

Charles W. Drago, Secretary

Charlie Crist, Governor

Frequently Asked Questions Construction Industry Licensing Board (CILB) Examination Scheduling and Fees

1. **Q.** When will the CILB Business and Finance examination be given via Computer Based Testing (CBT)?
A. The CILB Business and Finance examination is projected to begin CBT scheduling on January 5, 2009.
2. **Q.** How do I register to take the CBT Business and Finance Examination?
A. Contact Professional Testing Inc. (PTI) by either calling 407-264-0562 or online with the vendor at:
<http://www.floridaexam.com/>
3. **Q.** What are the fees to register for the Construction examination?

A. Scheduling:

All parts of the examination:

Pay \$135.00 examination development fee payable to PTI, \$80 examination administration fee payable to DBPR, **but mailed to PTI and not DBPR, otherwise you may encounter delays in being scheduled since the check will be rerouted to PTI.** An \$80.00 examination administration fee payable to Pearson Vue, the CBT contracted vendor, is due at the time of scheduling.

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Contract Administration, Project Management, or Trade Knowledge only:

Pay \$135.00 examination development fee payable to PTI and \$80.00 examination administration fee payable to DBPR, but mailed to PTI.

Business and Finance Exam only:

Pay a \$135.00 examination development fee payable to PTI and an \$80.00 examination administration fee payable to Pearson Vue, (formerly known as Promissor) the CBT vendor.

4. **Q.** I have registered with PTI for the entire examination but I haven't been scheduled.
A. Check to ensure that you paid the appropriate examination development fees of \$135.00 payable to PTI, the pencil and paper examination administration fee of \$80.00 payable to DBPR, but mailed to PTI and the CBT examination administration fees of \$80.00 payable to Pearson Vue at the time of scheduling.
5. **Q.** How do I pay Pearson Vue for the Business and Finance?
A. Candidates must pay the examination administration fee at the time of reservation by credit card or electronic check, personal checks are not accepted. Candidates who cannot use these payment options should contact Pearson Vue to arrange to pre-pay the examination fee. **Payment will not be accepted at the test center.** Examination fees are non-refundable and non-transferable.
6. **Q.** Can I pay the \$80.00 DBPR examination administration fee via Credit or Debit card?
A. No, the examination administration fee payable to DBPR must be paid by check or money order. The check or money order must be mailed to PTI.
7. **Q.** When will I get my authorization to schedule the Business and Finance Examination?

- A.** Authorizations with scheduling instructions will be mailed to each candidate from Pearson Vue after the application and/or retake application has been approved.
8. **Q.** What do I do when I receive my authorization?
- A.** Contact Pearson VUE toll free, 888-204-6230 to schedule your CBT Business and Finance examination or online at <http://www.pearsonvue.com/>.
9. **Q.** When do I pay my examination administration fee to Pearson Vue?
- A.** You will pay the examination administration fee to Pearson Vue at the time you schedule your examination appointment date.
10. **Q.** What do I need to schedule my CBT examination?
- A.** You will need your authorization, social security number, form of payment, and know the name of the examination you've been authorized to take. Also view the following instructions on this web link:
http://www.myfloridalicense.com/dbpr/servop/testing/documents/prof_reg_faq.pdf
11. **Q.** Will I be allowed to take my reference books in the examination room and will there be ample space for storage?
- A.** Yes.
12. **Q.** How much time will I have to take the Business and Finance CBT examination?
- A.** You will have 6 hours and 30 minutes to complete your examination, including any pilot items.
13. **Q.** Will I receive a grade report at the exam site?
- A.** Yes. Once you have completed your examination.
14. **Q.** Why do scores have fractional values?

A Since we are dividing the number of correct answers by the total number of questions on the exam to calculate a percentage, it is possible to get scores with fractional values when the number of questions on the examination is not a multiple of 100. For example, the Business and Finance examination consists of 120 questions. A candidate who answered 88 questions correctly would get a score of 73.33% (88 divided by 120.) For all examinations where the number of “real” questions is a multiple of 10, 70% correct will correspond to a whole number, for example 84 divided by 120 is exactly 70%.

15. **Q** Why aren't scores rounded up?

A The CILB rules prohibit rounding of scores. A candidate must achieve at least 70% correct in order to pass the examination. Rounding would not make any difference since the minimum passing score for almost all of the examinations comes out to be a whole number, the only exceptions to this are the Residential Contractor Contract Administration and Project Management examinations, which have 45 questions each. 70% of 45 equals 31.5; however, it is impossible to answer only half a question correctly. A candidate who answered 31 out of 45 questions correctly would have a score 68.89% which if rounded to the nearest whole number would be 69%, neither of which is a passing score. Candidates must answer 32 out of 45 questions correctly to pass these examinations.

The Plumbing General Trade Knowledge examination has a total of 160 possible points. To pass this examination a candidate must have a score of 112 out of 160 possible points. A score of 111 out of 160 comes to 69.38% which would be rounded down to the nearest whole number, not up because the decimal is less than .50.

16. **Q** How are isometrics scored?

A The Isometric drawings are graded by teams of three licensed plumbing contractors who serve as examiners. There is a team of examiners at each exam site. Each examiner independently scores every drawing as pass or fail on eight different criteria (legibility, orientation, flow, angles, piping, labeling, vents, and fixtures.) At least two out of the three examiners must agree that the criteria have been met in order for points to be awarded. The

points awarded for all correct criteria are added together and converted to a 10 point scale to determine the score for each drawing. The number of points awarded for each drawing is then added to the total number of correct answers obtained on the multiple choice questions during the morning and afternoon sessions. This figure is then divided by the total number of possible points (160) to obtain the percentage correct score.

17. **Q** Do I have to do the Plumbing isometrics?
- A** The 5 Isometric Drawings on the Plumbing examination are worth 10 points each, for a total of 50 points. There are 110 multiple choice questions that are worth 1 point each. Thus a total of 160 points is the maximum possible score. 50 out of 160 points equals 31.25%. Since the minimum passing score is 70%, it is not possible to pass this examination unless at least some points are earned for the Isometrics.
18. **Q.** If I fail the CBT Business and Finance examination, how do I re-apply?
- A.** You must submit an examination retake application to PTI and pay the appropriate examination development fee of \$135.00, and the examination administration fee of \$80.00 to Pearson Vue when you reschedule.
19. **Q.** How soon may I retake the examination if I fail the Business and Finance portion?
- A.** You must wait 21 days before you take the examination again.
20. **Q.** Will I be allowed to review my Business and Finance examination if I fail?
- A.** Yes. You must request the Review within 21 days from the Grade Report date. You will schedule your review with Pearson Vue as you would for an examination. The review fee will be \$35.00 payable to Pearson Vue, during the on-line Review scheduling.
21. **Q.** When I pass all parts of the CILB examination, how do I apply for my license?

- A.** You will apply for your license with DBPR. Please visit our website at <http://www.myflorida.com/dbpr>. You will include with your license application a \$200.00 fee for exam costs and application processing if you completed all exam parts by December 31, 2008. After December 31, 2008, this fee will be \$40.00 in addition to the initial license application and fee.

If you have additional questions, please feel free to contact the DBPR Customer Contact Center at 850.487.1395 or Bureau of Education and Testing (BET) at 850.488.5952