



2012 Florida Construction Catalog Exam Candidate Registration and Scheduling Instructions

General candidate information

The State of Florida has contracted with Prometric Inc. to conduct its construction examination program. A list of test centers and exam dates appears on Page 8.

This bulletin is your guide to the process of taking a Florida construction catalog exam. The steps below summarize the process. For information about a step, go to the page listed.



To take a Florida construction catalog exam:

- 1** Have your local board or licensing department complete the Sponsor Information section of the Exam Registration Form on Page 9.
- 2** Submit your completed Exam Registration Form and exam fees to Prometric—Page 2.
The easiest and fastest way to register for an exam is online at www.prometric.com/florida/cico/default.htm.
- 3** Once your exam registration is complete, Prometric will send you an admission letter providing you with the exact location, time and date of your exam—Page 2.
- 4** Present the required identification and take the exam—Page 5.
- 5** An exam score report will be mailed to your examination sponsor. Licenses or certifications are issued by your local board or licensing department—Page 6.



Note Passing an exam is no guarantee a certificate of qualification will be issued by the licensing board. If you take an exam without receiving prior sponsor approval or are found unqualified, your sponsor may reject your application.



To get answers not provided in this bulletin, contact:

Prometric
ATTN: FL Construction Program
1260 Energy Lane
St. Paul, MN 55108
Phone: 800.280.3926
Fax: 800.813.6670
www.prometric.com/florida

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Registering for an exam

Once your local board or licensing department completes the Sponsor Information section of the Exam Registration Form on Page 9, you should:

- 1 Complete the rest of the Exam Registration Form.

You are required to provide your Social Security number as this will become your applicant number. Your registration will **not** be processed without your Social Security number. Prometric will treat your Social Security number as **confidential**. It will be used only as an identification number in maintaining your record and reporting your score to your sponsoring entity.

- 2 Submit the Exam Registration Form **and** the appropriate fees to Prometric using one of the methods below.

You must test **within six months** of the "Date Authorized" by your sponsor in the Sponsor Information section of the Exam Registration Form. If you do not test within six months from the date authorized, you will have to return to your sponsor with a new Exam Registration Form and obtain a new authorization date.

Submitting the Exam Registration Form

You are encouraged to submit your Exam Registration Form and exam fees at one time using the Prometric Internet registration system. If you prefer, you can register by mail or fax, but be aware that processing by paper will take longer than the online registration system.



To register online

- 1 Go to www.prometric.com/florida/cico/default.htm.
- 2 Next to the heading **Online application now available** click on [apply now](#) and follow the prompts.

To register by mail or fax

Mail the completed Exam Registration Form and appropriate fees to Prometric at the address shown on the form. When registering by mail, you may pay the exam fee by including Visa or MasterCard information, cashier's check, certified check or money order. **Personal checks, company checks and cash are not accepted.**

If you are paying by credit card, you may fax your completed Exam Registration Form to Prometric at 800.813.6670. You must include the Visa or MasterCard information and the cardholder's signature on the form.

Exam dates and registration cutoff dates

Exams are offered at several locations each month. A list of exam dates and locations begins on Page 8. These locations are subject to change. Be sure to check your admission letter for the exact location of your exam site.

Prometric must receive your registration form and fee on or before the cutoff date. No exceptions will be made to this policy. Seating is limited, so register early. If your registration form is received after the deadline, you will be scheduled for the next available date at the selected site.

Out-of-state testing. Outside of your state, you can schedule your test at any Prometric location on any date when testing is scheduled. Contact Prometric for more information.

Admission letters

If your registration form and payment are received by the cutoff deadline, Prometric will send you an admission letter. This letter provides information regarding the specific date, time and location of your exam. You **must** present this letter at the test center or you will not be allowed to test.

The fastest way get your admission letter is to provide your email address when registering. Prometric will then send your admission letter to that email address. If you do not have an email address, your admission letter will be sent by mail, which will take longer to arrive.

If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 800.280.3926.

Be sure to notify Prometric and your board or licensing department of any change of address.



Important Exam fees are nonrefundable and nontransferable. Refunds will not be issued. If you do not appear for your exam on the date and at the time shown on your admission letter, you forfeit all fees.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.280.3926 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Rescheduling an appointment

Once your exam has been scheduled, you must take it on the scheduled date or you will forfeit your exam fees. With enough advance notice, though, you may be able to reschedule your exam. Up to the cutoff date, you can call 800.280.3926 to reschedule if space is available on the new date. The exam may be rescheduled only once. The rescheduling fee is \$25.

If not enough candidates are registered for a scheduled exam, Prometric reserves the right to cancel that exam administration. Candidates will be rescheduled for another exam date without a rescheduling fee.



Note After the cutoff date has passed, Prometric is unable to reschedule your exam.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for test site closures online at www.prometric.com/sitestatus. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, you will forfeit your fee. You must then reschedule your exam and pay another full exam fee.

Preparing for your exam

Preparing can help you pass your exam and possibly save time and money needed to take it again.

Exams consist of multiple-choice questions. There is no penalty for guessing. You should mark an answer for every question.

Bulletin of Information (BOI)

A Bulletin of Information (BOI) has been prepared for each exam offered. All BOIs are available online at www.prometric.com/florida/cico/default.

Each BOI contains:

- The total number of questions on the exam, the maximum time allowed to take the exam and the percentage needed to pass the exam.
- The scope of the exam.
- A content outline that lists all areas covered in the exam and the approximate number of questions drawn from each area.
- A list of references that were used to develop the exam in accordance with the requirements of local jurisdictions, including those references that may be used during the exam.



Note With the exception of Code books, you may use newer editions of references than are listed on the BOI. However, newer editions may or may not contain applicable information to the content on the exam. You assume the risk of using a more current reference than that listed on the BOI. In regards to Code books, **only** the edition of the Code book listed on the BOI will be allowed into the test site.

Online practice exams

Practice exams are available at www.prometric.com/Construction/practice. Practice exams contain code-based construction questions. They are created using the same question types as the actual exams.

During the practice exam, you will get immediate feedback to correct and incorrect responses as well as overall feedback at the end of the session. You may even print out the final practice exam results to help you with further test preparation.

The fee for each practice exam is \$30 and is payable online at the time you purchase the practice exam.

Practice exams are available in the following trades:

- Business and Law
- General Construction
- Journeyman Electrical
- Journeyman Plumbing
- Journeyman Plumbing with Gas
- Master Electrical
- Master Plumber
- Master Unlimited Air Conditioning
- Residential Construction
- Unlimited Boiler

What to bring on exam day

Exams begin promptly at the time shown on the admission letter. Test centers open 30 minutes before testing begins. You should arrive on time to check in. If you arrive late, you will not be allowed to test.

Bring all the following items with you to your exam appointment:

- Your admission letter from Prometric.
- A current, valid, government-issued photo identification card, such as a driver's license or passport.
- Two sharpened No. 2 pencils with erasers.
- Any references approved for use during your exam.
- A silent, cordless, nonprinting, nonprogrammable calculator (calculators capable of alphabetic entry **cannot** be used).



Important Failure to provide appropriate identification and your admission letter at the time of the exam is considered a missed appointment. If you miss an appointment, you forfeit your fees.

Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and policies will be enforced at each test center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any exam session and to investigate each incident of misconduct or irregularity.

References

- Only approved Code books specifically stated as allowed on the Bulletin of Information (BOI) are allowed during the exam. For other allowed references, you may use the edition listed on the BOI or a newer edition at your discretion.
- No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in any reference materials. Any reference material that has been written in during the exam will be confiscated. Highlighting and permanent tabbing added before your arrival at the test center are acceptable. Post-it® notes are not considered permanent tabbing and are not allowed. Sharing reference materials is not allowed.
- No other reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

- Calculators** • You may bring a silent, handheld, solar or battery-operated, nonprogrammable calculator (without paper tape-printing capabilities or alphabetic keypads).
- Personal items** • You **must not** bring any personal/ unauthorized items into the test center. Such items include but are not limited to: cell phones, PDAs, pagers, cameras, recording devices, photographic equipment, watches, outerwear, hats, food, drinks, purses, briefcases, backpacks, and notebooks.
- Breaks** • If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
• You are not allowed to use any electronic devices or phones during breaks.
- Visitors** • No guests, visitors or family members are allowed in the testing area.
- Misconduct or disruptive behavior** • Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.
- Weapons** • Weapons are not allowed at the test center.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Exam results

A score report will be mailed to your exam sponsor approximately 10 business days after your exam date. To ensure confidentiality, scores will **not** be disclosed over the phone or faxed.

Passing score. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

Once you pass your exam, contact your local board or licensing department for more information about obtaining your license or certification. If you take an exam without first receiving approval from your sponsor, your sponsor may reject your application, even if you have passed the exam.

Retake information. Some jurisdictions have requested that Prometric provide retake information with your score report. If you receive a retake form with your score report, return the completed form to Prometric along with the appropriate fees. If you do **not** receive retake information with your score report, please contact your licensing authority to obtain information about retesting.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

Optional services

Some jurisdictions allow Prometric to offer optional services for an additional fee. Please check with your examination sponsor about the services described below. Where allowed, candidates may select any or all of these options when completing the registration form.

Expedited scoring

Prometric offers an expedited scoring service that provides an **unofficial score** within just a few days. To obtain a confidential **unofficial score**, call Prometric at 877.308.4697 after 5 p.m. (Central time) on the second business day after your exam. This unofficial score will include your raw score and pass/fail status. Please have your Visa or MasterCard information available when calling. Alternatively, you may prepay for this service when submitting your registration form. The fee for this service is \$30 per exam.

Duplicate score report

This service enables you to obtain duplicate score reports at any time within **three years** of your examination date. To request a duplicate of your score report, call or write to Prometric or prepay for this service when submitting your registration form. Be sure to indicate the examination code and title of the exam for which you are requesting a duplicate score report. There is a \$30 processing fee per report.

Certificate of achievement

Candidates passing their exams deserve recognition for their accomplishment. Prometric has prepared a beautifully designed 8.5"×11" certificate of achievement. This certificate is suitable for framing and contains your name and the name of the exam you successfully completed in a calligraphy typeface. The cost is \$30.