



# 2009 Florida Construction Catalog Exam Candidate Registration and Scheduling Instructions

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

## General candidate information

This bulletin is your guide to the process of registering, scheduling and taking a Florida construction catalog exam.

The steps below summarize the process. For information about a step, go to the page listed.



### To obtain your certification:

- 1 Apply to your local board or licensing department.
- 2 Once your application is approved, you will be provided with an examination registration packet.
- 3 Submit your exam registration form and fee to Prometric—Page 9.  
In return, you will receive an admission letter providing you with the exact location, time and date of your exam.
- 4 Present the required identification and take the exam—Page 4.
- 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.  
Passing an exam is no guarantee a certificate of qualification will be issued by the licensing board. If you take an exam unnecessarily or are found unqualified, the exam fee will **not** be refunded.



### 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  
 TDD User: 800.790.3926  
[www.prometric.com/florida](http://www.prometric.com/florida)

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## Registering for an exam

Once you receive your examination registration packet, you must register for your exam using the exam registration form on Page 9. Be sure to include your Social Security number on the registration form, as this will become the applicant number. Your registration form will **not** be processed without your Social Security number.



**Note** Eligibility to test is valid for six months from the date authorized as shown in the Examination Sponsor Information section of the registration form. You must secure a new registration/eligibility form every time you test; this includes retaking a failed exam.

Send the registration form, along with the exam registration fee(s) (\$70 per exam), to Prometric by mail or fax. **The exam fee is nonrefundable and nontransferable. Refunds will not be issued.**

After receiving and processing your registration and exam fee, Prometric will send you an admission letter (see Page 3) indicating the time and place of your exam.

### Registration by mail

Mail the 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 a cashier's check, certified check, money order, or Visa or MasterCard information. **Personal checks, company checks and cash are not accepted.**

### Registration by fax

If you are paying by credit card, you may fax your completed exam registration form (Page 9) to Prometric at 800.813.6670. You must include the Visa or MasterCard information and the cardholder's signature.

### Exam dates and registration cutoff dates

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

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



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

## 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.

### 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 testing center or you will not be allowed to test.

You should receive your admission letter approximately five business days before the exam. If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 800.280.3926 to provide a fax number. Prometric will fax an admission letter to you.

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



**Important** If you do not appear for your exam on the date and at the time shown on your admission letter, you forfeit all fees.

### 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.

Candidates who are unable to take the exam at the scheduled time may request to be rescheduled by calling Prometric **before** the cutoff date. If space is available, the exam will be rescheduled. The exam can be rescheduled only **once**. There is a \$25 rescheduling fee for this service.

If there is an insufficient number of registered candidates for a scheduled exam, Prometric reserves the right to cancel the exam. Candidates will be rescheduled for another examination 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 testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing 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.

A Bulletin of Information has been prepared for each exam offered. A list of all Bulletins is available online at [www.prometric.com/florida](http://www.prometric.com/florida).

The Bulletin contains:

- The total number of questions that will be 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 and which of those references you may be allowed to use during the exam.



**Note** Do not schedule your exam until you are familiar with all subject areas of the exam.

## *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. Late arrivals 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.

## *Testing regulations*

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing 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 examination session and to investigate each incident of misconduct or irregularity.

### **References**

- Only approved references specifically stated as allowed on the Bulletin of Information are allowed during the exam. No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in reference books. 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 is acceptable. Post-it® notes are not considered permanent tabbing and will not be allowed.

- Reference materials will be checked at the examination site before and after the examinations.
- 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). If you are unsure whether your calculator is appropriate, bring an additional simple six-function calculator.

**Personal items**

We recommend that you avoid bringing personal items to the testing center. Note the following:

- Electronic equipment— cell phones, PDAs, pagers, cameras, tape recorders, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

**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 testing center.



**Important** Before an exam begins, the test center administrator will inspect briefcases, purses, and so on to ensure that candidates are not in violation of any of these rules. The administrator will collect any materials that violate the rules.

**Copyrighted questions.** All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

**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.

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## 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. If you pass your exam, contact your local board or licensing department for more information about obtaining your license or certification.

**Retake information.** Some jurisdictions have requested that we 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.

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## 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 reports

This service enables you to obtain duplicate score reports at any time within **three years** of your examination date. You may call or write to Prometric to request a duplicate of your score report, or you may prepay 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"x11" 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.

*2009 Florida exam schedule*

Exams are offered at the following locations each month. Locations and dates are subject to change.

<b>Bonita Springs</b>		<b>Clearwater</b>		<b>Cocoa</b>		<b>Gainesville</b>		<b>Jacksonville</b>		<b>Kissimmee</b>	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam	Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
12/22	01/10	12/22	01/10	01/23	02/07	01/08	01/24	02/12	02/28	12/22	01/10
02/12	02/28	01/30	02/14	04/17	05/02	02/05	02/21	03/06	03/21	02/20	03/07
02/27	03/14	02/27	03/14	07/17	08/01	03/06	03/21	04/10	04/25	03/20	04/04
04/03	04/18	04/03	04/18	10/23	11/07	04/03	04/18	05/01	05/16	05/21	06/06
04/24	05/09	05/01	05/16			05/01	05/16	06/05	06/20	06/25	07/11
06/05	06/20	06/05	06/20			06/05	06/20	07/31	08/15	08/27	09/12
07/10	07/28	07/02	07/18			07/02	07/18	09/11	09/26	09/18	10/03
08/07	08/22	07/24	08/08			07/31	08/15	10/02	10/17	11/18	12/05
09/03	09/19	09/03	09/19			09/03	09/19	10/30	11/14		
10/02	10/17	09/25	10/10			10/02	10/17				
10/30	11/14	10/30	11/14			11/06	11/21				
12/04	12/19	11/25	12/12			12/04	12/19				

<b>Panama City</b>		<b>Pensacola</b>		<b>Port Richey</b>		<b>Port St. Lucie</b>		<b>St. Augustine</b>		<b>Tallahassee</b>	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam	Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
12/22	01/10	01/23	02/07	03/13	03/28	01/08	01/24	01/08	01/24	02/12	02/28
02/20	03/07	03/20	04/04	06/12	06/27	02/05	02/21	03/13	03/28	04/10	04/25
04/17	05/02	05/21	06/06	09/11	09/26	02/27	03/14	05/14	05/30	06/12	06/27
07/02	07/18	07/17	08/01	12/04	12/19	04/03	04/18	07/10	07/25	08/14	08/29
08/27	09/12	09/18	10/03			04/24	05/09	09/11	09/26	10/16	10/31
10/23	11/07	11/18	12/05			05/29	06/13	11/06	11/21	12/04	12/19
						07/02	07/18				
						07/24	08/08				
						09/03	09/19				
						09/25	10/10				
						10/30	11/14				
						11/25	12/12				

<b>Tampa</b>		<b>West Palm Beach</b>				<b>Winter Haven</b>	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
01/02	01/17	12/22	01/10	01/08	01/24	01/15	01/31
02/05	02/21	02/05	02/21	02/20	03/07	02/05	02/21
03/06	03/21	03/06	03/21	03/20	04/04	03/13	03/28
04/10	04/25	04/03	04/18	04/17	05/02	05/14	05/30
05/01	05/16	05/01	05/16	05/21	06/06	06/05	06/20
06/05	06/20	06/05	06/20	06/25	07/11	07/10	07/25
07/10	07/25	07/10	07/25	07/24	08/08	09/11	09/26
07/31	08/15	08/07	08/22	08/27	09/12	10/16	10/31
09/03	09/19	09/11	09/26	09/25	10/10	11/06	11/21
10/02	10/17	10/16	10/24	10/23	11/07		
11/06	11/21	11/06	11/21	11/18	12/05		
12/04	12/19	12/04	12/19				



# Exam Registration Form for Florida Construction Catalog Exams

**Note:** Your eligibility to test is valid for six months from the date authorized by the Sponsoring Entity. You must secure a new registration eligibility form every time you test; this includes retaking a failed exam. **Send this completed form with the appropriate fee to:** Prometric, ATTN: Florida Construction Program, 1260 Energy Lane, St. Paul, MN 55108; Phone: 800.280.3926; Fax: 800.813.6670.

## Candidate Information

Last Name	First Name	Middle Initial	Social Security Number ____-____-____
Street Address (including Apt. number or P.O. Box, if applicable)			
City		State	ZIP Code
Daytime Phone Number (including area code) (    )		Business Phone Number (including area code) (    )	

## Sponsor Information (To be completed by Sponsoring Entity only.)

Catalog Exam Code:	Full Exam Name:
Catalog Exam Code:	Full Exam Name:
<b>Sponsor Code</b>	<b>Sponsoring Entity</b>
<b>Signature and Title of Authorizing Sponsor Representative</b>	<b>Date Authorized</b>

## Exam Selection and Fees

Catalog Exam Code	Exam Fee	Total
____-____-____	\$70	\$
____-____-____	\$70	\$
Optional Services	Fee	
Expedited Scoring (per exam)	\$30	\$
Duplicate Score Report (exam title and date: _____)	\$30	\$
Certificate of Achievement	\$30	\$
	<b>Total Fee</b>	<b>\$</b>

**Payment:** Fee may be paid by cashier's check, money order, MasterCard or Visa, payable to Prometric. Please include your full name on the check. **Personal checks and cash are not accepted. Fees are nonrefundable.**

To pay by credit card, please complete the information below.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)	Signature of Cardholder	

## Exam Date and Location Selection

Catalog Exam Code	Exam Date & Location – 1st Choice	Exam Date & Location – 2nd Choice

By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations. (Keep a copy of this registration form for your records.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Keep a copy of this registration form for your records.)