

**Charles W. Drago**, Secretary

**Charlie Crist**, Governor

# STATE OF FLORIDA

**Candidate Information Booklet  
for the**

## **ELECTRICAL CONTRACTORS' LICENSURE EXAMINATIONS**

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CANDIDATE INFORMATION BOOKLET FOR THE  
ELECTRICAL CONTRACTORS' 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.

This edition of the Candidate Information Booklet for the Electrical Contractors' Licensure examination supersedes all previous editions.

**Visit our Web Site at:**

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

**Click Below:**

[To view additional Examination Information](#)

## I. INTRODUCTION

This Candidate Information Booklet is designed to introduce Computer Based Testing and provide candidate information for the Electrical examination.

The Department of Business and Professional Regulation has retained the services of Pearson VUE/Promissor, to schedule, administer, score and report the results for the computer based tests. Pearson VUE/Promissor 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

[Use this link to view the vendor's website to locate a Pearson VUE/Promissor Test Center near you, as well as to check that site's availability.](#)

### MAKING YOUR TEST RESERVATIONS

#### TELEPHONE RESERVATIONS/CANCELLATION

Call 1-888-204-6230 and a Pearson VUE/Promissor 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 two (2) 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
- 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
- Credit card number, check, or voucher

A candidate may cancel the examination reservation **up to two (2) business days 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**

Candidates may register via the Internet by visiting Pearson VUE/Promissor's website at <http://www.pearsonvue.com> twenty-four (24) hours a day, seven (7) days a week, **provided you use 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 register at least two (2) days before the examination date desired **since reservations are made on a first-come, first-served basis.** A reservation confirmation will be returned to you via email. Examination reservations may be canceled or changed via the Internet.

### III. THE EXAMINATIONS

The Electrical Contractors Certification exam is offered in two parts: a Business section (50 test questions, 2 ½ hours) and a Technical/Safety section (100 test questions, 5 hours). Both parts are open-book exams.

#### OVERVIEW – BUSINESS

The Business section is offered as a computer-based exam through our current vendor. Currently the Department of Business and Professional Regulation has retained the services of Pearson VUE, formerly known as Promissor, to schedule, administer, score and report the results for the Business computer-based test. 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.

The examination fee for the Business section is \$22.50 and is payable directly to the vendor by the candidate at the time the exam is scheduled. *The exclusive reference for the open-book Business CBT examination is the **Contractors Manual 2009**.*\* (Please see page 16).

A candidate may sit for the Business section by appointment with Pearson VUE anytime after the candidate receives approval from the department. After three (3) unsuccessful attempts the candidate is required to take seven (7) *continuing/education* hours in the business area. After successful completion of the continuing/education hours, the candidate must reapply to the department to re-take the examination through the vendor. There is a 21-day waiting period between successive attempts.

#### OVERVIEW – TECHNICAL/SAFETY

**The Technical/Safety section will no longer be a paper and pencil examination. Starting November 2008, the Technical/Safety section will be offered as a computer based examination through the department's current vendor Pearson VUE.** The examination fee for the Technical/Safety is \$45.00 and is payable directly to the vendor by the candidate at the time the exam is scheduled.

The technical/safety section is designed to measure how well a candidate has mastered the fundamentals of electrical contracting and to measure his or her ability to interpret and apply the appropriate sections of the *National Electrical Code (N.E.C.)* and other applicable references to practical problems.

The questions have been designed so that a person who has the required minimum ability to use the *N.E.C.* and the necessary background knowledge of electrical contracting will find it easy to select the correct answer. A person who is not familiar with electrical contracting and cannot use the *N.E.C.* will find it hard to guess the correct answer for any question because they present the candidate with a choice of common misconceptions, common faults, incorrect practices, or plausible nonsense. Therefore, the candidate should read each question thoroughly and carefully and select the best answer to the question. Each question has only one correct answer, which will be graded as the correct answer to the question. All examinations consist of multiple-choice questions.

In certain areas (e.g., Section 220-10(b)) the *N.E.C.* stipulates a standard procedure that should be followed in normal circumstances while also permitting alternate procedures or exceptions in other circumstances. If the question does not obviously call for the application of an alternate procedure or exception, the candidate should apply the provision of the *N.E.C.* in accordance with the procedures stipulated for normal circumstances.

A candidate may sit for the Technical/Safety section by appointment with Pearson VUE anytime after the candidate receives approval from the department. Each time a candidate fails the technical/safety section s/he must reapply to the department to receive a new authorization to test. After three (3) unsuccessful attempts the candidate is required to take seven (7) *continuing/education* hours applicable to the section(s) failed before receiving a new authorization to sit for the examination. The grade report will provide candidates that fail the examination the area(s) in which they are deficient (Technical, and/or Safety).

## CONTENT OUTLINES

The questions are based on the content outlines listed on the following pages which are separated for each examination. Candidates should use appropriate content outlines when studying the suggested references provided later in this booklet. It is suggested that each candidate become familiar with using the references, so that s/he can find the information necessary to answer the questions within a minimal amount of time. Candidates are strongly encouraged to bring the references for their specific specialty to the exam site to be used during the examination. A list of the acceptable references for each specialty is provided in this booklet.

### Business Examination

Open Book

2 ½ hour examination

(This Part Required of All Certifications)

Subjects	Number of Questions
Maintaining Cash Flow.....	03 - 05
Estimating and Bidding a Job .....	05 - 07
Interpretation of Contracts and Agreements .....	04 - 06
Purchasing Control.....	00 - 02
Contract Scheduling.....	03 - 05
Obtaining Insurance and Bonding.....	04 - 06
Complying with Contracting Laws and Rules .....	05 - 07
Personnel Management .....	03 - 05
Complying with Payroll and Sales Tax Laws .....	06 - 08
Interpretation of Financial Statements and Reports .....	04 - 06
Management Accounting .....	02 - 04
<b>Total Number of Questions</b>	<b>50</b>

## Technical/Safety Examinations

### Unlimited Electrical Contractor

Open Book  
5 hour examination

Subjects	Number of Questions
General Theory and Electrical Principles .....	19 - 21
Plan and Specification Reading and Interpretation.....	07 - 09
Wiring and Protection .....	13 - 15
Wiring Methods and Materials .....	11 - 13
Special Occupancies and Situations.....	13 - 15
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment.....	08 - 10
Life Safety and Americans with Disabilities Act.....	04 - 06
Electrical Signs, Outline Lighting, and Structural Considerations .....	02 - 04
Alarms/ Limited Energy .....	14 - 16
<b>Total Number of Question</b>	<b>100</b>

### Residential Electrical Contractor

Open Book  
5 hour examination

Subjects	Number of Questions
General Theory and Electrical Principles .....	13 - 15
Plan and Specification Reading and Interpretation.....	12 - 14
Wiring and Protection .....	06 - 08
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment.....	08 - 10
Residential Life Safety and ADA .....	04 - 06
Motors .....	04 - 06
Box Fill .....	04 - 06
Demand Loads .....	05 - 07
Conduit Fill .....	02 - 04
Grounding Conductors.....	07 - 09
Neutral Loads.....	03 - 05
Appliance Loads .....	06 - 08
Service .....	08 - 10
Voltage Drop.....	04 - 06
<b>Total Number of Questions</b>	<b>100</b>

## Alarm Systems Contractor I

Open Book  
5 hour examination

Subjects	Number of Questions
General Theory and Electrical Principles .....	17 - 19
Plan and Specification Reading and Interpretation.....	18 - 20
Wiring and Protection .....	02 - 04
Wiring Methods and Materials .....	02 - 04
Special Occupancies and Situations.....	00 - 02
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment.....	08 - 10
Life Safety and Americans with Disabilities Act.....	04 - 06
Limited Energy/ Low Voltage .....	06 - 08
Central Station Facilities and Signaling.....	06 - 08
Premises Protective Signaling Systems .....	06 - 08
Initiating Devices .....	12 - 14
Burglar Alarms.....	07 - 09
<b>Total Number of Questions</b>	<b>100</b>

## Alarm Systems Contractor II

Open Book  
5 hour examination

Subjects	Number of Questions
General Theory and Electrical Principles .....	14 - 16
Plan, Schematics and Diagram Reading and Interpretation.....	18 - 20
Wiring and Protection .....	02 - 04
Wiring Methods and Materials .....	02 - 04
Special Occupancies and Situations.....	02 - 04
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment.....	08 - 10
Americans with Disabilities Act .....	04 - 06
Limited Energy/ Low Voltage .....	06 - 08
Central Station Facilities and Signaling.....	06 - 08
Premises Protective Signaling Systems .....	07 - 09
Initiating Devices .....	07 - 09
Burglar Alarms.....	12 - 14
<b>Total Number of Questions</b>	<b>100</b>

## Limited Energy Specialty Contractor

Open Book  
5 hour examination

Subjects	Number of Questions
General Theory and Electrical Principles .....	26 - 28
Plan, Schematics, and Diagram Reading and Interpretation.....	21 - 23
Wiring and Protection .....	10 - 12
Wiring Methods and Materials .....	10 - 12
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment.....	09 - 11
Americans with Disabilities Act .....	01 - 03
Limited Energy/ Low Voltage .....	16 - 18
<b>Total Number of Questions</b>	<b>100</b>

## Sign Specialty Electrical Contractor

Open Book  
5 hour examination

Subjects	Number of Questions
General Theory and Electrical Principles .....	23 - 25
Plan and Specification Reading and Interpretation.....	05 - 07
Wiring and Protection .....	13 - 15
Wiring Methods and Materials .....	13 - 15
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment.....	09 - 11
Electrical Signs, Outline Lighting and Structural Considerations .....	26 - 28
Signs-Neon.....	04 - 06
<b>Total Number of Questions</b>	<b>100</b>

## Lighting Maintenance Specialty Electrical Contractor

Open Book  
5 hour examination

Subjects	Number of Questions
General Theory and Electrical Principles .....	25 - 27
Wiring and Protection .....	18 - 20
Wiring Methods and Materials .....	18 - 20
OSHA, Safety, Procedures for Testing and Use of Tools and Equipment.....	09 - 11
Electrical Signs and Outline Lighting.....	18 - 20
Signs-Neon.....	06 - 08
<b>Total Number of Questions</b>	<b>100</b>

## Utility Line Electrical Contractor

Open Book  
5 hour examination

Subjects	Number of Questions
General Theory and Electrical Principles .....	15 - 17
Plan Specification Reading and Interpretation.....	09 - 11
Wiring and Protection .....	04 - 06
Wiring Methods and Materials .....	34 - 36
Utility Technical/Safety .....	19 - 21
OSHA, Safety, Procedures for Testing, and Use of Tools/Equipment.....	13 - 15
<b>Total Number of Questions</b>	<b>100</b>

### SAMPLE QUESTIONS

- As condition of renewal of a certificate, the certificate holder must provide proof of completion of at least\_\_\_\_classroom hours of continuing education in one or more courses approved by the Board.
  - 12
  - 14
  - 15
  - 20
- Any improvement for which the direct contract price is\_\_\_\_or less is exempt from the provisions of Chapter 713 “Construction Lien Law” except for liens of persons in privity.
  - \$1,000
  - \$1,500
  - \$2,500
  - \$5,000
- Which of these company assets is **NOT** depreciated?
  - automobiles
  - construction equipment
  - land
  - office equipment
- FICA taxes are paid by
  - the employee.
  - the employer.
  - the government.
  - both employer and employee.

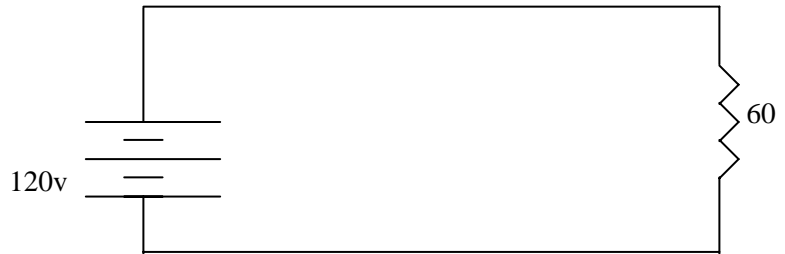
5. Where liquid-tight flexible metal conduit is installed as a fixed raceway, it shall be secured at intervals **NOT** to exceed \_\_\_\_ feet and within 12 inches of every outlet box, junction box cabinet, or fitting.
- A. 3
  - B. 4-1/2
  - C. 6
  - D. 10
6. Wireways shall not contain more than \_\_\_\_ current carrying conductors at any cross section.
- A. 10
  - B. 20
  - C. 30
  - D. 50
7. One kilo Ohm is equal to \_\_\_\_ Ohms.
- A. 0.1
  - B. 10.0
  - C. 1,000.0
  - D. 1,000,000.0
8. Class 1 power limited circuits shall be supplied from a source having a rated output of **NOT** more than \_\_\_\_ volts and 1000 volt-amperes.
- A. 30
  - B. 40
  - C. 50
  - D. 60
9. A storage battery's nominal voltage is computed on the basis of 2.0 volts per cell for lead acid type and \_\_\_\_ volts per cell for the alkali type.
- A. 1.0
  - B. 1.2
  - C. 2.0
  - D. 2.5

10. If the current is 33 milliamps and the resistance is 750 Ohms, what is the voltage?
- A. 15.0
  - B. 24.8
  - C. 40.0
  - D. 69.5
11. The individual conductors of a flexible cord or cable shall **NOT** be smaller than \_\_\_\_\_AWG.
- A. 17
  - B. 18
  - C. 20
  - D. 27
12. A fixture that weighs more than \_\_\_\_\_pounds shall be supported independently of the outlet box.
- A. 25
  - B. 40
  - C. 45
  - D. 50
13. The **MAXIMUM** spacing between supports for one-inch rigid nonmetallic conduit shall be \_\_\_\_\_feet.
- A. 3
  - B. 5
  - C. 6
  - D. 8
14. Branch-circuit conductors supplying a single motor-compressor must have an ampacity of **NOT** less than \_\_\_\_\_percent of the motor-compressor rated-load current or the branch circuit selection current, whichever is greater.
- A. 100
  - B. 115
  - C. 125
  - D. 150
15. According to the *National Fire Alarm Code*, a heat detector of the fixed-temperature or rated-compensated spot-pattern type that has a temperature classification of **Very Extra High** (range 205° to 259° C) shall be color coded
- A. blue.
  - B. green.
  - C. red.
  - D. white.

16. According to *NFPA 780*, a zone of protection is
- A. a three foot circumference surrounding a lightning protection system.
  - B. the space next to a lightning protection system that is substantially immune to direct lightning flashes.
  - C. any building with a non-metallic, covered roof.
  - D. the period of time after a direct lightning flash when there is low probability of a second or additional flash.

17. The current in the following circuit will be \_\_\_\_ amperes.

- A. 0.2
- B. 2.0
- C. 20.0
- D. 7,200.00



18. The term for the flow of electrons through a circuit is

- A. current.
- B. impedance.
- C. resistance.
- D. voltage.

19. The symbol for capacitive reactance is

- A.  $X_C$ .
- B.  $X_L$ .
- C.  $R_C$ .
- D.  $R_L$ .

20. Dimmers used in theaters and similar locations, installed with ungrounded conductors, shall have over-current protection **NOT** greater than \_\_\_\_ percent of the dimmer rating, and shall be disconnected from all ungrounded conductors when the master or individual switch or circuit breaker supplying such dimmer is in the open position.

- A. 100
- B. 125
- C. 150
- D. 200

Answers:

1.	B	11.	D
2.	C	12.	D
3.	C	13.	A
4.	D	14.	C
5.	B	15.	B
6.	C	16.	B
7.	C	17.	B
8.	A	18.	A
9.	B	19.	A
10.	B	20.	B

## 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 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. The pilot questions will not be identified. This ensures that the pilot items are considered fully and similarly to a scored item.

Examinations developed and administered by the Department are not “speeded” tests. This means that the majority of candidates have completed the test at the point where time is called. There is ample time for completing all testing questions including pilot test 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.

- 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 chances of achieving a passing score. There is no penalty for guessing, so you should answer every question.
- Immediately alert the Test Center Manager of any problems involving your exam materials. **Do not** wait until the examination is over to inform someone of 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.

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 any questions concerning acceptable translation dictionaries, please contact the Bureau of Education and Testing, Examination Administration Unit at 850.488.5952, or you may fax your question to 850.487.9757.

### **What to Bring:**

- Any personal items, such as toiletries, etc., or supplies needed during the examination must be encased in a clear plastic bag, no larger than **8” X 11”** in size.
- **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. Permanently attached book tabs with normal, chapter headings are permitted, but tabs must not contain any notes or formulas.
- Bring a magnifying glass to help you read the blueprints or plans.
- Only **non-programmable calculators** will be allowed for use in the Electrical Contractors’ Examination provided they meet the specific requirements listed below:
  - hand held
  - self contained
  - battery operated (bring extra batteries)
  - non-printing
  - silent
  - functions limited to 12 digit display, single line memory and scientific functions
  - without an alphabetic keypad

*NOTE:* Any calculators exceeding the above mentioned limitations will **NOT** be allowed into the examination room

*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 ear plugs.*

### **What Not to Bring:**

Unauthorized supplies, those not listed in this Candidate Information Booklet, will be subject to removal.

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

- Purses, briefcases, portfolios, fanny packs or backpacks
- Cameras, tape recorders, computers, pocket personal computers, personal digital assistants (PDAs)
- Pagers, electronic organizers, electronic transmitting devices or cellular 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, paper clips and metal clamps (with the exception of the UL 681, UL 365 materials and the 2004 Lighting Protection Code).
- Dictionary (other than one of the approved **strict translation dictionaries**), thesaurus, or other spelling aids
- White or colored paper, writing tablets, notepads, or highlighting pens
- Programmable calculators
- Canisters of mace, pepper spray, or other personal defense items
- **Reference materials with hand-written notes are NOT allowed in the examination sites. Existing hand-written notes, formulas, indexing systems, etc., must be blackened out or whitened out completely by the candidate prior to arrival at the test center, prohibiting legibility. Typewritten notes are also prohibited. Reference books that have been underlined with pen or highlighter are authorized. Permanently attached book tabs with normal chapter headings are allowed; however, tabs must not contain statements, formulas, etc. Any removable tabs that would not damage a page if removed are prohibited. Post-It ® Flags or Notes are NOT permitted. You will not be permitted to write, underline or highlight in your reference books during the administration of the examination.**

*NOTE:* Scratch paper will be provided to use for any necessary calculations during the examination.

## REFERENCES

In addition to general trade knowledge, questions are based on the reference lists provided on the following pages. Only those references listed will be allowed at the examination site. Editions earlier or later than those listed below can be brought to the examination but **AT YOUR OWN RISK**. However, only one copy of each reference will be allowed into the examination.

No scratch paper, class notes, formulas, sample questions, bound or loose-leaf study materials, notes or similar material will be allowed in the examination room.

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 in order to be allowed in the examination room.

Permanently attached tabs may be used in reference books. Post-it ® Notes, pull-off labels or removable tabs will **NOT** be allowed.

In the chart that follows, Electrical Certification areas are indicated as:

- UE - Unlimited Electrical Contractor
- RE - Residential Electrical Contractor
- AI - Alarm Systems I Contractor
- AII - Alarm Systems II Contractor
- LE - Limited Energy Specialty Contractor
- SS - Sign Specialty Electrical Contractor
- LM - Lighting Maintenance Specialty Contractor
- UL - Utility Line Contractor

*(BZ- All eight (8) of the above Certification areas are required to take the Business Component through our vendor at a Computer-based Testing site.*

**ELECTRICAL CONTRACTORS' REFERENCE LIST**

	<b>Ref. Code</b>	<b>Reference</b>	UE	RE	AI	AII	LE	SS	LM	UL	BZ
A.	<b>RN50</b>	<i>Florida Contractors Manual, 2009 edition</i>	x	x	x	x	x	x	x	x	x
		Florida Unemployment Comp. Employer Handbook	x	x	x	x	x	x	x	x	x
		Florida Workers' Comp. Law (FS Chapt. 440)	x	x	x	x	x	x	x	x	x
		Construction Lien Law (FS Chapt. 713)	x	x	x	x	x	x	x	x	x
		Fire Marshal Code (FS Chapt. 633)	x		x						
		Employer's Tax Guide, Circular E	x	x	x	x	x	x	x	x	x
		"Accounting"	x	x	x	x	x	x	x	x	x
		Americans with Disab. Act, Accessibility Guidelines for Buildings and Facilities	x	x	x	x	x	x	x		
		FS Chapt. 489, Part II, and Chapt. 61G6, F.A.C.	x	x	x	x	x	x	x	x	x
		"Bonding; Contracting and Subcontracting"	x	x	x	x	x	x	x	x	x
		Handy Reference Guide to the Fair Labor Standards Act	x	x	x	x	x	x	x	x	x
		Recordkeeping Guidelines for Occupational Injuries/Illnesses	x	x	x	x	x	x	x	x	x
B.	<b>RN 7</b>	<i>Code of Fed. Regul., Title 29, Part 1926 (OSHA)</i>	x	x	x	x	x	x	x	x	
C.	<b>RN 9</b>	<i>NFPA 70-National Electrical Cod, 2005 NFPA 70-National Electrical Cod, 2008 edition**</i>	x	x	x	x	x	x	x	x	
D.	<b>RN10</b>	<i>NFPA 72-National Fire Alarm Code</i>	x	x	x						
E.	<b>RN12</b>	<i>NFPA 780-Lightning Protection Code</i>	x	x			x				
F.	<b>RN13</b>	<i>NFPA 101-Life Safety Code NFPA 101-Life Safety Code 2009 edition**</i>	x	x	x						
G.	<b>RN14</b>	<i>Fire Alarm Signaling Systems Handbook, Bukowski &amp; Moore, 3<sup>rd</sup> Ed., 2003</i>	x		x						
H.	<b>RN20</b>	<i>UL 681-Installation and Classification of Burglar and Holdup Alarm Systems</i>	x		x	x					
I.	<b>RN21</b>	<i>UL 365-Police Station Connect. Burg. Alarm Units</i>	x		x	x					
J.	<b>RN22</b>	<i>Understanding and Servicing Alarm Systems</i>	x		x	x					
K.	<b>RN23</b>	<i>Engineering Sign Structures, An Introduction to Analysis and Design</i>	x					x			
L.	<b>RN24</b>	<i>Security: A Guide to Security System Design</i>	x		x	x					
M	<b>RN25</b>	<i>NEON, Techniques and Handling</i>	x					x	x		
N.	<b>RN28</b>	<i>Design and Control of Concrete Mixtures</i>	x					x		x	
O.	<b>RN30</b>	<i>Telecommunication Wiring</i>	x		x	x	x				
P.	<b>RN33</b>	<i>National Electrical Safety Code</i>								x	
Q.	<b>RN35</b>	<i>The Lineman's and Cableman's Handbook</i>								x	

## ORDERING AND ADDITIONAL INFORMATION

- A. RN50 **Contractors Manual, Florida Contractors Manual, 2009 edition.** Associations of Builders and Contractors Institute, Inc., 3730 Coconut Creek Parkway, Coconut Creek, FL 33066. **(CONTAINS THE FOLLOWING IMPORTANT SECTIONS):**
- \*Florida Unemployment Compensation Employer Handbook (In Chapter 5 of the **Contractors Manual**)
  - Florida Workers' Compensation Law, (Florida Statutes, Chap. 440). (In Chapter 6 of the **Contractors Manual**)
  - Construction Lien Law, (Florida Statutes, Chap. 713). (In Chapter 9 of the **Contractors Manual**)
  - Fire Marshal Code– Fire Prevention and Control, (Florida Statutes, Chap. 633). (In Chapter 5 of the **Contractors Manual**)
  - Employer's Tax Guide, Circular E. (In Chapter 3 of the **Contractors Manual**)
  - "Accounting." (In Chapter 3 of the **Contractors Manual**)
  - Americans with Disabilities Act, Accessibility Guidelines for Buildings and Facilities, 28 Code of Federal Regulations, Part 36. Appendix A, July 1 1994 **OR** Americans with Disabilities Act, Accessibility Guidelines for Buildings and Facilities, 28 Code of Federal Regulations, July 1996, Appendix A to Part 1191 (In Chapter 5 of the **Contractors Manual**) **OR**  
Florida Accessibility Code for Building Construction. 1997.
  - Florida Statutes, Chapter 489, Part II, and Florida Administrative Code, Chapter 61G6. (In Chapter 2 of the **Contractors Manual**)
  - "Bonding" (In Chapter 4 of the **Contractors Manual**)
  - "Contracting and Subcontracting." (In Chapters 2, 3, 8 and 10 of the **Contractors Manual**)
  - Handy Reference Guide to the Fair Labor Standards Act. (In Chapter 5 of the **Contractors Manual**)
  - Recordkeeping Guidelines for Occupational Injuries and Illnesses. (In Chapters 3, 5 and 7 of the **Contractors Manual**)
- B. RN7 Code of Federal Regulations – Title 29, Part 1926 (OSHA), 2007, Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Also available to order at [mancomm.com](http://mancomm.com)
- C. RN9 NFPA 70 – National Electrical Code, 2005, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA. 02269-9101.
- \*\* Effective October 1, 2009, the National Electrical Code, 2008 edition will replace the 2005 edition as the reference for Florida Electrical Contractor's examinations.**
- D. RN10 NFPA 72 – National Fire Alarm Code, 2007, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA. 02269-9101.
- E. RN12 NFPA 780 – Lightning Protection Code, 2008, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA. 02269-9101. Currently available as a PDF file.

- F. RN13 NFPA 101 – Life Safety Code, 2006, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA. 02269-9101.  
**\*\* Effective October 1, 2009 the NFPA 101 – Life Safety Code 2009 edition will replace the 2006 edition as the reference for Florida Electrical Contractor’s examinations.**
- G. RN14 Fire Alarm Signaling Systems Handbook, Bukowski & Moore, 3<sup>rd</sup> Edition, 2003, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA. 02269-9101.
- H. RN20 UL 681 – Installation and Classification of Burglar and Holdup Alarm Systems, 2001-2 text and amendments. This text is available as a PDF file free of charge to exam eligible Alarm One, Alarm Two, and Unlimited candidates only. (See RN21 also). Please email your request for a single copy of UL 681 and UL 365 to [ELC.Reference@dbpr.state.fl.us](mailto:ELC.Reference@dbpr.state.fl.us) Make one combined request for UL 681 and UL 365.
- I. RN21 UL 365 – Police Station Connected Burglar Alarm Units and Systems, 2001-2 text and amendments through March 2005. This text is available as a PDF file free of charge to exam eligible Alarm One, Alarm Two, and Unlimited candidates only. Please email your request for a single copy to the email address listed above under UL 681.
- J. RN22 Understanding and Servicing Alarm Systems, 1999, 3<sup>rd</sup> Edition, William H. Trimmer. Butterworth-Heinemann, Attention: Order Processing Department, 225 Wildwood Avenue, Woburn, MA. 01801-2620.
- K. RN23 Engineering Sign Structures, An Introduction to Analysis and Design, 1998, Jones, Benjamin, PE, ST Publications, 407 Gilbert Avenue, Cincinnati, Ohio 45202.
- L. RN24 Security: A Guide to Security System Design and Equipment Selection and Installation, 1992, 2<sup>nd</sup> Edition, Neil Cumming. Butterworth-Heinemann, Attention: Order Processing Department, 80 Montvale Avenue, Stoneham, MA. 02180.
- M. RN25 NEON, Techniques and Handling, 1997, 4<sup>th</sup> Edition, Samuel C. Miller, ST Publications, 407 Gilbert Avenue, Cincinnati, OH 45202.
- N. RN28 Design and Control of Concrete Mixtures, 2002, 14<sup>th</sup> Edition, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL. 60077-1083.
- O. RN30 Telecommunication Wiring, 2001, Herrick, Clyde, N., and McKim, C., Lee, Prentice Hall, Englewood Cliffs, New Jersey 07632.
- P. RN33 National Electrical Safety Code, 2002, The Institute of Electrical and Electronics Engineers, Inc., 345 East 47th Street, New York, NY 10017-2394.
- Q. RN35 The Lineman’s and Cableman’s Handbook, 2002, 10th edition, Kurtz, Shoemaker, and Mack, McGraw-Hill Publishing Co., P. O. Box 546, Blacklick, Ohio 43004-0546.

## 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/Promissor to change or cancel your appointment **48 hours** prior to your examination time, you will owe Pearson VUE/Promissor 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 (14) days after the original examination date to have their fee waived. Documentation of medical absences must have the original signature of the medical practitioner. Stamped signatures will **NOT** be accepted. If the candidate **cannot** be accommodated due to unexcused absence, they will be liable for the test fee for that day in addition to the new test fee and classified as a No Show.

### ADMISSION PROCEDURES

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

- Two (2) forms of identification, one of which bears your picture and signature: driver's license, state identification card, passport, or notarized photograph bearing your signature. **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.

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, 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 an unexcused tardiness, s/he 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. 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/Promissor 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 comfortably 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/Promissor'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**

If an address change occurs before or after your examination administration, please make the change at <http://www.myfloridalicense.com/dbpr/businesses.html> under Online Services, OR mail in the request for the change, assign to the attention of **Central Intake Unit-License Maintenance** 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 USCG 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 exam. **Do not** submit your accommodation request with your exam 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 minimum percentage score needed to pass the Business section as well as the Technical/Safety section is 75 percent.

### NOTIFICATION OF RESULTS

All candidates will receive an official photo-bearing score report immediately following completion of their examination. Please verify that **ALL** information is correct on your grade report before leaving the Test Center.

### 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/Promissor 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 [www.pearsonvue.com](http://www.pearsonvue.com) .

## **REEXAMINATION INFORMATION**

### **Business Examination**

Candidates are allowed three (3) attempts for the Business section; there is a 21-day waiting period between successive attempts. After three (3) unsuccessful attempts the candidate is required to take seven (7) *continuing/education* hours in the business area. After successful completion of the continuing/education hours, the candidate must reapply to the department to re-take the examination through the vendor.

### **Technical/Safety Examination**

Each time a candidate fails the technical/safety section s/he must reapply to the department to receive a new authorization to test. After three (3) unsuccessful attempts the candidate is required to take seven (7) *continuing/education* hours applicable to the section(s) failed before receiving a new authorization to sit for the examination. The grade report will provide candidates that fail the examination the area(s) in which they are deficient (Technical, and/or Safety).

## POINTS OF CONTACT

**PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS REGARDING THE FOLLOWING:**

### **Application Policies and Fees**

Customer Contact Center for Electrical Contractors' Licensing Board  
1940 North Monroe Street  
Tallahassee, Florida 32399-0783  
850.487.1395

### **Scheduling, Grade Notification, and Reviews**

Pearson VUE  
Customer Care at 1-888-204-6230  
Web site <http://www.pearsonvue.com/>

### **Formal Hearings**

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

### **Requests for Special Testing Accommodations**

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

**Please visit our Web Site at:**

<http://www.myflorida.com/dbpr/index.html>

**FOR INFORMATION REGARDING HOTELS OR DIRECTIONS TO THE EXAMINATION SITE, CONTACT THE SITE OR THE CHAMBER OF COMMERCE IN THE CITY WHERE YOUR EXAMINATION HAS BEEN SCHEDULED.**

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**

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**ADDRESS CHANGE FORM  
ELECTRICAL CONTRACTORS' EXAMINATION**

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:** \_\_\_\_\_

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