

Business & Finance Exam Reference List

Valid February 2021 – January 2022

The answers to the examination questions will be based on the editions listed below. Some of the questions will also be based on field experience and knowledge of trade practices. Editions earlier or later than those listed below can be brought to the examination site but **AT YOUR OWN RISK**. However, only one copy of each reference will be allowed into the examination site.

Only original edition reference materials will be allowed for use at the site, except for the references specifically indicated on the reference list as available as PDF.

All reference materials and PDF copies **MUST** be bound and remain bound during the exam. Bound refers to materials permanently bound, as by stitching or glue, and materials securely fastened in their covers by fasteners that penetrate all papers. PDF copies of references **MUST** be bound with ring binders, brads, plastic snap binders, spiralbound notebooks, and screw posts, but not with staples. Writing or electronic tablets are not allowed.

References containing underlining with pen or highlighter may be used. Handwritten and typewritten notes are **NOT** allowed. Existing handwritten notes must be blackened out or removed completely, by the candidate, prohibiting legibility. Moveable tabs (e.g., Post-it® Flags) are **NOT** allowed. Candidates will not be permitted to make any marks in the references during the examination administration.

ONLY THESE BOOKS MAYBE BROUGHT INTO THE TESTING ROOM:	
Ref #	Titles
R1	<p>Florida Statutes Chapter 455, 2019. Division of Legislative Information Services, Room 704 Claude Pepper Building, 111 West Madison St, Tallahassee, FL 32399-1400, (Ph 800-342-1827). https://www.flsenate.gov/Laws/Statutes/2019/Chapter455</p> <p><i>A BOUND pdf version of this reference may be brought into the test centers for use on the exam.</i></p> <p>WAITING ON 2020 UPDATE</p>
R37	<p>Builder's Guide to Accounting, 2001. Craftsman Book Company, 6058 Corte del Cedro, Carlsbad, CA 92009. https://www.craftsman-book.com/books-and-software</p>

R50	<p>Contractors Manual, 2017. (Includes the 2016 Circular E) Association of Builders and Contractors Institute, Inc., 3730 Coconut Creek Parkway, Coconut Creek, FL 33066, (Ph 866.930.4222). <i>Used through June 30, 2021.</i></p> <p>Beginning October 1, 2021, the 2020 Contractors Manual will be used for the exam</p> <p>A BOUND pdf version of the index to this book may be brought into the test centers for use on the exam.</p>	
<p>AIA documents are listed below. The American Institute of Architects, PO Box 60, Williston, VT 05495 or Florida Association of AIA, 104 East Jefferson Street, Tallahassee, FL 32301. www.aiafla.org/Store_Contract-Documents.cfm</p>		
Document #		Titles
R5	A201	General Conditions of the Contract for Construction, 2017.
R6	A401	Standard Form of Agreement between Contractor-Subcontractor, 2017.
R7	A701	Instructions to Bidders, 2018.