

Candidate Information Booklet
for the
Construction Plumbing General
Trade Knowledge
Licensure Examination



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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.

Please save this document for future reference.

Visit our website at:

<http://www.myfloridalicense.com/DBPR/examination-information/>

Introduction

The Department of Business and Professional Regulation has contracted with Professional Testing, Inc., to register candidates, develop, and score professional examinations for the Construction Industry Licensing Board. Individuals desiring to sit for construction examinations are required to apply directly with Professional Testing, Inc.

To apply online: <http://www.floridaexam.com>.

All construction examinations, except Plumbing General Trade Knowledge examination, are administered in computer-based testing format. The Plumbing General Trade Knowledge examination is administered in a paper/pencil format.

Candidates must pass all required examinations to be licensed. The examinations you take will depend upon which license you are seeking and whether you already hold another construction license. Passing candidates applying for examination in an additional category may be exempt from taking the Business and Financial Management portion of the examination (appropriate board rule exercised, especially for Pool Service category).

Testing Locations and Reservations

The Plumbing General Trade Knowledge examination is currently administered in Orlando, FL in one day. The day is composed of a 4 hour and 30-minute morning session (Isometric Drawings) and a 4 hour and 30-minute afternoon session (multiple-choice) with reporting times at 7:00 AM and 1:00 PM. The administrations normally take place on a Wednesday of the following months: February, April, June, August, October, and December.

You will be scheduled for the written examination date that you selected on your application. Prior to the examination you will receive an Admission Card. Verify that the examination, date and site for which you have been scheduled are correct. If they are not correct or if you do not receive an Admission Card seven (7) days prior to the examination date immediately contact the vendor at 407.264.0562. Do not wait until you are in the examination room before you question it. The deadline for scheduling a paper and pencil examination is thirty days (30) prior to the examination date.

If you fail to appear for your scheduled examination you will be considered a “No Show”, your status will be a “Fail” and you will forfeit your examination fee. You will be required to apply again and pay the appropriate fees.

The Examinations

The Department of Business and Professional Regulation issues various construction licenses. Visit the Construction Industry Licensing Board website to find out more about the categories: <http://www.myfloridalicense.com/DBPR/construction-industry>.

This Candidate Information Booklet (CIB) provides information for the Plumbing General Trade Knowledge examination and administration. Information describing the content areas tested and

references materials can be found in the “Examination Content Information” and “Reference List” documents. In addition to the specific content areas listed for the examination, knowledge of basic mathematics is required for each part of the examination. With the exception of the Isometric Drawing portion of the Plumbing General Trade Knowledge Examination, all questions will be multiple-choice with four (4) alternative answers and will be equally weighted.

It is your responsibility to obtain the Examination Content Information and Reference List for the examination you are scheduling. You can contact the Department or refer to our website for the most current information. Visit this link on the web for current examination information: <http://www.myfloridalicense.com/DBPR/examination-information/construction-examinations>.

Candidates must pass all required examinations to be licensed. The examinations you take will depend upon which license you are seeking and whether you already hold another construction license. Passing candidates applying for examination in an additional category may be exempt from retaking the Business and Financial Management portion of the examination.

Examination at a Glance

The Plumbing General Trade Knowledge examination has a total of 160 possible points. The examinations consist of 110 questions and 5 (five) Isometric drawings. Each of the isometric drawings is worth up to a maximum of 10 points. To pass the examination a candidate must have a score of 112 out of 160 possible points.

The multiple-choice portion of the Plumbing General Trade Knowledge examination consists of questions relating to general trade knowledge. The content areas to be covered and the approximate weights assigned to each are as follows:

1. 20% Drainage
2. 20% Water Distribution
3. 15% Natural Gas Piping
4. 20% Medical Gas Piping
5. 10% Industrial Piping
6. 5% Swimming Pools, Wells and Irrigation
7. 5% Solar
8. 5% Fire Protection

The Isometric Drawing portion of the Plumbing General Trade Knowledge examination consists of five plumbing isometric drawings. The content of the drawings shall conform to the content areas listed above in content areas 1 through 8. The following are the criteria and points used by the graders to evaluate each of the five isometric drawings:

- a) Legibility. Drawing is clear and readable. Drawing is sufficient in size. Lines and labels are distinguishable. (8 points)
- b) Orientation. All fixtures are shown in the correct location relative to each other. (20 points)
- c) Flow. Direction of flow is shown when going from vertical to horizontal. The direction of flow must be indicated even if the direction is implied for all waste lines and all fixture connections. Direction of flow is not required for vent lines. (12 points)
- d) Angles. Isometric drawing uses 30-60-90 degree angles. All angles used on the drawing are displayed at the appropriate orientation. (8 points)

- e) Piping. All pipes, fittings, traps, clean-outs, and similar portions of the piping structure are included on the drawing. All piping is shown exactly as on the drawing (regardless of specific code requirements). The piping must display the correct elevation in reference to the floor plan. (20 points)
- f) Labeling. All fixtures are labeled according to the legend provided in the examination instructions. (4 points)
- g) Vents. All vents are properly indicated. (16 points)
- h) Fixtures. All fixtures shown on the floor plan are appropriately indicated on the isometric drawing. (12 points)

Note: “P-Traps are to be shown by the candidate in all locations where the trap is not an integral part of the fixture (floor drains, sinks, drinking fountains, mop sinks, tubs, etc.). Many urinals and water closets have p-traps as integral parts and do not need a p-trap added, for this exam add them to water closets and urinals unless the drawing specifies they are already incorporated as part of the fixture. When, in doubt, make sure to draw it.

Based on the criteria listed above, each drawing will be independently evaluated by three graders. At least two of the graders must agree that a criterion is correct in order for that criterion to be graded as correct and points to be awarded. If one or more criterion is determined to be incorrect by at least two of the graders, points will not be awarded for that criterion. The awarded points for all criteria will be summed and converted to a 10 point scale to determine the score for each drawing.

Examination Content Information

Visit the link below for detailed examination content information:
http://www.myfloridalicense.com/dbpr/servop/testing/documents/plum_ece.pdf.

References

Visit the link below to find an up to date reference list:
<http://www.myfloridalicense.com/DBPR/examination-information/construction-examinations-reference-lists/>.

Pilot Testing

The examinations 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 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. 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 your knowledge and

maximize your chances of passing the examination.

- Listen to and read all instructions carefully.
- For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chance of achieving a passing score. There is no penalty for guessing, so you should answer every question.
- Be sure to record an answer for each question, even the items for which you are not completely sure. You can note the questions you want to reconsider in the examination booklet and return to them later.
- Speak to a proctor or Examination Supervisor concerning any problems that may occur during the examination. Do not wait until the examination is over to inform someone of a problem.
- Inspect your examination materials to verify that you have been given the correct examination for your trade and that your packet contains all of the listed documents. Immediately inform your proctor if you find a discrepancy.

Answer Sheets

- Carefully follow the examination supervisor's instructions on completing the answer sheet. It is your responsibility to correctly "bubble" in your candidate identification number, your examination number, and the first four letters of your last name (e.g., John Smith would bubble in "SMIT" in the space provided).
- Your answers must be recorded on the answer sheet provided to you at the examination. Answers recorded in the examination booklet, will NOT be scored. It is recommended that you fill in your answers as you answer each question rather than waiting until the end of the examination. It is your responsibility to turn in your completed answer sheet, all examination materials, and scratch paper for each session when the allotted time for that session has passed.

NOTE: Do not wait until the 15-minute time warning to transfer your answers from the test booklet to the answer sheet. You will NOT have sufficient time to transfer all answers. Candidates CANNOT complete the transfer of answers after time is called. Answers that were not transferred during the morning session CANNOT be transferred during the afternoon session. You will ONLY receive credit for the answers on your answer sheet.

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

Reference Books as Published on the Bureau of Education & Testing website

<http://www.myfloridalicense.com/DBPR/examination-information/construction-examinations-reference-lists/>.

- The reference books listed on the reference list are the approved standards issued by the Construction Industry Licensing Board. Earlier or later editions than those listed can be brought to the examination at your own risk. But only one copy of the reference will be allowed into the examination. The answers to the examination questions will be based on the listed editions. Candidates are strongly encouraged to bring the references for their specific specialty (as listed on their Reference List) to the examination site to be used during the examination. No other references are allowed at the examination site. Extra books left in the exam room at candidates own responsibility.
- **ONLY materials and books on the approved reference list may be brought to the test center.** Reference books must remain as published. References containing underlining with pen or highlighter may be used. Only original edition reference materials will be allowed for use at the examination, with the exception of the references specifically indicated on the reference list as a PDF file. These materials must be printed and bound in a spiral notebook or a three or more hole punched binder in order to be allowed in the examination room.
- Photocopies will not be allowed unless written authorization has been granted prior to the examination by the appropriate authorities (publishers and the Bureau of Education and Testing).
- Permanently attached book tabs with only normal chapter or page headings are permitted. To avoid delays at the examination site, Post-it® notes, pull-off labels, or removable tabs must be removed from the reference books prior to arriving at the examination site. **If tabs can be removed without damage to the page, then they are considered removable and WILL NOT be accepted.**
- Boxes or baskets with lids or covers may be used to bring approved reference books to the examination site. However, boxes cannot be used to store reference books on the table. All books that are to be used during a test session (AM or PM) must be removed from the box and stored on the table during the test. Candidates are NOT permitted to replace or remove books during a test session. Candidates are not permitted to exchange or share reference materials or calculators during the exam.
- Candidates will NOT be allowed to remove reference books from the test center during the lunch break. Reference books removed after the morning session will NOT be allowed in the afternoon session.
- **ONLY** those reference materials listed for your examination will be allowed into the examination room.
- To better serve our “English as a second language” candidates, the Bureau of Education and 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 questions concerning acceptable translation dictionaries, please contact the

Bureau of Education and Testing, Examination Administration Unit at 850.487.1395, or you may fax your question to 850.922.1228 or 850.487.9757.

Other Supplies

- A scale ruler. Page magnifiers and bookends.
- A handheld, cordless, silent, non-printing calculator with a numeric (non-alphabetic) keyboard and extra batteries. (Calculators containing ram cards or that function as data collectors are NOT allowed.)
- Any personal items such as toiletries, snacks, etc. or supplies needed during the examination must be encased in a clear plastic bag, no larger than 8" X 11" in size. Personal items are not allowed in the examination room.
- Bring several sharpened No. 2 lead pencils with erasers for use in recording examination answers on the answer sheet(s).
- Please be advised that due to circumstances beyond our control, examination sites may experience minor disturbances. For those candidates that are sensitive to noise, it is recommended that you bring earplugs.

What Not to Bring

Unauthorized supplies, those not listed in this Candidate Information Booklet, will be subject to removal by the department's representative at the examination site. The following items are NOT allowed in the examination room:

- Any part of construction school workbooks and materials, bound or loose-leaf notes. Additional materials cannot be attached in any manner (such as taped, stapled, or glued) to authorized reference books. Extra pages and dividers cannot be added. **REFERENCE BOOKS MUST REMAIN AS PUBLISHED.**
- Handwritten and typewritten notes are not allowed. Existing handwritten notes in reference materials must be blackened out or whitened out completely by the candidate, prohibiting legibility.
- Any type of dictionary, thesaurus, spelling aid, or language translator (other than one of the approved translation dictionaries).
- White or colored paper, writing tablets, or notepads. Psychometric charts.
- Calculators and electronic organizers containing ram cards, alphabetic keyboards or screen writing capabilities, with or without the ability to print.
- Cameras, tape recorders, or computers.
- Pagers, electronic transmitting devices, telephones, or smart watches are **NOT** allowed (watches with alarms or beepers should be set so that they will NOT sound or go off during the examination administration).
- Canisters of mace, pepper spray, or other personal defense items.
- Large Size Purses, briefcases, portfolios, fanny packs, or backpacks.
- Baseball caps, hats or visors into the examination room.
- You will NOT be permitted to use ballpoint pens, colored pencils, felt-tip pens or highlighters.

Administrative Policies

Admission to the Examination

Please consider the additional time needed for administrative procedures, finding the exam site, etc. when scheduling airline flights, etc. Report to the test site no later than the time indicated on your admission slip and examination schedule. It is recommended that you arrive at the examination site fifteen (15) minutes prior to the examination reporting time.

Bring your admission slip to the test site. You will be required to show it to gain entry to an examination room. If you have NOT received your admission slip within seven (7) business days of your scheduled examination, contact the vendor at 407.264.0562 or fax: 407.264.2977.

Two (2) forms of signature identification, one of which bears your picture, signature and is government issued: 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, employment I.D. cards and photo bearing credit cards are not acceptable as a picture bearing identification. Make sure your name and address are exactly the same as provided on your application.

Late Arrivals

- If a candidate arrives at the designated examination site after the examination start time, these procedures will be followed:
- If a candidate arrives after one candidate has finished the examination and left the examination room, the candidate will NOT be permitted to sit for the examination.
- If a candidate arrives after the start time of the examination, but before a candidate has finished and left the examination room, the late arriving candidate will be permitted to take the examination ONLY after signing a statement clearly indicating his or her late arrival time. The candidate will only receive the time remaining and will NOT be given additional time to complete the examination.
- All candidates will be required to remain at least one (1) hours from exam starting time before being allowed to check out.
- If you fail to appear for your scheduled examination you will be considered a "No Show", your status will be a "Fail" and you will forfeit your examination fee. You will be required to apply again and pay the appropriate fees.

Rules for the Examination

The examination supervisor and proctors are the department's designated agents for maintaining a secure and proper examination administration.

- Reporting Time is not examination starting time. Extra time is allowed for checking in.
- No examination materials, documents, or memoranda of any kind are to be taken from the examination room.
- Listen carefully to the instructions given by the Examination Supervisor and read all of the directions thoroughly. Examination Supervisors and proctors are NOT authorized to answer questions concerning the 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.”
- Smoking will not be permitted in an examination room or in the restrooms, based on the October 1985 Florida Clean Indoor Air Act. Candidates will not be allowed smoking breaks.
- Drinks in a spill proof container are acceptable when permitted by examination site management. If applicable, a lunch break will be provided.
- The department considers any marking in reference books during an examination to constitute a felony. If a candidate is observed writing or marking anything in any reference book or materials, these materials will be immediately confiscated. The department intends to forward all confiscated reference materials to the Construction Industry Licensing Board for prosecution pursuant to Florida Statute 455.2175.
- Pursuant to Florida Administrative Code Chapter 61-11.007 any irregular candidate conduct which violates the standard of test administration, such as communicating with any other candidate during the administration of an examination or copying answers from another candidate during the administration of the examination, will be documented and forwarded to the Construction Industry Licensing Board for consideration or action.
- Due to the noise associated with gathering reference books and materials at the end of the examination, candidates may not be permitted to leave the test center once the 15-minute time announcement is made. This will prevent a disruption to candidates still testing.

Apparel

Please dress comfortably, but appropriately, for the examination. It is not always possible to maintain a temperature suitable for each candidate, and from time to time there are maintenance problems beyond the department’s control. It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

Change of Address

All candidates will be given an opportunity to file a change of address at the examination site. If an address change occurs after your examination administration, please notify the vendor by completing the Request for Name or Address Change Form located at the end of this document.

Change or Correction of Name

If you have a name change or correction, please send the Request for Name or Address Change Form, along with notarized legal documentation, to the vendor, Professional Testing Inc.

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 an application to the Special Testing Coordinator prior to each exam. The application can be found at:
http://www.myfloridalicense.com/dbpr/servop/testing/documents/ada_applic.pdf.

The application for accommodation must be completed and returned to the Bureau of Education and Testing at:

*Department of Business and Professional Regulation
Bureau of Education and Testing
Special Testing Coordinator
2601 Blair Stone Road
Tallahassee, Florida 32399-0791*

For more information regarding special testing accommodations, please our visit webpage at: <http://www.myfloridalicense.com/DBPR/examination-information/special-testing-accommodations/>.

Scoring Information and Grade Notification

Scoring

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

The Isometric drawings are graded by teams of three licensed plumbing contractors who serve as examiners (Subject Matter Experts). Teams of examiners will score the Isometric drawings. 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.

Amended Grades

A quality control process is carried out to verify the accuracy of examination grades in the event that a scoring error is found, you will be sent an amended grade report approximately four (4) weeks after your examination. Grade results and or pass/fail status will not be given out over the telephone. Please do not call the vendor, board office or the Bureau of Education and Testing for this information.

NOTE: A statistical comparison of all responses on your scan sheet with responses given by other candidates may be performed. Any irregularities identified by this analysis may be considered grounds for denial of licensure.

Candidates who pass ALL required parts become eligible for certification upon presenting to the board payment of the initial licensing fee, proof of insurance, a proper financial statement and credit report, and any required information about business organizations for which they intend to act as

qualifying agents. You will receive an instruction sheet with your grade report containing further details on becoming certified.

Reexamination Information

Information regarding re-examination procedures and fees will be provided to candidates with their grade reports.

Duration of Validity

Examination candidates will be permitted four years from the date he or she initially sat for the initial licensure examination to pass all portions of the examination and will not be limited in the number of times they may re-take a test during the four year period.

For the purpose of certification, a passing grade shall be valid only for a period of four (4) years from the date the list of successful candidates is approved by the Board.

Appendix

Points of Contact

Please contact the appropriate office for questions regarding the following:

Examination Scheduling, Grade Notification and Change of Address

Professional Testing, Inc.
424 E. Central Blvd. #402
Orlando, Florida 32801
Tel: 407.264.0562
Fax: 407.264.2977

Requests for Special Testing Accommodations

Department of Business and Professional Regulation
Bureau of Education and Testing
Special Testing Coordinator
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.487.1395

BETSpecialTesting@myfloridalicense.com

Examination Review

Pearson VUE, Inc.
Customer Care at 1.888.204.6230
Website: <https://home.pearsonvue.com/>
Fax-Back System at 1.800.274.8920

Formal Hearings

Department of Business and Professional Regulation
Bureau of Education and Testing
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.487.1395

Licensure Application and Fees

Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.487.1395

Visit our website at:

<http://www.myfloridalicense.com/DBPR/examination-information/>

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

Professional Testing, Inc.
424 E. Central Blvd. #402
Orlando, Florida 32801
Tel: 407.264.0562 Fax: 407.264.2977

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: _____

Area Code/Home Number

Area Code/Work Number

Old Address: _____

New Address: _____

Signature: _____

*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 for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L. 193, Sec. 317.

Common Abbreviations and Definitions

Abbreviations	Definitions
DBPR	Department of Business and Professional Regulation
F.S.	Florida Statute
F.A.C.	Florida Administrative Code
BET	Bureau of Education & Testing
ADA	Americans with Disability Act
CBT	Computer Based Testing
CE	Continuing Education
CIB	Candidate Information Booklet
BCAIB	Building Code Administrators and Inspectors Board
ICC	International Code Council
FBC	Florida Building Commission
CILB	Construction Industry Licensing Board
ECLB	Electrical Contractors' Licensing Board
FAQ	Frequently Asked Questions