

Candidate Information Booklet  
for the  
Two Way Radio  
Communications Enhancement  
Systems 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**

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

## **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 website for more details: <https://home.pearsonvue.com/fl/dbpr>.

## **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 <https://home.pearsonvue.com/> twenty-four (24) hours a day, seven (7) days a week, provided you include a cred- it 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

### **The Examinations**

The Electrical Contractors Certification exam is offered in two parts: a Business section (50 scored test questions, 2½ hours) and a Technical/Safety section (100 scored test questions, 5 hours). These two examination parts may include five or more additional pilot questions that will not be scored for or against you. Both parts are open-book exams.

### **Content Overview**

#### **Business**

The Business section is offered as a computer-based exam through Pearson VUE. A candidate may sit for the Business section by appointment with Pearson VUE any time after the candidate receives approval from the department.

#### **Technical/Safety**

#### **Two Way Radio Communications Enhancement Systems**

The Technical/Safety section is offered as a computer-based exam through Pearson VUE. 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 any time 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.

### **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)**

<i>Subjects</i>	<i>Number of Questions</i>
Maintaining Cash Flow	3 - 5
Estimating and Bidding a Job	5 - 7
Interpretation of Contracts and Agreements	4 - 6
Purchasing Control	0 - 2
Contract Scheduling	3 - 5
Obtaining Insurance and Bonding	4 - 6
Complying with Contracting Laws and Rules	5 - 7
Personnel Management	3 - 5
Complying with Payroll and Sales Tax Laws	6 - 8
Interpretation of Financial Statements and Reports	4 - 6
Management Accounting	2 - 4
<b><i>Total Number of Questions</i></b>	<b>50</b>

**Two Way Radio Communications Enhancement Systems Examination**  
**Open Book**  
**5-hour examination**

<i>Subjects</i>	<i>Number of Questions</i>
Two Way Radio	-
Perform an Assessment of Coverage Needs	12
Determine Design Needs	12
Ensure Proper System Installation	20
General Theory and Electrical Principles	15
Plan and Specification Reading and Interpretation	20
Wiring and Protection	3
Wiring Methods and Materials	3
Special Occupancies and Situations	2
OSHA Safety, Procedures for Testing and Use of Tools and Equipment	8
Life Safety and Americans with Disabilities Act	2
Alarms/Low Voltage	3
<b><i>Total Number of Questions</i></b>	<b><i>100</i></b>

**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 or a three or more hole-puncher binder 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.

**Business Examination**

RN50 Contractors Manual, Florida Contractors Manual, 2017 edition. Associations of Builders and Contractors Institute, Inc., Phone: 1.866.930.4222. 3730 Coconut Creek Parkway, Coconut Creek, FL 33066. Contains the following important section: **\*\*Effective October 1, 2021; the 2021 edition will be used for the exam. A BOUND pdf version of the index to this book may be brought into the test centers for use on the exam.**

1. Florida Unemployment Compensation Employer Handbook (In Chapter 5 of the Contractors Manual)
2. Florida Workers' Compensation Law, (Florida Statutes, Chap. 440). (In Chapter 6 of the Contractors Manual)

3. Construction Lien Law, (Florida Statutes, Chap. 713). (In Chapter 9 of the Contractors Manual)
4. Employer's Tax Guide, Circular E. (In Chapter 3 of the Contractors Manual)
5. "Accounting." (In Chapter 3 of the Contractors Manual)
6. Florida Statutes, Chapter 489, Part II, and Florida Administrative Code, Chapter 61G6. (In Chapter 2 of the Contractors Manual)
7. "Bonding" (In Chapter 4 of the Contractors Manual)
8. "Contracting and Subcontracting." (In Chapters 2, 3, 8 and 10 of the Contractors Manual)
9. Handy Reference Guide to the Fair Labor Standards Act. (In Chapter 5 of the Contractors Manual)
10. Recordkeeping Guidelines for Occupational Injuries and Illnesses. (In Chapters 3, 5 and 7 of the Contractors Manual)

### **Two Way Radio Communications Enhancement Systems Examination**

- RN7 MANCOMM Code of Federal Regulations, (OSHA) 29 Parts 1926, 1910, 1904 - 2018 Edition (Revised January 2017). The Government Printing Office Bookstore, 100 West Bay Street, Jacksonville, FL 32202. <https://bookstore.gpo.gov> (Ph: 866.512.1800), [mancomm.com](http://mancomm.com) (Ph: 800.417.2531) **\*\*Effective October 1, 2021; the July 2020 edition will be used for the exam.**
- RN9 NFPA 70 – National Electrical Code, 2017, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.
- RN10 NFPA 72 – National Fire Alarm and Signaling Code, 2019, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.
- RN13 NFPA 101 – Life Safety Code, 2018, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.
- 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 only to candidates approved to take the Two Way Radio Communications Enhancement Systems Examination. Please be sure that you have applied to take at least one exam and have been approved before making a request. To email your request, please send your first and last name and/or your candidate ID number to [ElectricalContractors.Reference@myfloridalicense.com](mailto:ElectricalContractors.Reference@myfloridalicense.com).
- RN30 Telecommunication Wiring, 2001, 3<sup>rd</sup> edition, Herrick, Clyde, N., and McKim, C., Lee, Prentice Hall, Englewood Cliffs, NJ 07632.
- RN33 National Electrical Safety Code, C2-2007, The Institute of Electrical and Electronics Engineers, Inc., 345 East 47th Street, New York, NY 10017-2394.
- RN36 NFPA 1221 – Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, 2019, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

- RN37 Generic Telecommunications Bonding and Grounding (Earthing) for Customer Premises, TIA-607-B, September 2011, Telecommunications Industry Association, 1.877.413.5187, <http://www.tiaonline.org/>.
- RN38 “47 CFR § 90.219 - Use of Signal Boosters.” *Legal Information Institute*, Legal Information Institute, [www.law.cornell.edu/cfr/text/47/90.219](http://www.law.cornell.edu/cfr/text/47/90.219).
- RN50 Contractors Manual, Florida Contractors Manual, 2017 edition. Associations of Builders and Contractors Institute, Inc., Phone: 1.866.930.4222. 3730 Coconut Creek Parkway, Coconut Creek, FL 33066. Contains the following important section: **\*\*Effective October 1, 2021; the 2021 edition will be used for the exam. A BOUND pdf version of the index to this book may be brought into the test centers for use on the exam.**
1. Recordkeeping Guidelines for Occupational Injuries and Illnesses. (In Chapters 3, 5 and 7 of the Contractors Manual)

### Sample Questions

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. 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.           <ol style="list-style-type: none"> <li>A. 12</li> <li>B. 14</li> <li>C. 15</li> <li>D. 20</li> </ol> </li> <li>2. 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 private.           <ol style="list-style-type: none"> <li>A. \$1,000</li> <li>B. \$1,500</li> <li>C. \$2,500</li> <li>D. \$5,000</li> </ol> </li> <li>3. Which of these company assets is NOT depreciated?           <ol style="list-style-type: none"> <li>A. automobiles</li> <li>B. construction equipment</li> <li>C. land</li> <li>D. office equipment</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>4. FICA taxes are paid by           <ol style="list-style-type: none"> <li>A. the employee.</li> <li>B. the employer.</li> <li>C. the government.</li> <li>D. both employer and employee.</li> </ol> </li> <li>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.           <ol style="list-style-type: none"> <li>A. 3</li> <li>B. 4½</li> <li>C. 6</li> <li>D. 10</li> </ol> </li> <li>6. Wireways shall not contain more than _____ current carrying conductors at any cross section.           <ol style="list-style-type: none"> <li>A. 10</li> <li>B. 20</li> <li>C. 30</li> <li>D. 50</li> </ol> </li> </ol> |
|---|--|



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. 1.0
  - B. 1.2
  - C. 2.0
  - D. 2.5
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. XC.
  - B. XL.
  - C. RC.
  - D. RL.

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

### 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. 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.

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

### **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. Canceling 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.myfloridalicense.com/DBPR/online-services/> 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/>.

## **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 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 and Fees**

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: <https://home.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.

The fees associated with reviewing a Computer Based Testing examination are included in the following link:

[http://www.myfloridalicense.com/dbpr/servop/testing/documents/cbt\\_exam\\_admin\\_Fee\\_2016.pdf](http://www.myfloridalicense.com/dbpr/servop/testing/documents/cbt_exam_admin_Fee_2016.pdf).

### **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. Candidates will have one (1) hour to complete their 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 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**

#### **Business Examination**

Candidates are allowed three (3) attempts for the Business section. After three (3) unsuccessful attempts the candidate must reapply to the department to receive a new authorization to test.

#### **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.



## **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: <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

#### **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/examination-information/>

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

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