to help candidates navigate through the examination. The function buttons are in the same position throughout the test. Candidates can mark a question for review, move forward or backward one question at a time, or move to a specific question.

The summary screen, which can be accessed at any time during the examination, shows the following candidates:

- Number of questions answered
- Number of questions unanswered and/or skipped
- Time remaining for the examination

Testing Locations and Reservations

To locate a Pearson VUE Test Center near you, as well as to check that site's availability, use this link to view the vendor website for more details: https://home.pearsonvue.com/fl/dbpr.

Making your Test Reservations

Candidates that already know their candidate identification number are reminded that they do not have to wait for a "Confirmation"/ "Authorization" letter to make their reservation.

Telephone or Internet Reservations

Call: 1.888.204.6230 and a Pearson VUE Customer Care Associate will help you to select a convenient examination date and location and answer any question you may have. The best times to call for a reservation are Monday – Friday (8am – 11pm), Saturday (8am – 5pm), and Sunday (10am – 4pm). You may register as far in advance as you would like to test based on seat availability. However, it is strongly recommended you call at least five (5) business days before the examination date desired since reservations are made on a first-come, first-served basis.

Candidates may register via the Internet. You may submit a request via the Internet to Pearson VUE website at https://home.pearsonvue.com/ twenty-four (24) hours a day, seven (7) days a week, provided you include a cred- it card number, electronic check or voucher, and valid email address. A reservation confirmation will be returned to you via email. Examination reservations may be canceled or changed

via the Internet.

Please have the following information when you call to make an examination reservation:

- Your authorization notice
- Candidate Identification number listed on your authorization notice
- Your full name, address and a daytime telephone number
- The location of the test center you desire
- The name of the examination you will be taking
- Credit card number, check, or voucher

The Examinations

The Electrical Contractors Certification exam is offered in two parts: a Business section (50 scored test questions, 2½ hours) and a Technical/Safety section (100 scored test questions, 5 hours). These two examination parts may include five or more additional pilot questions that will not be scored for or against you. Both parts are open-book exams.

Content Overview

Business

The Business section is offered as a computer-based exam through Pearson VUE. A candidate may sit for the Business section by appointment with Pearson VUE any time after the candidate receives approval from the department.

Technical/Safety

The Technical/Safety section is offered as a computer-based exam through Pearson VUE. The technical/safety section is designed to measure how well a candidate has mastered the fundamentals of electrical contracting and to measure his or her ability to interpret and apply the appropriate sections of the National Electrical Code (N.E.C.) and other applicable references to practical problems.

The questions have been designed so that a person who has the required minimum ability to use the N.E.C. and the necessary background knowledge of electrical contracting will find it easy to select the correct answer. A person who is not familiar with electrical contracting and cannot use the N.E.C. will find it hard to guess the correct answer to any question because they present the candidate with a choice of common misconceptions, common faults, incorrect practices, or plausible nonsense. Therefore, the candidate should read each question thoroughly and carefully and select the best answer to the question. Each question has only one correct answer, which will be graded as the correct answer to the question. All examinations consist of multiple-choice questions.

In certain areas (e.g., Section 220-10(b)) the N.E.C. stipulates a standard procedure that should be followed in normal circumstances while also permitting alternate procedures or exceptions in other circumstances. If the question does not obviously call for the application of an alternate procedure or exception, the candidate should apply the provision of the N.E.C. in accordance with the procedures stipulated for normal circumstances.

A candidate may sit for the Technical/Safety section by appointment with Pearson VUE any time after the candidate receives approval from the department. Each time a candidate fails the technical/safety section s/he must reapply to the department to receive a new authorization to test.

Content Outlines

The questions are based on the content outlines listed on the following pages which are separated for each examination. Candidates should use appropriate content outlines when studying the suggested references provided later in this booklet. It is suggested that each candidate become familiar with using the references, so that s/he can find the information necessary to answer the questions within a minimal amount of time. Candidates are strongly encouraged to bring the references for their specific specialty to the exam site to be used during the examination. A list of the acceptable references for each specialty is provided in this booklet.

Business Examination

Open Book
2 ½-hour examination
(This Part Required of All Certifications)

Subjects	*Number of Questions*
Maintaining Cash Flow	03 - 05
Estimating and Bidding a Job	05 - 07
Interpretation of Contracts and Agreements	04 - 06
Purchasing Control	00 - 02
Contract Scheduling	03 - 05
Obtaining Insurance and Bonding	04 - 06
Complying with Contracting Laws and Rules	05 - 07
Personnel Management	03 - 05
Complying with Payroll and Sales Tax Laws	06 - 08
Interpretation of Financial Statements and Reports	04 - 06
Management Accounting	02 - 04
Total Number of Questions	***50***

Technical/Safety Examinations

Unlimited Electrical Contractor
Open Book
5-hour examination

Subjects	*Number of Questions*
General Theory and Electrical Principles	19 - 21
Plan and Specification Reading and Interpretation	07 - 09
Wiring and Protection	13 - 15
Wiring Methods and Materials	11 - 13
Special Occupancies and Situations	13 - 15
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment	08 - 10
Life Safety and Americans with Disabilities Act	04 - 06
Electrical Signs, Outline Lighting, and Structural Considerations	02 - 04
Alarms/ Limited Energy	14 - 16
Total Number of Questions	***100***

Residential Electrical Contractor
Open Book
5-hour examination

Subjects	*Number of Questions*
General Theory and Electrical Principles	13 - 15
Plan and Specification Reading and Interpretation	12 - 14
Wiring and Protection	06 - 08
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment	08 - 10
Residential Life Safety and ADA	04 - 06
Motors	04 - 06
Box Fill	04 - 06
Demand Loads	05 - 07
Conduit Fill	02 - 04
Grounding Conductors	07 - 09
Neutral Loads	03 - 05
Appliance Loads	06 - 08
Service	08 - 10
Voltage Drop	04 - 06
Total Number of Questions	***100***

Alarm Systems Contractor I
Open Book
5-hour examination

Subjects	*Number of Questions*
General Theory and Electrical Principles	17 - 19
Plan and Specification Reading and Interpretation	18 - 20
Wiring and Protection	02 - 04
Wiring Methods and Materials	02 - 04
Special Occupancies and Situations	00 - 02
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment	08 - 10
Life Safety and Americans with Disabilities Act	04 - 06
Limited Energy/ Low Voltage	06 - 08
Central Station Facilities and Signaling	06 - 08
Premises Protective Signaling Systems	06 - 08
Initiating Devices	12 - 14
Burglar Alarms	07 - 09
Total Number of Questions	***100***

Alarm Systems Contractor II
Open Book
5-hour examination

Subjects	*Number of Questions*
General Theory and Electrical Principles	14 - 16
Plan and Specification Reading and Interpretation	18 - 20
Wiring and Protection	02 - 04
Wiring Methods and Materials	02 - 04
Special Occupancies and Situations	02 - 04
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment	08 - 10
Life Safety and Americans with Disabilities Act	04 - 06
Limited Energy/ Low Voltage	06 - 08
Central Station Facilities and Signaling	06 - 08
Premises Protective Signaling Systems	07 - 09
Initiating Devices	07 - 09
Burglar Alarms	12 - 14
Total Number of Questions	***100***

Limited Energy Specialty Contractor
Open Book
5-hour examination

Subjects	*Number of Questions*
General Theory and Electrical Principles	26 - 28
Plan, Schematics, and Diagram Reading and Interpretation	21 - 23
Wiring and Protection	10 - 12
Wiring Methods and Materials	10 - 12
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment	09 - 11
Americans with Disabilities Act	01 - 03
Limited Energy/ Low Voltage	16 - 18
Total Number of Questions	***100***

Sign Specialty Electrical Contractor
Open Book
5-hour examination

Subjects	*Number of Questions*
General Theory and Electrical Principles	23 - 25
Plan and Specification Reading and Interpretation	05 - 07
Wiring and Protection	13 - 15
Wiring Methods and Materials	13 - 15
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment	09 - 11
Electrical Signs, Outline Lighting and Structural Considerations	26 - 28
Signs Neon	04 - 06
Total Number of Questions	***100***

Lighting Maintenance Specialty Electrical Contractor
Open Book
5-hour examination

Subjects	*Number of Questions*
General Theory and Electrical Principles	25 - 27
Wiring and Protection	18 - 20
Wiring Methods and Materials	18 - 20
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment	09 - 11
Electrical Signs and Outline Lighting	18 - 20
Signs-Neon	06 - 08
Total Number of Questions	***100***

Utility Line Electrical Contractor
Open Book
5-hour examination

Subjects	*Number of Questions*
General Theory and Electrical Principles	15 - 17
Plan Specification Reading and Interpretation	09 - 11
Wiring and Protection	04 - 06
Wiring Methods and Materials	34 - 36
Utility Technical/Safety	19 - 21
OSHA, Safety, Procedures for Testing, and Use of Tools/Equipment	13 - 15
Total Number of Questions	***100***

Sample Questions

1. As condition of renewal of a certificate, the certificate holder must provide proof of completion of at least_____classroom hours of continuing education in one or more courses approved by the Board.

   A. 12
   B. 14
   C. 15
   D. 20

2. Any improvement for which the direct contract price is____or less is exempt from the provisions of Chapter 713 "Construction Lien Law" except for liens of persons in private.

   A. $1,000
   B. $1,500
   C. $2,500
   D. $5,000

3. Which of these company assets is NOT depreciated?

   A. automobiles
   B. construction equipment
   C. land
   D. office equipment

4. FICA taxes are paid by

   A. the employee.
   B. the employer.
   C. the government.
   D. both employer and employee.

5. Where liquid-tight flexible metal conduit is installed as a fixed raceway, it shall be secured at intervals NOT to exceed ____ feet and within 12 inches of every outlet box, junction box cabinet, or fitting.

   A. 3
   B. 4½
   C. 6
   D. 10

6. Wireways shall not contain more than____ current carrying conductors at any cross section.

   A. 10
   B. 20
   C. 30
   D. 50

7. One kilo Ohm is equal to____Ohms.

   A. 0.1
   B. 10.0
   C. 1,000.0
   D. 1,000,000.0

8. Class l power limited circuits shall be supplied from a source having a rated output of NOT more than volts and 1000 volt-amperes.

   A. 1.0
   B. 1.2
   C. 2.0
   D. 2.5

9. A storage battery's nominal voltage is computed based on 2.0 volts per cell for lead acid type and_____volts per cell for the alkali type.

   A. 1.0
   B. 1.2
   C. 2.0
   D. 2.5

10. If the current is 33 milliamps and the resistance is 750 Ohms, what is the voltage?

    A. 15.0
    B. 24.8
    C. 40.0
    D. 69.5

11. The individual conductors of a flexible cord or cable shall NOT be smaller than____AWG.

    A. 17
    B. 18
    C. 20
    D. 27

12. A fixture that weighs more than__pounds shall be supported independently of the outlet box.

    A. 25
    B. 40
    C. 45
    D. 50

13. The MAXIMUM spacing between supports for one-inch rigid nonmetallic conduit shall be_____feet.

    A. 3
    B. 5
    C. 6
    D. 8

14. Branch-circuit conductors supplying a single motor-compressor must have an ampacity of NOT less than____percent of the motor-compressor rated-load current or the branch circuit selection current, whichever is greater.

    A. 100
    B. 115
    C. 125
    D. 150

15. According to the National Fire Alarm Code, a heat detector of the fixed-temperature or rated-compensated spot-pattern type that has a temperature classification of Very Extra High (range 205° to 259° C) shall be color coded

    A. blue.
    B. green.
    C. red.
    D. white.

16. According to NFPA 780, a zone of protection is

A. a three-foot circumference surrounding a lightning protection system.
B. the space next to a lightning protection system that is substantially immune to direct lighting flashes.
C. any building with a non-metallic, covered roof.
D. the period of time after a direct lightning flash when there is a low probability of a second or additional flash.

17. The current in the following circuit will be __ amperes.



A. 0.2
B. 2.0
C. 20.0
D. 7,200.00

18. The term for the flow of electrons through a circuit is

A. current.
B. impedance.
C. resistance.
D. voltage.

19. The symbol for capacitive reactance is

A. XC.
B. XL.
C. RC.
D. RL.

20. Dimmers used in theaters and similar locations, installed with ungrounded conductors, shall have over-current protection NOT greater than____percent of the dimmer rating, and shall be disconnected from all ungrounded conductors when the master or individual switch or circuit breaker supplying such dimmer is in the open position.

A. 100
B. 125
C. 150
D. 200

Answers

1. B	6. C	11. D	16. B
2. C	7. C	12. D	17. B
3. C	8. A	13. A	18. A
4. D	9. B	14. C	19. A
5. B	10. B	15. B	20. B

References

In addition to general trade knowledge, questions are based on the reference lists provided on the following pages. Only those references listed will be allowed at the examination site. Editions earlier or later than those listed below can be brought to the examination but AT YOUR OWN RISK. However, only one copy of each reference will be allowed into the examination.

No scratch paper, class notes, formulas, sample questions, bound or loose-leaf study materials, notes or similar material will be allowed in the examination room. Only original edition reference materials will

be allowed for use at the examination, except for the references specifically indicated on the reference list as a PDF file. These materials must be printed and bound in a spiral notebook or a three or more hole-puncher binder to be allowed in the examination room. Permanently attached tabs may be used in reference books. Post-it ® Notes, pull-off labels or removable tabs will NOT be allowed.

In the chart that follows, Electrical Certification areas are indicated as:

UE– Unlimited Electrical Contractor
RE– Residential Electrical Contractor
AI– Alarm Systems I Contractor
AII– Alarm Systems II Contractor
LE– Limited Energy Specialty Contractor
SS– Sign Specialty Electrical Contractor
LM– Lighting Maintenance Specialty Contractor
UL– Utility Line Contractor
BZ– All eight (8) of the above Certification areas are required to take the Business Component through our vendor at a Computer-based Testing site.

Electrical Contractors' Reference List										
Ref. Code	**Reference**	**UE**	**RE**	**AI**	**AII**	**LE**	**SS**	**LM**	**UL**	**BZ**
RN50	Florida Contractors Manual, 2021 **A BOUND pdf version of the index to this book may be brought into the test centers for use on the exam.** **** Effective August 21, 2027, the 2025 edition will be used for the exam.**	♦	♦	♦	♦	♦	♦	♦	♦	
	1. Florida Unemployment Comp. Employer Handbook									◊
	2. Florida Workers' Comp. Law (F.S. Chapter 440)									◊
	3. Construction Lien Law (F.S. Chapter 713)									◊
	4. Fire Marshal Code (F.S. Chapter 633)	♦		♦						
	5. Employer's Tax Guide, Circular E									◊
	6. "Accounting"									◊
	7. Americans with Disability Act	♦	♦	♦	♦	♦	♦	♦	♦	
	8. F.S. Chapter 489, Part II, and 61G6, F.A.C.									◊
	9. "Bonding; Contracting and Subcontracting"									◊
	10. Handy Reference Guide to the Fair Labor Standards Act									◊
	11. Recordkeeping Guidelines for Occupational Injuries/Illnesses	♦	♦	♦	♦	♦	♦	♦	♦	◊

RN7	MANCOMM Code of Fed. Regulation, Title 29 (OSHA) Parts 1926, 1910, 1904 – July 2020 edition **** Effective August 21, 2027, the 2025 edition will be used for the exam.**	♦	♦	♦	♦	♦	♦	♦	♦	
RN9	NFPA 70-National Electrical Code, 2023 edition **** Effective August 21, 2027, the 2026 edition will be used for the exam.**	♦	♦	♦	♦	♦	♦	♦	♦	
RN10	NFPA 72-National Fire Alarm and Signaling Code, 2019 edition **** Effective August 21, 2027, the 2025 edition will be used for the exam.**	♦	♦	♦						
RN12	NFPA 780-Lightning Protection Code, 2017 edition **** Effective August 21, 2027, the 2026 edition will be used for the exam.**	♦	♦			♦				
RN13	NFPA 101-Life Safety Code, 2018 edition	♦	♦	♦						
RN14	Fire Alarm Signaling Systems Hand- book, Bukowski & Moore, 3rd Ed., 2003 or 4th Ed., 2010	♦		♦						
RN20	UL 681-Installation and Classification of Burglar and Holdup Alarm Systems **** Effective August 21, 2027, the 2014 edition will be used for the exam.**	♦		♦	♦					
RN21	UL 365-Police Station Connect. Burg. Alarm Units	♦		♦	♦					
RN23	Engineering Sign Structures, An Introduction to Analysis and Design	♦					♦			
RN25	NEON, Techniques and Handling	♦					♦	♦		
RN28	Design and Control of Concrete Mixtures, 16th or 17th edition	♦					♦		♦	
RN30	Telecommunication Wiring, 2001, 3rd edition	♦		♦	♦	♦				
RN33	National Electrical Safety Code C2-2017 **** Effective August 21, 2027, the 2023 edition will be used for the exam.**								♦	
RN35	The Lineman's and Cableman's Handbook, 2017, 13th edition **** Effective August 21, 2027, the 2023 edition will be used for the exam.**								♦	

RN39	NTC Blue Book Low Voltage Systems 2020 **** Effective August 21, 2027, the 2025 edition will be used for the exam.**	♦		♦	♦					

Ordering and Additional Information

RN50 Contractors Manual, Florida Contractors Manual, 2021 edition. Associated Builders and Contractors Florida East Coast Chapter, Inc., Phone: 954.951.3911. 3730 Coconut Creek Parkway, Suite 200, Coconut Creek, FL 33066.
A BOUND pdf version of the index to this book may be brought into the test centers for use on the exam.
***** Effective August 21, 2027, the 2025 edition will be used for the exam.***

1. Florida Unemployment Compensation Employer Handbook (In Chapter 5 of the Contractors Manual)

2. Florida Workers' Compensation Law, (Florida Statutes, Chap. 440). (In Chapter 6 of the Contractors Manual)

3. Construction Lien Law, (Florida Statutes, Chap. 713). (In Chapter 9 of the Contractors Manual)

4. Fire Marshal Code– Fire Prevention and Control, (Florida Statutes, Chap. 633). (In Chapter 5 of the Contractors Manual)

5. Employer's Tax Guide, Circular E. (In Chapter 3 of the Contractors Manual)

6. "Accounting." (In Chapter 3 of the Contractors Manual)

7. Americans with Disabilities Act, Accessibility Guidelines for Buildings and Facilities, 28 Code of Federal Regulations, Part 36. Appendix A, July 1, 1994, OR Americans with Disabilities Act, Accessibility Guidelines for Buildings and Facilities, 28 Code of Federal Regulations, July 1996, Appendix A to Part 1191 (In Chapter 5 of the Contractors Manual) OR Florida Accessibility Code for Building Construction. 1997.

8. Florida Statutes, Chapter 489, Part II, and Florida Administrative Code, Chapter 61G6. (In Chapter 2 of the Contractors Manual)

9. "Bonding" (In Chapter 4 of the Contractors Manual)

10. "Contracting and Subcontracting." (In Chapters 2, 3, 8 and 10 of the Contractors Manual)

11. Handy Reference Guide to the Fair Labor Standards Act. (In Chapter 5 of the Contractors Manual)

12. Recordkeeping Guidelines for Occupational Injuries and Illnesses. (In Chapters 3, 5 and 7 of the Contractors Manual)

RN7 MANCOMM Code of Federal Regulations, (OSHA) 29 Parts 1926, 1910, 1904 – July 2020 edition. The Government Printing Office Bookstore, 100 West Bay Street, Jacksonville, FL 32202. https://bookstore.gpo.gov (Ph: 866.512.1800), mancomm.com (Ph: 800.417.2531) ** ***Effective August 21, 2027, the 2025 edition will be used for the exam.***

RN9 NFPA 70 – National Electrical Code, 2023, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101. ** ***Effective August 21, 2027, the 2026 edition will be used for the exam.***

RN10 NFPA 72 – National Fire Alarm and Signaling Code, 2019, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101. ** ***Effective August 21, 2027, the 2025 edition will be used for the exam.***

RN12 NFPA 780 – Lightning Protection Code, 2017, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101. ** ***Effective August 21, 2027, the 2026 edition will be used for the exam.***

RN13 NFPA 101 – Life Safety Code, 2018, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

RN14 Fire Alarm Signaling Systems Handbook, Bukowski & Moore, 4th Edition, 2010. Available at www.SFPE.org Bookstore or www.NFPA.org.

RN20 UL 681 – Installation and Classification of Burglar and Holdup Alarm Systems, 2001-2 text and amendments. This text (and RN21) is available as a PDF file free of charge only to candidates approved to take one or more of the Alarm One, Alarm Two, and Unlimited examinations. Please be sure that you have applied to take at least one exam and have been approved before making a request. To email your request, please send your first and last name and/or your candidate ID number to: ElectricalContractors.Reference@myfloridalicense.com. Please make one combined request for UL 681 and UL 365. ** ***Effective August 21, 2027, the 2014 edition will be used for the exam.***

RN21 UL 365 – Police Station Connected Burglar Alarm Units and Systems, 2001-2 text and amendments through March 2005. Please see above guidelines for requesting RN20 to receive a free copy of this text.

RN23 Engineering Sign Structures, An Introduction to Analysis and Design, 1998, Jones, Benjamin, Brown Technical Books, 7902 Oakington Drive, Houston, TX 77071. www.browntechnical.org, info@browntechnical.org.

RN25 NEON, Techniques and Handling, 1997, 4th edition, Samuel C. Miller, Brown Technical Books, 7902 Oakington Drive, Houston, TX 77071. www.browntechnical.org, info@browntechnical.org.

RN28 Design and Control of Concrete Mixtures, 16th or 17th edition, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077-1083.

RN30 Telecommunication Wiring, 2001, 3rd edition, Herrick, Clyde, N., and McKim, C., Lee, Prentice Hall, Englewood Cliffs, NJ 07632.

RN33 National Electrical Safety Code, C2-2007, The Institute of Electrical and Electronics Engineers, Inc., 345 East 47th Street, New York, NY 10017-2394. ***** Effective August 21, 2027, the 2023 edition will be used for the exam.***

RN35 The Lineman's and Cableman's Handbook, 2017, 13th edition, Kurtz, Shoemaker, and Mack, McGraw-Hill Publishing Co., P. O. Box 546, Blacklick, OH 43004-0546. ***** Effective August 21, 2027, the 2023 edition will be used for the exam.***

RN39 The National Training Center Blue Book Low Voltage Systems 2020 edition. A professional publication by NTC. NTC Blue Book | National Training Center. ***** Effective August 21, 2027, the 2025 edition will be used for the exam.***

Pilot Testing

The Examination may contain a small number of experimental or "pilot test" questions. The purpose of including pilot test questions within the examination is to expand and improve the bank of questions from which future examinations will be drawn. This is a common practice used by many national and state examination programs and is a critical step in ensuring the continued reliability and validity of these examinations.

If pilot test questions are included within the examination, these questions will NOT be counted when computing scores. Additional time will be given to answer the pilot test questions. The time allowed for testing has been evaluated to ensure there is adequate time for completing test questions and pilot questions.

Pilot questions are NOT identified. If the pilot questions were identified, many of the candidates would skip them, and the results would not be valid. The development of a good examination requires accurate candidate response information for the pilot questions.

Test Taking Advice

The advice offered here is presented primarily to help you demonstrate knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments.
- Be sure to record an answer for each question, even the items about which you are not completely sure. You can note the questions you wish to reconsider on the computer testing system and return them later.
- Alert a Proctor or Test Center Manager to any problems that may occur during the examination. Do not wait until the examination is over to inform someone about a

problem.

Supplies

It is expressly understood by each candidate that the State of Florida, and/or the Department of Business and Professional Regulation, and the Department's staff hereby assume absolutely no liability of any nature whatsoever for any items of the candidate's personal property which may have been brought to, left at, or left outside the examination site.

It is further understood that the candidate's admission to the examination shall hereby constitute the candidate's full, knowing, and complete waiver of all such claims against the State of Florida, and/or the Department of Business and Professional Regulation, and the Department's staff.

What to Bring

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

- Personal items are not permitted in the examination room. Any personal items such as toiletries, snacks, etc. must be encased in a clear plastic bag, no larger than 8" X 11" in size and kept in the locker provided by the vendor.
- Two forms of valid signature identification, one of which is government issued: driver's license, state identification card, passport or military identification card. **Student or employment I.D. cards and photo bearing credit cards are not acceptable as picture bearing identification.** Candidates will not be admitted without showing proper identification. Your name and address must match what was submitted in your application.
- Calculators are permitted if they are silent, hand-held, battery-operated, nonprinting, and without an alphabetic keypad. Solar calculators are not recommended
- To better serve our "English as a second language" candidates, the Bureau of Education and Testing are permitting the use of foreign language translation dictionaries during the examination. Translation dictionaries shall contain word-for-word or phrase translations ONLY. Dictionaries that contain definitions of words, explanations of words, or handwritten notes may NOT be used.
- Electronic translation dictionaries are NOT recommended as most will have more than word-for-word or phrase translations, an alphabetic keypad, have mathematical formulas and stored memory capabilities. Should these electronic translation devices have these capabilities; these devices WILL be rejected by the Proctor or Test Center Manager in NOT being suitable for the test site environment.
- Testing Center staff will inspect and approve each dictionary before it can be used during the examination. To maintain security and to ensure fairness to all candidates, candidates are limited to the use of a single dictionary.
- If you have any questions concerning acceptable translation dictionaries, please contact the Bureau of Education and Testing at 850.487.1395.

What not to Bring

Unauthorized supplies, those not listed in this Candidate Information Booklet, will be subject to

removal by the Department's representative at the examination site. Personal items are not permitted in the examination room. Any personal items such as toiletries, snacks, etc. must be encased in a clear plastic bag, no larger than 8" X 11" in size and kept in the locker provided by the vendor.

The following items are NOT allowed in the examination room:

- Cameras, tape recorders, or computers
- Pagers, electronic transmitting devices, or telephones (watches with alarms or beepers should be set so that they will NOT sound or go off during the examination administration)
- Any bound or loose-leaf reference materials and notes
- Dictionary, thesaurus, or other spelling aids
- Canisters of mace, pepper spray, or other personal defense items
- Purses, briefcases, portfolios, fanny packs, or backpacks

Administrative Policies

Change and Cancellation Policies

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

Absence Policy

If you are unable to attend the examination for which you were scheduled, you may be excused for the following reasons:

- Your illness or that of an immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE no later than four days after the original examination date. Documentation of medical absences must have the original signature of the medical practitioner. Stamped signatures will NOT be accepted. **You will be required to pay for your examination in full, and possibly reapply to DBPR, if you do not show up for your exam appointment.**

Admission to the Examination

When registering at the test center, you will be required to have the following items:

- Two forms of valid signature identification, one of which is government issued: driver's license, state identification card, passport or military identification card. **Student or employment I.D. cards and photo bearing credit cards are not acceptable as picture bearing identification.** Candidates will not be admitted without showing proper identification. Your name and address must match what was submitted in your

application.

Admission Procedures

- Please report to the test center thirty (30) minutes prior to your scheduled examination. As part of the checking–in process, a photo will be taken of the candidate prior to taking the exam. This photo will be visible on the candidate's exam result report. The Test Center Manager will assign you a seat and assist you with the computer. You may take up to fifteen (15) minutes to complete the tutorial, and the Test Center Manager will answer any questions you may have about the computer testing unit at this time.
- The time you spend on the tutorial will NOT reduce the time allotted for taking your examination. When you feel comfortable with the computer testing unit, you may begin your examination. The time of the examination begins the moment you look at the first question on your examination.
- Your specific reporting time will be given to you when you make your examination reservation. Please allow yourself sufficient time to find the test center. Make sure you have all necessary documentation before you report for registration.
- At the completion of the examination, your score report will provide instructions on the next step of the licensure process.

Late Arrivals

Test Center Managers will review the daily schedule for that day to determine if the candidate can be accommodated due to tardiness. If the tardiness was caused by an emergency (i.e., car trouble, traffic accident, etc.) the candidate must provide documentation of the event. If the candidate cannot be accommodated due to unexcused tardiness, they will be liable for the test fee for that day in addition to the new test fee and classified as a "No Show."

Rules for the Examination

- The examination materials, documents, or memoranda of any kind are not to be taken from the examination room.
- Listen carefully to the instructions given by the Test Center Manager and read all directions thoroughly. Test Center Managers are NOT qualified or authorized to answer questions concerning examination con- tent. However, if you have any procedural questions, they will do their best to assist you.
- If you have a concern about the content of an examination question, please request a "Candidate Comment Form."
- You must have the Test Center Manager's permission to leave the examination room. You will NOT be allowed additional time to make up for time lost.
- Smoking will not be permitted in an examination room or in the restrooms, based on the October 1985 Florida Clean Indoor Air Act.
- Do not bring food into the examination room. If applicable, a lunch break will be provided. Drinks are allowed in spill proof containers. Children and visitors are NOT allowed in the test center.
- You are NOT permitted to take personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have

completed the test. Pearson VUE and the Department are NOT responsible for lost or misplaced items.

- Under NO circumstances will you be permitted to work beyond the time allotted for the examination. Time limits are generous; you should have ample time to answer all questions and check all work.

Apparel

Please dress comfortably, but appropriately, for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable for each candidate, and from time to time there are maintenance problems beyond the Department's or Pearson VUE's control. It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

Change of Address

If an address change occurs after your examination administration, please make corrections at https://www2.myfloridalicense.com/online-services/ or by completing the change of address form provided at the end of this booklet.

Change or Correction of Name

If you have a name change or correction, please send a copy of notarized legal documentation to the Central Intake Unit-License Maintenance immediately.

Special Testing Accommodations

The Department of Business and Professional Regulation certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USCG Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination.

All applicants for an examination or a reexamination who desire special testing accommodation due to a disability must submit an application to the Special Testing Coordinator prior to each exam. The application can be found at:
https://www2.myfloridalicense.com/servop/testing/documents/ada_applic.pdf.

The application for accommodation must be completed and returned to the Bureau of Education and Testing at:

Department of Business and Professional Regulation
Bureau of Education and Testing
Special Testing Coordinator
2601 Blair Stone Road
Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please visit our webpage at:
https://www2.myfloridalicense.com/examination-information/special-testing-accommodations/.

Scoring Information and Grade Notification

Scoring Procedures

All questions are equally weighted. The minimum percentage score needed to pass the Business section as well as the Technical/Safety section is 75 percent.

Notification of Results

All candidates will receive an official photo-bearing exam result report immediately following completion of their examination. Please verify that all information is correct on your exam result report prior to leaving the test center.

Examination Review and Fees

Candidates who fail an examination are entitled to review the questions they answered incorrectly, under such terms and conditions as may be prescribed by the Department of Business and Professional Regulation. Candidates are entitled to review only their most recent examination. The candidate shall be permitted to review only those questions the candidate answered incorrectly.

The request to review must be made within 21 days from the date of the examination and can be scheduled by going online to: https://home.pearsonvue.com/ or by calling 1.888.204.6230. The same security requirements observed at the examination will be followed during the review session. Reviews will be held at a Pearson VUE testing center.

While DBPR fees for applications and licensure are being reduced to offset the increases in examination fees, candidates may still visit the Pearson VUE Web Page to purchase vouchers for their examinations before the new fees take effect on January 3rd. The vouchers can be redeemed within 12 months from the date they are issued and allow candidates to pay for their examinations at current prices before the new fee amounts go into effect on January 3rd.

Review Session

The review session is an extension of examination administration. Only the candidate may attend the review session. Proper identification is required to obtain entry. No talking or note taking of any kind is allowed. Candidates will have one (1) hour to complete their review.

Challenge Process

Written challenges are accepted for DBPR developed examinations. Candidates are given an opportunity during the review session to note in writing, on the computer, any objections they have to questions answered incorrectly. The challenges are forwarded to the Bureau of Education and Testing for review by a Psychometrician and subject matter experts to determine if there is any merit to the candidate's objection.

The response time to challenges, on average, is approximately 21 days. Due to the confidential nature of the examinations, the only response you will receive is "credit" or "no credit" for each challenged question. Credit will only apply to the candidate who reviewed and challenged. Per Rule 61-11.017(g)

the candidate's challenges must be submitted in writing during the scheduled review. Any challenges or supporting documentation submitted after the candidate has left the review room shall not be accepted.

For informal review and formal hearing procedures visit:
https://www2.myfloridalicense.com/examination-information/examination-reviews-and-hearings/.

Reexamination Information

Business Examination

Candidates are allowed three (3) attempts for the Business section. After three (3) unsuccessful attempts the candidate must reapply to the department to receive a new authorization to test.

Technical/Safety Examination

Each time a candidate fails the technical/safety section s/he must reapply to the department to receive a new authorization to test.

Appendix

Points of Contact

Please contact the appropriate office for questions regarding the following:

Application Policies and Fees
Customer Contact Center
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.487.1395

Scheduling, Grade Notification, and Reviews
Pearson VUE, Inc.
Customer Care at 1.888.204.6230
Website: https://home.pearsonvue.com/
Fax-Back System at 1.800.274.8920

Formal Hearings
Department of Business and Professional Regulation
Bureau of Education and Testing
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.487.1395

Requests for Special Testing Accommodations
Department of Business and Professional Regulation
Bureau of Education and Testing
Special Testing Coordinator
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
BETSpecialTesting@myfloridalicense.com

For information regarding hotels or directions to the examination site, contact the Chamber of Commerce in the city where your examination has been scheduled.

Visit our website at:
https://www2.myfloridalicense.com/examination-information/

Please fill out the change of address form below and return it to:

Florida Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
Fax: 850.487.9529

Address Change Form

Please type or print in the appropriate spaces below if you have a change of address correction.

Name: _____

*Social Security #: _____

Examination Date: _____

Candidate Number: _____

Phone Numbers: _____
Area Code/Home Number Area Code/Work Number

Old Address: _____

New Address: _____

Signature: _____

NOTE: If your name has changed, please use your prior name on this form and contact the Central Intake Unit for name change information.

*Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary, unless specifically required by Federal Statutes. In this instance, Social Security Numbers are mandatory pursuant to Title 42, United States Code, Sections 653 and 654; and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L. 193, Sec. 317.

Common Abbreviations and Definitions

Abbreviations	Definitions
DBPR	Department of Business and Professional Regulation
F.S.	Florida Statute
F.A.C.	Florida Administrative Code
BET	Bureau of Education & Testing
ADA	Americans with Disability Act
CBT	Computer Based Testing
CE	Continuing Education
CIB	Candidate Information Booklet
BCAIB	Building Code Administrators and Inspectors Board
ICC	International Code Council
FBC	Florida Building Commission
CILB	Construction Industry Licensing Board
ECLB	Electrical Contractors' Licensing Board
FAQ	Frequently Asked Questions