

# Candidate Information Booklet for the Landscape Architecture Licensure Examination Section F



# Table of Contents

<b>I. INTRODUCTION.....</b>	<b>2</b>
<b>II. TESTING LOCATIONS AND RESERVATIONS.....</b>	<b>3</b>
<b>III. THE EXAMINATION.....</b>	<b>4</b>
CONTENT OVERVIEW.....	4
CONTENT OUTLINE.....	4
PILOT TESTING.....	5
TEST TAKING ADVICE.....	6
SUPPLIES.....	6
REFERENCES.....	7
<b>IV. ADMINISTRATIVE POLICIES.....</b>	<b>11</b>
CHANGE AND CANCELLATION POLICIES.....	11
ABSENCE POLICY.....	11
ADMISSION TO THE EXAMINATION.....	11
ADMISSION PROCEDURES.....	11
LATE ARRIVALS.....	12
RULES FOR THE EXAMINATION.....	12
APPAREL.....	12
CHANGE OF ADDRESS.....	12
CHANGE OR CORRECTION OF NAME.....	13
SPECIAL TESTING ACCOMMODATIONS.....	13
<b>V. SCORING INFORMATION AND GRADE NOTIFICATION.....</b>	<b>13</b>
SCORING PROCEDURES.....	13
NOTIFICATION OF RESULTS.....	13
EXAMINATION REVIEW & CHALLENGE PROCESS.....	13
REEXAMINATION INFORMATION.....	14
<b>VI. APPENDIX.....</b>	<b>15</b>
POINTS OF CONTACT.....	15
ADDRESS CHANGE FORM.....	16
COMMON ABBREVIATIONS & DEFINITIONS.....	17

## 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>

## I. INTRODUCTION

This Candidate Information Booklet (CIB) 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

*Candidates that already know their candidate identification number are reminded that they do not have to wait for a "Confirmation"/ "Authorization" letter to make their reservation.*

### TELEPHONE OR INTERNET RESERVATIONS

Call: 1.888.204.6230 and a Pearson VUE Customer Care Associate will help you to select a convenient examination date and location and answer any question you may have. The best times to call for a reservation are: Monday – Friday (8am – 11pm), Saturday (8am – 5pm), and Sunday (10am – 4pm). You may register as far in advance as you would like to test based on seat 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.

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, and valid email address. A reservation confirmation will be returned to you via email. Examination reservations may be canceled or changed via the Internet.

Please have the following information when you call to make an examination reservation:

- Your Authorization Notice
- Candidate Identification number listed on your authorization notice
- Your full name, address and a daytime telephone number
- The location of the test center you desire
- The name of the examination you will be taking
- Credit card number, check, or voucher

### III. THE EXAMINATION

#### CONTENT OVERVIEW

This is a closed book examination. Reference materials and/or the Pre-Examination Orientation Information Booklet will not be allowed in the test room at the time of the examination. No written material other than that issued at the time of testing will be permitted.

The Florida Section (Section F) examination is an adjunct to the LARE and is prepared by the Bureau of Testing, Department of Business and Professional Regulation. The purpose of the Florida Section (Section F) examination is to assess the candidate's knowledge of relevant information specific to Florida. The Florida Section (Section F) examination is composed of 80 multiple-choice questions drawn from six domains of knowledge relevant to the practice of the landscape architecture profession in Florida. The time for this examination is two (2) hours. The six domains of knowledge tested, descriptions of each domain, and the number and percent of items assigned to each domain are as follows:

#### CONTENT OUTLINE

##### **CONTENT AREA 1: PLANT MATERIALS - 20 ITEMS (25%)**

(Trees, Shrubs, Palms, Perennials, Annuals, Turf Grasses, Ground Covers, Woody Ornamentals, Herbaceous)

Candidates should understand the cultural needs of plant species used in Florida.

Candidates should be able to identify from a list those plants which are associated with various natural plant communities of Florida.

Candidates should understand the potentially harmful characteristics of various Florida plants.

Candidates should understand hardiness zones.

Candidates should understand plant characteristics.

##### **CONTENT AREA 2: ENVIRONMENTAL CHARACTERISTICS - 20 ITEMS (25%)**

Candidates should understand water use, types, and sources.

Candidates should understand coastal zones in Florida.

Candidates should understand the natural destructive forces in Florida and how to minimize effects through design techniques.

Candidates should understand soil types and characteristics in Florida.

Candidates should understand ecological systems.

Candidates should understand climatological information by region.

Candidates should understand geological formations.

##### **CONTENT AREA 3: DESIGN AND CONSTRUCTION - 8 ITEMS (10%)**

Candidates should understand site planning.

Candidates should understand grading and drainage

Candidates should understand design detailing and specifications of tangible objects.

Candidates should understand planting.

**CONTENT AREA 4: ENVIRONMENTAL AND DEVELOPMENTAL REGULATIONS - 12 ITEMS (15%)**

Candidates should be generally familiar with the roles, functions, and relationships of regulatory agencies in Florida.

Candidates should generally understand state issues, regulations, and permitting requirements regarding development and environmental resource protection in the practice of landscape architecture.

**CONTENT AREA 5: FLORIDA LANDSCAPE ARCHITECTURE PRACTICE ACT AND ASSOCIATED LAWS AND ADMINISTRATIVE CODE (RULES) - 4 ITEMS (5%)**

Candidates should thoroughly understand the professional services and responsibilities of landscape architects.

Candidates should thoroughly understand licensing requirements.

Candidates should thoroughly understand grounds for disciplinary action.

Candidates should be familiar with related laws.

**CONTENT AREA 6: EFFICIENT IRRIGATION SYSTEMS – 16 ITEMS (20%)**

Candidates should be able to determine the frequency of watering for healthy growth of specific plant groups (i.e., sod vs. ground cover).

Candidates should understand types and services of irrigation heads and system zoning required to design a system for efficient coverage.

Candidates should be able to distinguish between various schedules of irrigation pipe.

Candidates should be able to differentiate between functions of centrifugal, turbine, and submersible pumps.

Candidates should be able to identify and distinguish components of an irrigation system.

Candidates should be able to analyze basic irrigation hydraulics and the effects of pressure on water volume and velocity and should be able to distinguish between types of pressure in an irrigation system using a pump as the source of pressure.

Candidates should understand the positive and negative effects of using different water sources in irrigation.

Candidates should understand the design, application, and utilization of drip irrigation systems.

**NOTE:**

THE FLORIDA SECTION (SECTION F) PRACTICE AND PLANTS EXAMINATION IS A VERY THOROUGH EXAMINATION AND REQUIRES SERIOUS PREPARATION. CANDIDATES WHO PASS THE NATIONAL EXAMINATION AND FAIL THE FLORIDA SECTION (SECTION F) WILL NOT BE ELIGIBLE FOR LICENSURE UNTIL A PASSING GRADE IS ACHIEVED.

**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 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:

All candidates will be required to bring the following items to the testing center on the day of the examination:

- 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.
- Two forms of valid signature identification, one of which is government issued: driver's license, state identification card, passport or military identification card. **Student or employment I.D. cards and photo bearing credit cards are not acceptable as picture bearing identification.** Candidates will not be admitted without showing proper identification. Your name and address must match what was submitted on your application.
- Calculators are permitted if they are silent, hand-held, battery-operated, nonprinting, and without an alphabetic keypad. Solar calculators are not recommended
- 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.

- Electronic translation dictionaries are NOT recommended as most will have more than word-for-word or phrase translations, an alphabetic keypad, have mathematical formulas and stored memory capabilities. Should these electronic translation devices have these capabilities; these devices WILL be rejected by the Proctor or Test Center Manager in NOT being suitable for the test site environment.
- 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 at 850.487.1395.

### **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:

- Cameras, tape recorders, or computers
- Pagers, electronic transmitting devices, or 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**

#### ***(Recommended Reading for the Examination/A Resource Library)***

Betrock's Florida Plant Guide (2001) Gilman, Ed, Betrock Information Systems, 7770 Davie Road Extension, Hollywood, FL 33024-2516.

Order here: <http://www.hortworld.com/>

Betrock's Guide to Landscape Palms (2000) Betrock Information Systems.

Order here: <http://www.amazon.com/>

Betrock's Reference Guide to Florida Landscape Plants (1991) Broschat, Timothy K. and Meerow, Alan K., Betrock Information Systems.

Order here: <http://www.hortworld.com/>



Climate and Weather of Florida (1994) Henry, Portier, and Coyne, Pineapple Press, P.O. Box 3889, Sarasota, FL 34230.

Order here: <http://www.amazon.com/>

“Coastal Vegetation/ Dune Protection Publications” and “Educational Publications”:

Download here: [http://www.dep.state.fl.us/beaches/publications/#Coastal\\_Vegetation](http://www.dep.state.fl.us/beaches/publications/#Coastal_Vegetation)

Common Coastal Plants in Florida (1997) Barnett and Crewz, University Press of Florida, 15 Northwest 15th Street, Gainesville, FL 32611.

Order here: <http://www.amazon.com/>

Ecosystems of Florida (1990) Myers and Ewel, University Presses of Florida, 15 NW 15th St., Gainesville, FL 32611.

Order here: <http://www.amazon.com/>

Environmental Horticulture University of Florida/ IFAS:

“Enviroscaping to Conserve Energy” series

“Florida Climate Data”

“Salt Tolerant Plants for Florida”

Titles on Trees, Palms, Plants, Shrubs, and many others.

Download here: <http://edis.ifas.ufl.edu/>

The Face of Florida 1998) Kendall Hunt Publishing Co., 4050 Westmark Drive, P.O. Box 1840, Dubuque, IA 52004-1840.

Order here: <http://www.amazon.com/>

Florida Accessibility Code For Building Construction (2012)

Download here: [http://www.floridabuilding.org/fbc/committees/accessibility/aac/Changes\\_to\\_Law/2012\\_Florida\\_Accessibility\\_Code\\_Final%20.pdf](http://www.floridabuilding.org/fbc/committees/accessibility/aac/Changes_to_Law/2012_Florida_Accessibility_Code_Final%20.pdf)

Florida Administrative Code (FAC)

61G10-11.010, 61G10-13.003, 61G10-13.004, 61G10-13.005, 61G10-13.007, 61G10-15.005, 61G10-17.001, 62C-39.008

Download here: <https://www.flrules.org/>

The Florida Development Manual: A Guide to Sound Land and Water Management (1993), Department of Environmental Protection, Twin Towers, 2600 Blair Stone Road, Mail Station #3570, Tallahassee, FL 32399.

Download here: [https://www.dep.state.fl.us/water/wetlands/docs/erp/FL\\_Devel\\_Ch5.pdf](https://www.dep.state.fl.us/water/wetlands/docs/erp/FL_Devel_Ch5.pdf)

Florida Highway Landscape Guide (1995) Florida Department of Transportation, Tallahassee, FL 32399-0450.

Download here: <http://www.teachamerica.com/accessmanagement.info/pdf/landscap.pdf>

Florida, My Eden (1994) Stresau, Frederick B, Florida Classics Library, P.O. Drawer 1657, Port Salerno, FL 34992-1657.

Order here: <http://floridaclassicslibrary.com/Florida-My-Eden-091245119x.htm>

Florida Statutes

120.50; 120.52; 120.542; 125.01; 161.54; 163.3177; 163.3191; 186.505; 260.012; 267.061; 287.055; 316.1955; 336.046; 341.321; 369.251; 373.019; 373.185; 378.402; 378.403; 348.404; 378.405; 378.803; 481.301; 481.303; 481.315; 481.317; 481.329; 487.301; 487.305; 553.513; 553.73; 553.851; 581.011; 581.185; 713.02

Download here: <http://www.leg.state.fl.us>

Florida Wetland Plants: An Identification Manual (1998) Department of Environmental Protection. Order at University of Florida/ IFAS, P.O. Box 110011, Gainesville, FL 32611-0011.

Download here: <http://www.dep.state.fl.us/water/wetlands/delineation/pubs.htm>

Florida Yards and Neighborhoods Handbook: A Guide to Environmentally Friendly Landscaping, Bulletin # 295, University of Florida/ IFAS.

Download here: [https://fyn.ifas.ufl.edu/materials/FYN\\_Handbook\\_2015\\_web.pdf](https://fyn.ifas.ufl.edu/materials/FYN_Handbook_2015_web.pdf)

Flowering Trees of Florida (1999) Stebbins, Mark, Pineapple Press, P.O. Box 3889, Sarasota, FL 34230.

Order here: <http://www.amazon.com/>

Grades and Standards for Nursery Plants (1998) Division of Plant Industry, Florida Dept. of Agriculture and Consumer Services, Gainesville, FL 32614-7100.

Download here: <http://www.freshfromflorida.com/Divisions-Offices/Plant-Industry/Business-Services/Florida-Grades-and-Standards-for-Nursery-Plants-2015>

Identification and Biology of Non-Native Plants on Florida's Natural Areas (1998) Langeland and Burks, University of Florida/ IFAS, P.O. Box 110011, Gainesville, FL 32611-0011.

Download here: [http://www.fleppc.org/id\\_book.htm](http://www.fleppc.org/id_book.htm)

Irrigation Information from Hunter Industries, Inc., 1940 Diamond Street, San Marcos, CA 92069:

“Precipitation Rates and Sprinkler Irrigation”

“Irrigation Hydraulics”

“The Handbook of Technical Irrigation Information,” 2002 edition

Order here: <http://www.hunterindustries.com/Resources/PDFs/> or by calling Hunter at 760-744-5240 or 800-733-2823.

Landscape Architecture Construction (1998) Landphair and Klatt, Elsevier Press, 655 Avenue of the Americas, Attention: Customer Support, New York, NY 10010.

Order here: <http://www.amazon.com>

“Model Lighting Ordinance for Marine Turtle Protection,” Department of Environmental Protection Rule, Chapter 62B-55.

Download here: [http://myfwc.com/media/418521/Seaturtle\\_Rule62B\\_55.pdf](http://myfwc.com/media/418521/Seaturtle_Rule62B_55.pdf)

The Natural Role of Fire (1993) Division of Forestry, Florida Dept. of Agriculture and Consumer Services, Tallahassee, FL 32303.

Download here: <http://www.freshfromflorida.com/Divisions-Offices/Florida-Forest-Service/Wildland-Fire/Prescribed-Fire/The-Natural-Role-of-Fire>

Notes on Florida's Endangered and Threatened Plants, 5th edition, 2010, Division of Plant Industry, Florida Dept. of Agriculture and Consumer Services, Gainesville, FL 32614-7100.

Download here: <http://freshfromflorida.s3.amazonaws.com/fl-endangered-plants.pdf>

Official Lists of Endangered and Potentially Endangered Fauna and Flora in Florida (1997 or current edition) Florida Fish and Wildlife Commission, Marathon Building- Suite 100, 2574 Seagate Drive, Tallahassee, FL 32301.

Download here: <http://www.myfwc.com/imperiledspecies/>

Plants for Coastal Dunes of the Gulf and South Atlantic Coasts and Puerto Rico, Bulletin 460 (1991) Craig, Robert M., Natural Resources Conservation Service, P.O. Box 2890, Washington, D.C. 20013.

Download here: <http://naldc.nal.usda.gov/naldc/download.xhtml?id=CAT10416856&content=PDF>

Poisonous Plants of Southeastern U. S., circular #SP57 (1996) Florida Cooperative Extension Service, University of Florida/ IFAS, P.O. Box 110011, Gainesville, FL 32611-0011.

Seasonal Effects of Prescribed Burning in Florida (1996) Robbins and Myers, Tall Timbers Research, Tallahassee, FL.

Order here: <http://www.amazon.com>

Shrubs and Woody Vines of Florida (1996) Nelson, Gil, Pineapple Press, P.O. Box 3889, Sarasota, FL 34230.

Order here: <http://www.pineapplepress.com/shop/botanical-keys-to-floridas-trees-shrubs-and-woody-vines/>

Simplified Irrigation Design (1995) Melby, Pete, A.S.L.A. Bookstore, 636 Eye Street NW, Washington, D.C. 20001.

Order here: <http://www.amazon.com/>

Stormwater Management: A Guide for Floridians (current edition) Florida Department of Environmental Protection, 2600 Blair Stone Road, Tallahassee, FL 32399-2400.

Download here: [http://www.dep.state.fl.us/water/nonpoint/docs/nonpoint/Stormwater\\_Guide.pdf](http://www.dep.state.fl.us/water/nonpoint/docs/nonpoint/Stormwater_Guide.pdf)

Trees of Florida (1994) Nelson, Gil, Pineapple Press, P.O. Box 3889, Sarasota, FL 34230.

Order here: <http://www.pineapplepress.com/shop/the-trees-of-florida/>

Water Resources Atlas of Florida (1998) Fernald & Patten, Institute of Science and Public Affairs, UCC 2200, Florida State University, Tallahassee, FL 32306-2641.

Order here: <http://www.amazon.com>

Waterwise Florida Landscapes (current edition) St. Johns River Water Management District, P. O. Box 1429, Palatka, FL 32178-1429.

Download here: [http://www.swfwmd.state.fl.us/publications/files/waterwise\\_landscapes.pdf](http://www.swfwmd.state.fl.us/publications/files/waterwise_landscapes.pdf)

Xeric Landscaping with Florida Native Plants (1991) Jameson and Moyroud, Association of Florida Nurseries, P.O. Box 1045, San Antonio, FL 33576-1045.

Order here: <http://www.floridanativenurseries.org/info/native-news/xeric-landscaping-with-florida-native-plants-%E2%80%93-back-in-print/>

Your Florida Guide to Shrubs (1999) Black, R. and Gilman, E., University Press of Florida.

Order here: <http://www.amazon.com/Your-Florida-Guide-Shrubs-Establishment/dp/0813016738>

Your Florida Landscape: A Complete Guide to Planting and Maintenance (1998) Black and Ruppert, Florida Cooperative Extension Service, University of Florida/ IFAS, P.O. Box 110011, Gainesville, FL 32611-0011.

Order here: <http://ifasbooks.ifas.ufl.edu/p-155-your-florida-landscape-a-complete-guide-to-planting-and-maintenance.aspx>

## IV. ADMINISTRATIVE POLICIES

### CHANGE AND CANCELLATION POLICIES

If you wish to cancel your exam, you must contact Pearson VUE **2 DAYS** prior to your scheduled appointment. Cancelling an exam less than **2 DAYS** prior to your appointment or missing your exam may result in forfeiting your exam fees.

### 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
- Military duty

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE no later than four 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. **You will be required to pay your examination in full, and possibly reapply to DBPR, if you do not show up for your exam appointment.**

### ADMISSION TO THE EXAMINATION

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

- Two forms of valid signature identification, one of which is government issued: driver's license, state identification card, passport or military identification card. **Student or employment I.D. cards and photo bearing credit cards are not acceptable as picture bearing identification.** Candidates will not be admitted without showing proper identification. Your name and address must match what was submitted on your application.

### ADMISSION PROCEDURES

- Please report to the test center thirty (30) minutes prior to your scheduled examination. As part of the checking-in process, a photo will be taken of the candidate prior to taking the exam. This photo will be visible on the candidate's exam result report. 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 was caused by 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. 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 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’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 after your examination administration, please make corrections at <http://www.My-FloridaLicense.com> 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 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?x40199](http://www.myfloridalicense.com/dbpr/servop/testing/documents/ada_applic.pdf?x40199).

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/>.

## 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 a scaled score. The minimum score needed to pass has been scaled to seventy-five (75%).

### NOTIFICATION OF RESULTS

All candidates will receive an official photo-bearing exam result report immediately following completion of their examination. Please verify that all information is correct on your exam result report prior to leaving the test center



## EXAMINATION REVIEW & CHALLENGE PROCESS

Candidates who fail an examination are entitled to review the questions they answered incorrectly, under such terms and conditions as may be prescribed by the Department of Business and Professional Regulation. Candidates are entitled to review only their most recent examination. The candidate shall be permitted to review only those questions the candidate answered incorrectly.

The request to review must be made within 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.

### Review Fees

[Computer Based Testing Examination and 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. There will be no talking or note taking of any kind. Candidates are usually given one-half of the exam administration time. For example, a 2 hour and 30 minute examination will only receive 1 hour and 15 minutes to review. Candidate will not be able to see their original exam book since it is not retained, after the exam.

### 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 21 days. 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. Per Rule 61-11.017(g) the candidate's challenges must be submitted in writing during the scheduled review. Any challenges or supporting documentation submitted after the candidate has left the review room shall not be accepted.

For informal review and formal hearing procedures visit: <http://www.myfloridalicense.com/DBPR/examination-information/examination-reviews-and-hearings/>.

## REEXAMINATION 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.

## **VI. APPENDIX**

### **POINTS OF CONTACT**

PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS REGARDING THE FOLLOWING:

#### **Application Policies and Fees**

Customer Contact Center  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791  
850.487.1395

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

Pearson VUE, Inc.  
Customer Care at 1.888.204.6230  
Website: [www.PearsonVUE.com](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  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791  
850.487.1395

#### **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  
[BETSpecialTesting@myfloridalicense.com](mailto:BETSpecialTesting@myfloridalicense.com)

**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**  
**2601 Blair Stone Road**  
**Tallahassee, Florida 32399-0791**  
**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: \_\_\_\_\_

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.

## **Common Abbreviations and Definitions**

<b>Abbreviations</b>	<b>Definitions</b>
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