



# Miami-Dade County Construction Trades Qualifying Board Examinations Candidate Information Bulletin

## FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** To schedule for testing, go to [scheduler.provexam.com](http://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. **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.
4. **ARE THERE ANY STUDY AIDS?** Yes, in our [bookstore](#) we sell practice examinations to help you prepare for your test.
5. **WHAT IS ON THE TEST?** [Click here](#) for information about the available examinations.

## MORE QUESTIONS

For licensing questions not addressed in this bulletin contact:

Miami-Dade County Department of Regulatory and  
Economic Resources  
11805 SW 26 Street  
Suite 207  
Miami, Florida 33175  
Phone: 786-315-2880  
Fax: 786-315-2450

[https://www.miamidade.gov/global/license.page?Mduid\\_license=lic1677272391446892](https://www.miamidade.gov/global/license.page?Mduid_license=lic1677272391446892)

OR

Miami-Dade County Transportation & Public Works  
Department  
Construction Trades Qualifying Board  
111 N.W. 1st Street, Suite 1510  
Miami, Florida 33128  
Phone: 305-375-2705  
Fax: 305-375-3876  
<http://www.miamidade.gov/publicworks/>

For Testing Questions -

Prov, Inc.  
150 Civic Center Dr  
Suite 601  
Sandy, UT 84070  
Ph: (801) 733-4455  
Toll Free: (801) 733-4455  
Fax: (877) 228-3926  
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 Miami-Dade County, 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 county has 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 county 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 the 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 Miami-Dade County. 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 for **Miami-Dade County Transportation & Public Works Department.**

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

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

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

- Building Contractor
- Building Contractor (Haitian Creole)
- Building Contractor (Spanish)
- Building Maintenance
- Building Maintenance (Spanish)
- Business Procedures
- Business Procedures (Spanish)
- Concrete Forming and Placing
- Concrete Forming and Placing (Spanish)
- Concrete Slab Sawing & Core Drilling Contractor

- Concrete Slab Sawing & Core Drilling Contractor (Spanish)
- Demolition
- Demolition (Spanish)
- Drywall
- Drywall (Spanish)
- Fence
- Fence (Spanish)
- General Contractor
- General Contractor (Spanish)
- Glass & Glazing
- Glass & Glazing (Spanish)
- Journeyman Air Conditioning
- Journeyman Air Conditioning (Spanish)
- Journeyman Burglar Alarm
- Journeyman Burglar Alarm (Spanish)
- Journeyman Electrician
- Journeyman Electrician (Spanish)
- Journeyman Fire Alarm
- Journeyman Fire Sprinkler
- Journeyman Gasfitter
- Journeyman General Mechanical
- Journeyman General Mechanical (Spanish)
- Journeyman Heating
- Journeyman Insulation
- Journeyman Plumber
- Journeyman Plumber (Spanish)
- Journeyman Pressure & Process Piping
- Journeyman Pressure & Process Piping (Spanish)
- Journeyman Refrigeration
- Journeyman Room Air Conditioning
- Journeyman Sheet Metal
- Journeyman Sign Electrician
- Journeyman Sign Electrician (Spanish)
- Journeyman Warm Air Heating
- Lathing & Plastering
- Lathing & Plastering (Spanish)
- Maintenance Electrician
- Maintenance Electrician (Spanish)
- Master AC (Limited)
- Master AC (Limited) (Spanish)
- Master AC (Unlimited)
- Master AC (Unlimited) (Spanish)
- Master Ammonia Refrigeration
- Master Burglar Alarm
- Master Burglar Alarm (Spanish)
- Master Electric Utility
- Master Electrician
- Master Electrician (Spanish)
- Master Fire Alarm
- Master Fire Alarm (Spanish)
- Master Gas Fitter
- Master Gas Fitter (Spanish)
- Master General Mechanical
- Master Heating
- Master Insulation
- Master Insulation (Spanish)
- Master Lawn Sprinkler
- Master Lawn Sprinkler (Spanish)
- Master Low Voltage
- Master Low Voltage (Spanish)
- Master Plumber
- Master Plumber (Spanish)
- Master Refrigeration & Air Conditioning Contractor
- Master Refrigeration Limited
- Master Refrigeration Unlimited
- Master Sheet Metal
- Master Sign Electrician
- Master Sign Electrician (Spanish)
- Master Swimming Pool Maintenance (Residential)
- Master Swimming Pool Maintenance (Commercial)
- Master Swimming Pool Maintenance (Commercial) (Spanish)
- Master Swimming Pool Piping
- Master Transporting Assembly Installer
- Master Transporting Assembly Installer (Spanish)
- Master TV Antenna
- Master TV Antenna (Spanish)
- Master Warm Air Heating
- Mechanical Maintenance
- Mechanical Maintenance (Spanish)
- Metal Awning & Storm Shutter Contractor
- Metal Awning & Storm Shutter Contractor (Spanish)
- Metal Decking & Siding
- Miscellaneous Metals Contractor
- Miscellaneous Metals Contractor (Spanish)
- Plumbing Maintenance
- Plumbing Maintenance (Spanish)
- Pneumatic Concreting & Pressure Grouting
- Pre-stressed, Precast Concrete Erection
- Pre-stressed, Precast Concrete Erection (Spanish)
- Reinforcing Steel Placing Contractor
- Residential Contractor

- Residential Contractor (Spanish)
- Roofing
- Roofing (Spanish)
- Screen Enclosure
- Sign Contractor (Non-Electric)
- Structural Steel Erection
- Structural Steel Erection (Spanish)
- Swimming Pool
- Unit Masonry, Marble & Exterior Veneer
- Unit Masonry, Marble & Exterior Veneer Contractor

TEST SITE INSTRUCTIONS..... 12

**TABLE OF CONTENTS**

FREQUENTLY ASKED QUESTIONS ..... 1

MORE QUESTIONS ..... 1

GENERAL TESTING INFORMATION ..... 1

TABLE OF CONTENTS..... 4

TESTING WITH PROV ..... 4

WHERE TO TAKE YOUR EXAM..... 4

HOW TO SCHEDULE ONLINE ..... 4

SCHEDULING BY PHONE ..... 5

CANCEL/RESCHEDULING POLICY ..... 5

PREPARING FOR YOUR EXAMS ..... 5

PURCHASING REFERENCE MATERIALS & STUDY GUIDES..... 5

REFERENCE MATERIALS & STUDY GUIDES AVAILABLE FROM PROV ..... 6

PRACTICE EXAMS AVAILABLE FROM PROV ..... 6

TEST DAY RULES AND PROCEDURES..... 7

    CHECK-IN DEADLINE ..... 7

    PROOF OF IDENTITY ..... 7

    PROHIBITED ITEMS..... 7

    APPROVED ITEMS ..... 7

    REFERENCE MATERIAL RULES ..... 7

    VISITOR POLICY ..... 8

    UNETHICAL CONDUCT POLICY..... 8

RESULTS REPORTING..... 8

RETESTING POLICY..... 8

REVIEWS & PROV’S ACCEPTED PAYMENT METHODS ..... 8

EXAM CHALLENGE PROCESS ..... 8

HAND SCORE REQUEST ..... 8

PROV’S NON-DISCRIMINATION STATEMENT ..... 9

SPECIAL ACCOMMODATIONS..... 9

EXAM TEST SITE AVAILABILITY ..... 9

    FIXED TESTING LOCATIONS..... 9

FIXED TEST SITE LOCATIONS ..... 10

SAMPLE TEST QUESTIONS ..... 11

ANSWERS TO SAMPLE QUESTIONS ..... 12

**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/h3T9svnldLY>

**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](http://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.

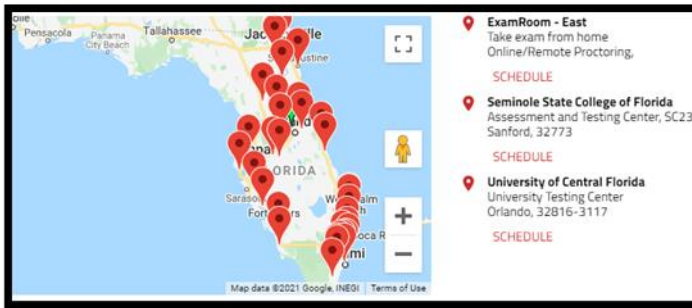
Then, enter your last name and select the **Retrieve Details** button.

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 the 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, Suite 601  
Sandy, Utah 84070  
[www.provbookstore.com](http://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](http://www.contractor-licensing.com)  
800-952-0910
- **AAA Construction School, Inc.**  
34 Arlington Road South, Jacksonville, FL 32216  
[www.aaaconstructionschool.com](http://www.aaaconstructionschool.com)  
800-741-7277 or 904-722-9994
- **American Contractors Exam Services**  
737 Southern Hwy., Mineral Wells, WV 26150  
[www.examprep.org](http://www.examprep.org)  
800-992-1910
- **Builder's Book Depot**  
1001 East Jefferson Rd., #5, Phoenix, AZ 85034  
[www.buildersbookdepot.com](http://www.buildersbookdepot.com)  
800-284-3434 or 602-252-4050
- **International Code Council**  
5360 Workman Mill Rd., Whittier, CA 90601  
11711 W 85<sup>th</sup> St., Lenexa KS 66214  
[www.iccsafe.org](http://www.iccsafe.org) 800-786-4452
- **My Pearson Bookstore**  
<http://www.mypearsonstore.com>  
800-947-7700 (Opt. 5)
- **North American Contractors Assoc.**  
[www.infonaca.com](http://www.infonaca.com)  
336-540-0149

#### 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](http://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 1 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 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](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:

- 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)
- Florida Journeyman Electrician (NEC) Sp
- Florida Journeyman Plumber\*
- Florida Journeyman Plumber with Gas
- Florida Master Electrician (NEC)
- Florida Master Plumber\*
- Florida Master Plumber with Gas\*
- Florida Residential Contractor\*

\*Available in a digital format.

## 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 pen (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 pencil 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. 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 Miami-Dade County, 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. The review for all tests is 1-1/2 hours in length.

During the review candidates will be provided with the questions they missed, and the answers chosen in response to those questions via computer. 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 1-801-733-4455 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.

**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 - FAUD		*		*		
Davie - 1AI	*	*	*	*	*	
Doral - MDC	*	*	*	*	*	
Fort Myers - FGCU	*	*	*	*		
Gainesville - SFC	*	*	*	*	*	
Hialeah - MDC	*	*	*	*	*	
Homestead - MDC	*	*	*	*	*	
Jacksonville-FSCJKC	*	*	*	*		
Lake Worth - PBSC	*	*	*	*		
Leesburg - LSSC	*	*	*	*	*	
Melbourne - EFSC		*		*		
Miami - FIU/MMC		*		*		
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 Beach - 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 – 34<sup>th</sup> 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 Services  
12555 Orange Drive, Suite 245  
Davie, FL 33330

**23. Premier Testing.Org, LLC**

Testing Center  
2641 E. Atlantic Boulevard, Suite 305  
Pompano Beach, FL 33062

**24. Florida Gulf Coast University**

Testing - McTarnaghan Hall  
10501 FGCU Blvd. South, Rm. 204  
Fort Myers, FL 33965

**25. Florida International University**

University Testing Center  
11200 SW 8th St, Bldg. GL-120  
Miami, FL 33119

**26. Florida International University - BiscayneBay**

Center for Academic Success  
3000 NE 151st Street, Bldg. AC1-160  
North Miami, FL 33181

**27. Miami Dade College – Hialeah Campus**

Testing & Assessment Center  
1780 W. 49 Street, Bldg. 1-1220  
Hialeah, FL 33012

**28. Miami Dade College - Homestead Campus**

Testing & Assessment Center  
500 College Terrace, Bldg. A-114  
Homestead, FL 33030

**29. Miami Dade College – Medical**

Testing & Assessment Center  
950 NW 20 Street, Room 1303  
Miami, FL 33127

**30. Miami Dade College – North Campus**

Testing & Assessment Center

11380 NW 27<sup>th</sup> Avenue  
Miami, FL 33167

**31. Miami Dade College - West Campus**

Doral Testing & Assessment Center  
3800 NW 115 Avenue, Room 1260-1  
Doral, FL 33178

**32. Palm Beach State College**

Counseling and Testing  
4200 Congress Avenue, Bldg. CT-115  
Lakeworth, FL 33461

**33. Palm Beach State College**

Burt Reynolds Student Services Center  
3160 PGA Boulevard, MS-45  
Palm Beach Gardens, FL 33410

**34. School Board of Palm Beach County**

Dept. of Adult and Continuing Education (ACE)  
3950 RCA Boulevard, Suite 5002  
Palm Beach Gardens, FL 33410

## SAMPLE TEST QUESTIONS

The following are sample questions that reflect the format and style of the questions found on tests.

**They are not intended to reflect the content of the exam you will take.**

1. Employers are required to notify employees of changes in policies affecting all of the following EXCEPT:
  - a. Pay schedules.
  - b. Vacation allowance.
  - c. Health benefits.
  - d. Promotion opportunities.
2. The accounting method that recognizes income and expenses only when money is received or paid is called:
  - a. PCM Method.
  - b. Accrual Method.
  - c. Cash Method.
  - d. Cost-Comparison Method.
3. If 15-amp circuits were used, the NEC would require a 2000 square foot house to have a MINIMUM of how many branch circuits?
  - a. 2
  - b. 3
  - c. 4

d. 5

4. Equipment that is electrically connected to a telecommunications network is required to be listed in accordance with section \_\_\_\_\_ of the NEC.
  - a. 110.16
  - b. 240.6
  - c. 800.18
  - d. Chapter 9, Table 5(A)
5. Duct systems installed in single family dwellings must be sized per
  - a. ACCA Manual D.
  - b. ACCA Manual J.
  - c. SMACNA Manual R.
  - d. SMACNA Manual N.
6. What is the recommended MAXIMUM spacing of nails when installing drywall on a ceiling?
  - a. 6" o.c.
  - b. 7" o.c.
  - c. 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"

#### 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"

#### 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 licensing jurisdiction.



## Reference Rules for Open Book Exams

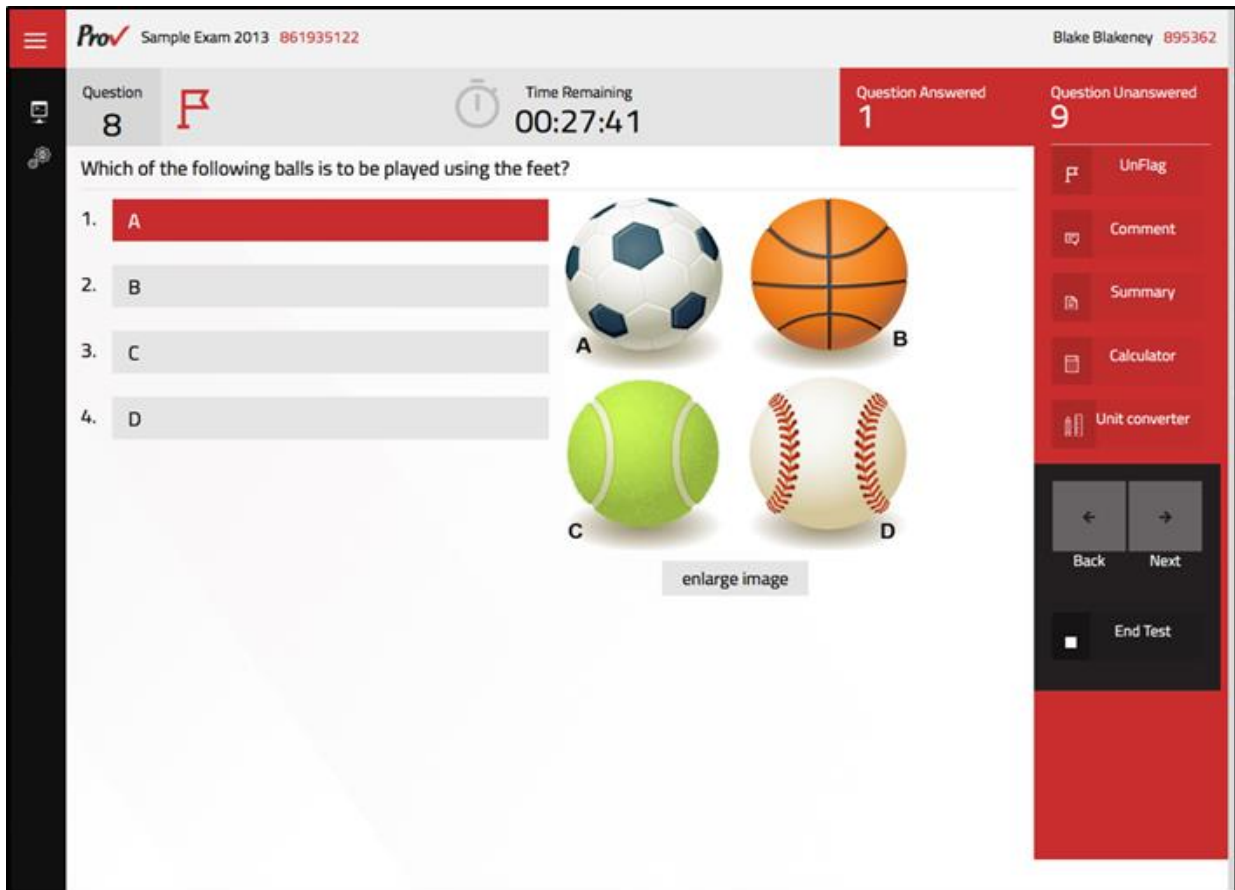
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable 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 candidate information bulletin 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.