

Ken Lawson, Secretary

Rick Scott, Governor

STATE OF FLORIDA
Candidate Information Booklet
for the
ASBESTOS CONSULTANT AND ASBESTOS CONTRACTOR
LICENSURE EXAMINATION

Bureau of Education and Testing
Northwood Centre
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.488.5952
<http://www.MyFloridaLicense.com/dbpr>

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**CANDIDATE INFORMATION BOOKLET FOR
ASBESTOS CONSULTANT AND ASBESTOS CONTRACTOR
LICENSURE EXAMINATION**

TABLE OF CONTENTS

I.	INTRODUCTION.....	2
II.	TESTING LOCATIONS AND RESERVATIONS.....	2
III.	THE EXAMINATION	3
	CONTENT OVERVIEW AND OUTLINE.....	3
	PILOT TESTING	9
	TEST TAKING ADVICE.....	9
	SUPPLIES	9
	REFERENCES	10
IV.	ADMINISTRATIVE POLICIES.....	11
	CHANGE AND CANCELLATION POLICIES	11
	ABSENCES POLICIES.....	11
	ADMISSION TO THE EXAMINATION	12
	ADMISSION PROCEDURES	12
	LATE ARRIVALS	12
	RULES FOR THE EXAMINATION	12
	APPAREL.....	13
	CHANGE OF ADDRESS.....	13
	CHANGE OR CORRECTION OF NAME.....	13
	SPECIAL TESTING ACCOMMODATIONS	13
V.	SCORING INFORMATION AND GRADE NOTIFICATION	14
	SCORING PROCEDURES	14
	NOTIFICATION OF RESULTS	14
	EXAMINATION REVIEW & CHALLENGE PROCESS	14
	RE-EXAMINATION INFORMATION.....	15
VI.	APPENDIX	
	POINTS OF CONTACT.....	end of booklet
	ADDRESS CHANGE FORM	end of booklet

STATEMENT OF NONDISCRIMINATORY POLICY

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

This edition of the Candidate Information Booklet for Asbestos Consultant Examination and Asbestos Contractor Examination supersedes all previous editions.

PLEASE SAVE THIS DOCUMENT FOR FUTURE REFERENCE

Visit our web site: <http://www.MyFloridaLicence.com/dbpr>

I. INTRODUCTION

This Candidate Information Booklet 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 located 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 candidates the following:

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

II. 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 web site for more details.](#)

MAKING YOUR TEST RESERVATIONS

TELEPHONE RESERVATIONS

A Pearson VUE Customer Care Associate will help you select a convenient examination date and location, provide specific instructions and directions, and answer any questions you may have. The best times to call for a reservation are: Monday – Friday (8am – 11pm), Saturday (8am – 5pm), and Sunday (10am – 4pm). Reservations can be made up to and including the day you wish to sit for your exam based on 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.** Please have the following information when you call to make an examination reservation:

- Your Authorization Notice (which is enclosed with this Candidate Information Booklet)
- Identification number listed on your authorization notice

- Your full name, address, social security number, day telephone number
- The location of the test center you desire
- The name of the examination(s) you will be taking

A candidate may cancel the examination reservation **up to forty eight (48) hours prior to the exam date without a financial penalty.**

You will receive a Confirmation Number. Write this number down. You will need it to be admitted to the test center on examination day.

Confirmation #: _____

Examination Date: _____

Assessment Center Location: _____

Customer Care Associate: _____

INTERNET RESERVATIONS

As an alternative, candidates may register via the Internet. You may submit a request via the Internet to Pearson VUE website at <http://www.PearsonVue.com> twenty-four (24) hours a day, seven (7) days a week, **provided you include a credit card number, electronic check or voucher.** Reservations can be made up to and including the day you wish to sit for your exam based on 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.** A confirmation of this reservation will be returned to you via email within twenty-four (24) hours of receipt of your reservation request. Examination reservations may be canceled or changed via the Internet.

A candidate may cancel the examination reservation **up to forty eight (48) hours prior to the exam date without a financial penalty.**

III. THE EXAMINATION

CONTENT OVERVIEW

- I. Asbestos Consultant Examination
- II. Asbestos Contractor Examination
 - A. Technical Knowledge portion
 - B. Business Knowledge portion

CONTENT OUTLINE

The Asbestos Consultant Examination consists of one hundred multiple-choice questions which candidates will have two and one half hours to answer. The Asbestos Contractor Examination consists of two portions: the technical knowledge portion and the business knowledge portion. The technical knowledge portion consists of one hundred multiple-choice questions which candidates will have two and one half hours to answer. The business knowledge portion consists of fifty multiple-choice questions which candidates will have one and one half hours to answer. The examinations will be closed-book style.

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examinations in terms of the content and performance areas. The content of the Consultant and Contractor Examinations is outlined in the following pages.

Asbestos Consultant Examination

- I. Preparing and Evaluating Adherence to Technical Specifications (40%)
 - A. Process the required documentation of Local, State and Federal Government
 - B. Identify the components necessary for shop drawings
 - C. Identify the components necessary for submittals
 - D. Select proper schedules
 - E. Plan personnel protection
 - F. Design an emergency plan
 - G. Plan medical monitoring procedures
 - H. Plan entry and exit procedures
 - I. Plan enclosures
 - J. Specify work area isolation markers
 - K. Plan personnel decontamination units
 - L. Plan temporary site facilities
 - M. Plan abatement procedures
 - N. Select method of handling materials
 - O. Identify equipment
 - P. Plan sampling/monitoring
 - Q. Plan material disposal
 - R. Plan area cleanup
 - S. Plan site restoration

- II. Preparing and Evaluating Adherence to Non-technical Specifications (10%)
 - A. Evaluate insurance
 - B. Prequalify contractors
 - C. Describe scope of work
 - D. Identify the general conditions
 - E. Identify the special conditions
 - F. Identify the component for bidding

- III. Administering Contracts (10%)
 - A. Estimate quantities
 - B. Evaluate contracts
 - C. Conduct pre-construction conference
 - D. Conduct on-site monitoring of abatement procedures
 - E. Negotiate change orders
 - F. Project closeout
 - G. Prepare final documentation
- IV. Identifying Probable Asbestos Location (10%)
 - A. Review plans and specifications including as-built of existing facilities
 - B. Identify building and mechanical systems
 - C. Determine dates of addition
- V. Conducting On-site Inspections (10%)
 - A. Perform visual survey
 - B. Perform bulk sampling
 - C. Obtain occupant exposure assessments
 - D. Interpret lab analysis
- VI. Preparing, Conducting and Evaluating Abatement Management Plans (10%)
 - A. Determine responsive actions
 - B. Prepare operations and maintenance plan
 - C. Train personnel
 - D. Prepare written plan
- VII. Conduct and Evaluate Sampling and Monitoring Procedures (10%)
 - A. Monitor workers and occupants
 - B. Conduct pre-abatement and abatement monitoring
 - C. Conduct clearance testing

Asbestos Contractor Examination

Business Knowledge Portion:

- I. Maintaining Cash Flow (4%)
 - A. Insure adequate funding
- II. Estimating and Bidding (8%)
 - A. Estimate using takeoffs
 - B. Check bid specification completeness
 - C. Determine proper bid

- III. Negotiating and Interpreting Contracts and Agreements (20%)
 - A. Negotiate and interpret contracts and agreements with general contractors
 - B. Negotiate and interpret contracts and agreements with consumers
 - C. Negotiate and interpret contracts and agreements with subcontractors
 - D. Negotiate and interpret contracts and agreements with asbestos consultants
 - E. Negotiate and interpret contracts and agreements with suppliers

- IV. Processing Change Orders (8%)
 - A. Process change orders
 - B. Negotiate and interpret change order agreements

- V. Purchasing Control (4%)
 - A. Maintain records by job

- VI. Scheduling Contract (10%)
 - A. Schedule materials
 - B. Schedule personnel
 - C. Schedule equipment

- VII. Insurance and Bonding (14%)
 - A. Acquire worker's compensation insurance
 - B. Acquire liability insurance
 - C. Obtain completed work insurance
 - D. Acquire asset insurance
 - E. Obtain performance/bid bonds

- VIII. Contracting Laws and Rules (10%)
 - A. Comply with state and federal laws
 - B. Obtain permits
 - C. Obtain required inspections

- IX. Managing Personnel (16%)
 - A. Train personnel on safety procedures
 - B. Monitor and evaluate field personnel
 - C. Train personnel on work procedures
 - D. Comply with Labor Laws
 - E. Monitor and evaluate office personnel

- X. Payroll and Sales Tax Laws (6%)
 - A. Comply with income tax/FICA laws
 - B. Comply with unemployment tax laws

Technical Knowledge Portion:

- I. Submittals/Notices (10%)
 - A. Send required notices
 - B. Maintain logs and records
- II. Protecting Personnel (20%)
 - A. Train personnel on use of protective equipment
 - B. Establish an emergency plan
 - C. Conduct personnel exposure monitoring
 - D. Conduct safety training
- III. Preparing for Abatement (25%)
 - A. Prepare site
 - B. Design/set up procedures
 - C. Establish entry and exit procedures
 - D. Handle and store supplies
 - E. Obtain/identify necessary equipment
 - F. Set up decontamination unit
- IV. Abatement Procedures (15%)
 - A. Conduct abatement procedures
 - B. Provide for safe handling of materials
 - C. Secure necessary equipment
- V. Post-abatement Procedures (20%)
 - A. Conduct sampling/monitoring
 - B. Dispose of materials
 - C. Cleanup area
 - D. Restore site
- VI. NESHAP Regulations (10%)

Sample Questions

The questions are typical of those that will be used on the examination; however, these questions will NOT appear on the examination. The correct answers are underlined and in **bold**.

Asbestos Consultant

1. According to AHERA, what is the meaning of the airborne asbestos concentration being the same inside the abatement area as outside the abatement area, as determined by transmission electron microscopy?
 - A. Confirmatory air sampling is needed.
 - B. Phase contrast microscopy testing should be conducted.
 - C.** The response action is determined to be complete.
 - D. The response action is ready for final clearance sampling.

2. Which respirator will provide MINIMUM adequate protection for the wearer when abatement air monitoring indicates that the concentration of airborne asbestos fibers is 5.0 f/cc?
 - A. half-mask, air purifying
 - B.** full-face, air purifying
 - C. powered, air purifying
 - E. Type-C, supplied air

Asbestos Contractor

Business Knowledge:

1. Which is most often true about asbestos abatement estimating?
 - A. Estimates can be derived from the drawings alone.
 - B. Insurance costs vary depending upon the type of asbestos being removed.
 - C. Labor and material costs are about equal.
 - D.** Work area preparation is usually the most costly phase of the project.

Technical Knowledge:

2. The clean room, shower room and equipment room must be completely sealed to ensure
 - A. privacy for employees entering and exiting the abatement areas.
 - B. that no unauthorized personnel enter the abatement area.
 - C. that the sole source of air flow through these areas are from the exhaust of the air filtration device.
 - D.** that the sole source of air flow through these areas originates outside the abatement enclosure.

3. At an active waste disposal site, what is the MINIMUM required thickness of non-asbestos materials that must be used to cover asbestos containing materials?
 - A. two inches
 - B.** six inches
 - C. twelve inches
 - D. eighteen inches

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. In the event that pilot test questions are included within the examination, these questions will **NOT** be counted when computing your scores. Additional time will be given for answering 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 to 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 any and 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:

- 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.

- Calculators that are necessary for any examination must be silent, handheld, non-printing and non-programmable.
- To better serve our “English as a second language” candidates, the Bureau of Testing is 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. Testing center staff will inspect and approve each dictionary before it can be used during the examination. In order 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 Testing, Examination Administration Unit at 850.488.5952, or you may fax your question to 850.487.9757

What Not to Bring:

Unauthorized supplies not listed in this Candidate Information Booklet will be subject to removal by a Pearson VUE representative at the examination site.

The following items are **NOT** allowed in the examination room:

- Cameras, tape recorders, computers.
- Pagers, electronic transmitting devices, and 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.

REFERENCES

Use these references in conjunction with the content outline.

EPA

<http://www.epa.gov/asbestos/pubs/help.html>

<http://www.epa.gov/region4/air/asbestos/asbestos.htm>

NIOSH

<http://www.cdc.gov/niosh/topics/asbestos/>

<http://www.cdc.gov/Niosh/90-119.html>

U.S. Department of Labor OSHA

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=FEDERAL_REGISTER&p_id=13404

<http://www.osha.gov/SLTC/asbestos/>

40 CFR Appendix C to Subpart E of Part 763 -- Asbestos Model Accreditation Plan
http://www.setonresourcecenter.com/cfr/40CFR/P763_020.HTM

CHAPTER I--ENVIRONMENTAL PROTECTION AGENCY PART 763--ASBESTOS
http://www.access.gpo.gov/nara/cfr/waisidx_00/40cfr763_00.html

Business resources;

<http://www.irs.gov/pub/irs-pdf/p15.pdf>

<https://taxlaw.state.fl.us/ut/eh/uct48ehb.pdf>

<http://www.dol.gov/esa/regs/compliance/whd/hrq.htm>

<http://www.dol.gov/esa/regs/compliance/whd/whdfs23.pdf>

IV. ADMINISTRATIVE POLICIES

CHANGE AND CANCELLATION POLICIES

To **CHANGE** or **CANCEL** your examination without monetary penalty, you must notify Pearson VUE **at least 48 hours** prior to your examination time. Note, this is different than two days, e.g. your exam time is 10:00 a.m. on February 16. You must cancel no later than 10:00 a.m. on February 14 in order to be eligible for a full refund. If you **DO NOT** call Pearson VUE to change or cancel your appointment 48 hours prior to your examination time, you will owe Pearson VUE the full examination fee.

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; or
- Military duty.

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE no later than fourteen 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.

ADMISSION TO THE EXAMINATION

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

- Two (2) forms of signature identification, one of which bears your picture and signature: driver's license, state identification card, passport or military Identification card. **YOU MUST BE PREPARED TO SHOW PROPER I.D. TO GAIN ADMISSION TO THE TEST SITE.** Student and employment I.D. cards are not acceptable.
- The confirmation number you were given when you made your examination reservations.

ADMISSION PROCEDURES

- Please report to the test center **thirty (30) minutes** prior to your scheduled examination. 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 is due to 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 content. 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 an examination room. If applicable, a lunch break will be provided. Drinks are allowed in spill proof containers but must be kept in the locker provided by the vendor. 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 comfortable but appropriately for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate, and from time to time there are maintenance problems beyond the Department’s or Pearson VUE 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 <http://www.myflorida.com/dbpr> 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 USC 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 accommodations due to a **disability** must submit a written request to the Special Testing Coordinator prior to each examination. **Do not** submit your accommodation request with your examination application, it must be sent directly to;

Department of Business and Professional Regulation
Bureau of Education and Testing
Special Testing Coordinator
1940 North Monroe Street
Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please visit webpage :
<http://www.myflorida.com/dbpr/servop/testing/ADA.html> or call
850.487.9755

V. SCORING INFORMATION AND GRADE NOTIFICATION

SCORING PROCEDURES

All questions are equally weighted. The grading process includes a statistical analysis of each question on the examinations. Questions found to be statistically deficient are subject to further review. In the event that this review leads to a change in the answer key that affects your score, you will be sent an amended grade report 2-3 weeks after the examination.

Examination scores are reported as percentage scores. Your percentage score is used to determine whether you pass or fail and is reported on a scale ranging between 0 and 100.

The minimum percentage score needed to pass has been set at 70%.

NOTIFICATION OF RESULTS

All candidates will receive an official photo-bearing exam result report immediately following completion of their examination.

EXAMINATION REVIEW & CHALLENGE PROCESS

Candidates who fail an examination are entitled to review the questions answered incorrectly, under such terms and conditions as may be prescribed by the Department of Business and Professional Regulation. The request to review must be made within twenty-one (21) days from the date of the examination and can be scheduled by going online to:
<http://www.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. Candidates will review only the questions they missed on computer. Per Bureau Rule, 61-11.017 (3) (c), a failing candidate who has reviewed examination must wait **twenty-one (21) days** before

sitting for his/her next examination.

Fees

[Computer Based Testing Examination Review Fee Matrix](#)

Review Session

The review session is considered to be an extension of the 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. Review sessions are usually one-half of the exam administration time. For example, for an exam lasting 2 hours and 30 minute, the candidate will be allowed 1 hour and 15 minutes to 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 4 weeks. 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.

For informal review and formal hearing procedures visit:

<http://www.myfloridalicense.com/dbpr/servop/testing/ExamReview.html>

RE-EXAMINATION INFORMATION

A candidate who fails to achieve the required passing score on the examination may be reexamined upon submission of a reexamination application. Pertinent reexamination information is provided to all affected candidates along with the original grade report.

POINTS OF CONTACT

PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS REGARDING THE FOLLOWING:

Application Policies and Fees

Customer Contact Center
1940 North Monroe Street
Tallahassee, Florida 32399-0783
850.487.1395

Scheduling, Grade Notification, and Reviews

Pearson VUE, Inc.
Customer Care at 1.888.204.6230
Web site <http://www.PearsonVue.com/>
Fax-Back System at 1.800.274.8920

Formal Hearings

Department of Business and Professional Regulation
Bureau of Education and Testing – Review Office
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.488.5952

Requests For Special Testing Accommodations

Department of Business and Professional Regulation
Examination Administration Unit - Special Testing
Bureau of Education and Testing
1940 North Monroe Street
Tallahassee, Florida 32399-0791
850.487.9755

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:

<http://www.MyFloridaLicense.com/dbpr>

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

**Florida Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
1940 North Monroe Street
Tallahassee, Florida 32399-0783**

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: _____

OLD ADDRESS: _____

Area Code/Home Number

Area Code/Work Number

NEW ADDRESS: _____

SIGNATURE: _____

NOTE: If your name has changed, please use your prior name on this form and contact the Board Office 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 or licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L. 193, Sec. 317.