



# Professional Testing

*Candidate Information Bulletin  
for the*

## **Certified Construction Professional Examination Program Brevard County**

*2007*

Professional Testing, Inc.  
P.O. Box 691226  
Orlando, Florida 32869-1228  
407-264-2993

**[www.proftesting.com](http://www.proftesting.com)**



**CERTIFIED CONSTRUCTION PROFESSIONAL  
EXAMINATION PROGRAM - BREVARD COUNTY  
CANDIDATE INFORMATION BULLETIN**

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## CERTIFIED CONSTRUCTION PROFESSIONAL EXAMINATION PROGRAM - BREVARD COUNTY CANDIDATE INFORMATION BULLETIN

### INTRODUCTION

This is an application and Candidate Information Bulletin for the Professional Testing, Inc., Certified Construction Professional (CCP) Examination. Professional Testing, Inc. is a testing company that develops professional licensure and certification examinations. Please be sure you read and understand all portions of this application.

### THE EXAMINATIONS

#### EXAMINATION INFORMATION

Professional Testing offers certification examinations in all of the following areas:

General Unlimited Contractor  
Building. Small Commercial,  
Contractor  
Residential Contractor  
Alarm Contractor  
Alarm Journeyman  
Awning Erection Contractor  
Carpentry Contractor (Rough  
and Finish)  
Concrete Placement and  
Finishing Contractor  
Electrician Journeyman  
Electrician (Unlimited Master)  
Contractor

Fence Erection and  
Installation Contractor  
Flooring Contractor  
Glazing Contractor  
Gypsum Drywall Contractor  
Insulation Contractor  
(Building)  
Irrigation Contractor  
Low Voltage/Communication/  
Sound Contractor  
Masonry Contractor  
Painting Contractor  
Plastering/Stucco Contractor  
Plumber Journeyman

Plumber (Unlimited Master)  
Contractor  
Pool, Commercial, Contractor  
Pool Service Contractor  
Pool, Residential Contractor  
Roofing Contractor  
Security System Contractor  
Security System Journeyman  
Sign Contractor - Electrical  
Sign Journeyman - Electrical  
Sign Erection Contractor -  
Building  
Tile/Marble Installation  
Contractor

All Contractor exams include a Trade Knowledge exam and a Business and Finance Exam. In order to be certified, you must sit for and pass both exams. Journeyman exams do not include a Business and Finance Exam.



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For each certification category, Professional Testing has an outline that lists the content that will be included on the exam, examination information such as the length of the exam, and a reference list for that particular exam. Please make sure you have the latest issue of the content outlines. *Reference lists do change!*

Please check the outline to determine which reference books you may bring to the examination. Unlike other testing companies, Professional Testing limits the reference books you may bring to the exam site. Professional Testing provides a list of references that are recommended for use for study, however in most cases, only the Building Code is allowed at the test site. Again, **please check the outline for your certification category to see what reference books will be allowed at the test site.**

Examinations range in length from 50 questions to 100 questions (not including pilot questions). You will be granted the following amount of time to complete your exam:

Exam Part	Time to Complete Exam
Trade Knowledge (AM)	4 hours
Business/Finance (PM)	2 hours

Plan to arrive at the test site at 7:30 a.m.. The exam begins promptly at 8:00 a.m. If you need to take both the Business and Finance AND the Trade Knowledge exams, you will be allowed a 30-minute lunch break between exams. If you are scheduled for both exams, you should plan to be at the test site from 7:30am until approximately 3:00 pm.

All examinations are comprised of multiple-choice questions. The Plumbing Journeyman and Unlimited Master Plumbing Contractor examinations contain a practical component. Candidates will be expected to draw 3 isometric drawings which will be evaluated by three expert graders.



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### **SCHEDULING YOUR EXAM**

To schedule your exam, please read this entire candidate information bulletin, complete the application at the back of this booklet, request approval from the Permitting & Enforcement Department at Brevard County and mail the application with the appropriate payment to Professional Testing at the following address:

Professional Testing, Inc.  
P.O. Box 691226  
Orlando, Florida 32869-1228

Note: Applications must be *received* 30 days before the exam date. Please be sure you include payment with your application. Fill your application out carefully and accurately; Professional Testing will return incorrect or incomplete applications.

Once Professional Testing receives your completed application and payment, you will be scheduled for the examination you requested (if space is available) and will send you a confirmation Admission Sheet. Please read the Admission Sheet carefully. Verify that you are scheduled for the certification examination category and date that you requested on your application. Also verify that your name and address are spelled correctly. If you note any errors, you must submit by fax or mail a completed *Change Request Form*. You can acquire this through our website, or contact Professional Testing immediately at (407) 264-2993, Fax 407-264-2977, Email: [Info@proftesting.com](mailto:Info@proftesting.com)

### **PILOT TEST QUESTIONS**

Professional Testing may place a small number of experimental or “pilot test” questions on each examination. 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 the examination program. Pilot test questions are not identified.

Pilot test questions are NOT counted when computing your scores. Under no circumstances will your score be affected by pilot test questions. Professional Testing has ensured that there is sufficient time provided to answer the examination questions as well as the pilot test questions.



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### EXAMINATION DATES AND SITES

Professional Testing administers the Certified Construction Professional examinations once a month at **Professional Testing Inc**, 7680 Universal Blvd, Suite 300, Orlando, Florida.

You may take the examination any of the following dates provided space is not at capacity and your application has been received at least 30 days prior to the exam date.

The 2007 schedule of examination dates is shown below:

January 19	July 20
February 16	August 17
March 16	September 7
April 27	October 19
May 18	November 16
June 22	December 14

### TEST TAKING ADVICE

**The advice offered here is presented primarily to help you demonstrate your knowledge and maximize your chances of passing the examination.**

#### Preparing for the examination

You should already be familiar with the trade through training and/or experience by working in the field. However, there are a number of ways you can prepare for the test.

1) *Reference Books*. You are NOT required to purchase the examination references. A few of them (mainly codes and standards) can be brought to the examination, but most of them are only listed as suggested study aids. The information contained in these references will help you refresh your trade knowledge. You should only purchase references in areas you need additional study.



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You don't need to memorize any of the information in the recommended study references. The examinations are not the kind of examinations where memorization of material will help. What you need to know is how to apply trade knowledge to common construction situations. If you need any specific tables or charts of information, you will be able to find them in the Building Code, or the information will be provided to you.

2) *Construction Schools and Bookstores.* Professional Testing neither endorses nor recommends construction schools. However, if you would like to contact the schools regarding the services they provide, you can acquire a list of construction schools and bookstores at the State of Florida Department of Business and Professional Regulation website: [http://www.myflorida.com/dbpr/pro/cilb/cilb\\_index.shtml](http://www.myflorida.com/dbpr/pro/cilb/cilb_index.shtml)

### During the Examination

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



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### EXAMINATION ADMINISTRATION

#### ADMISSION TO THE EXAMINATION

You should report to the examination site no later than the time indicated on your admissions slip. To allow time for registration and book checks for all the candidates, it is recommended that you arrive at the examination site fifteen (15) minutes prior to the examination reporting time.

Bring your admission slip to the test site. You will be required to show it to gain entry to the examination room. If you have NOT received your admission slip within seven (7) business days prior to the examination, contact PTI immediately at (407) 264-2993.

**You must show identification bearing your photo and signature to gain admission to the test site.** Please bring with you one of the following legal documents bearing your picture and signature: Driver's license, state identification card, passport, notarized photograph bearing your signature. *Student and employment I.D. cards are NOT acceptable.*

#### LATE ARRIVALS

**PLEASE MAKE CAREFUL NOTE: Candidates arriving later than 8:00 a.m. will NOT be allowed admission will have to reapply to take the exam. Be certain to allow for traffic problems and give yourself ample travel time. There are dozens of hotels located within walking distance of our office; many candidates spend the night before the exam in a nearby hotel.**





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### ANSWER SHEETS

During the examination, carefully follow the test administrator's instructions on completing your answer sheet. It is your responsibility to correctly "bubble" in your answer sheet. Your answers **MUST** be recorded on your answer sheet. If your answers are recorded in the examination booklet, they will **NOT** be scored. It is recommended that you fill in your answers as you answer each question rather than waiting until the end of the examination. You must turn in your completed answer sheet, all examination materials, and any scratch paper provided when the allotted time for that session has passed. You will not be permitted to bubble in answers after time has been called.

**NOTE: Those candidates who wait until the 15-minute time warning to transfer their answers from the test booklet to the answer sheet normally do NOT have enough time to transfer all answers. Candidates CANNOT complete the transfer of answers after time is called. Answers that were not on the answer sheet will not be scored.**

### RULES DURING THE EXAMINATION

You must follow all directions given by the test administrators and/or proctors. The test administrator and proctors are Professional Testing's designated agents for the administration of the examination. Listen carefully to the instructions given and read all directions thoroughly. Test Administrators and proctors are NOT qualified or authorized to answer any questions concerning examination content. However, if you have any procedural questions, they will do their best to assist you.

No examination materials, documents, or memoranda of any kind are to be taken from the examination room.

If you have a concern about the content of an examination question or don't understand an examination question, please request and fill out a "Candidate Comment Form." These forms are to be completely filled out and returned to the proctor before you leave the examination room.

Smoking is not permitted in the examination room. Candidates will NOT be allowed smoking breaks.



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Drinks will only be allowed if in spill-proof containers and if permitted by the examination site management. A 30-minute lunch break will be provided for those candidates taking both business and finance and trade knowledge exams. You may bring your lunch or use the café in the building, but candidates will not have time to leave the premises.

*You are not permitted to mark in your reference book during the examination. If you are observed writing or marking anything in any reference books or materials, those materials will be immediately confiscated.*

You are not permitted to talk with other candidates during the administration of the examination. Any irregular candidate behavior observed such as copying answers from another candidate, will be grounds for disqualification and you will be asked to leave the examination.

Due to the noise associated with gathering your materials at the end of the examination, no candidates will be allowed to leave during the final 15 minutes of the examination. This will prevent disruption to candidates still testing.

### **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 for each candidate and from time to time there are maintenance problems beyond Professional Testing's control. It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

### **SUPPLIES**

Professional Testing assumes no responsibility or liability for any of your personal property which you may have brought to, left at, or left outside of the examination site. You understand that your admission to the examination constitutes your full, knowing, and complete waiver of any and all such claims against Professional Testing for the loss of materials you may have brought to the exam.



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### What to Bring

- ◆ The only reference books you will be allowed to bring to the test site are the reference books listed on the Content Outlines as “allowable at the examination site.” For the most part, this is **ONLY** the Building Code, however check your specific content outline to be sure.
- ◆ You should note that if you bring an earlier or later edition of the Building Code than what is listed on the Content Outline, you may not get the **CORRECT** answer. The questions and answers are based on the edition of the Building Code cited on the Content Outline.
- ◆ You should only bring original, bound reference books. You will not be permitted to use photocopies of the permitted reference books.
- ◆ You may have highlighting or pen underlining in your reference books, but **NO PENCIL MARKS**. If your reference books contain pencil marks, you will not be allowed to use it or must erase all marks before you will be allowed to use it.
- ◆ Permanently attached book tabs with normal chapter headings are permitted; however, tabs must not contain any notes or formulas. Post-it® notes and pull-off labels or tabs will not be allowed.
- ◆ You may bring a handheld, cordless, silent, non-printing calculator with a numeric (non-alpha) keypad and extra batteries. Calculators containing ram cards or that function as data collectors are **NOT** allowed. Personal Data Assistants are not allowed. Cell phones that function as calculators are not allowed.
- ◆ It is suggested that you bring a magnifying glass of some sort.
- ◆ Any personal items or supplies needed during the examination must be kept in a **clear, plastic bag**, no larger than 8" x 11" in size.
- ◆ Bring several sharpened **No. 2 lead pencils** with erasers for use in recording examination answers on the answer sheets. **DO NOT** use ballpoint pens, colored pencils, or felt-tip pens to record any answers. *The computer scanner will not be able to read these and you will not receive credit for your answers.*



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- ◆ You may bring highlighters to use on the exhibits and/or building plans. Candidates are strictly prohibited from using highlighters on reference books during the exam. Candidates observed using highlighters on reference materials will be expelled from the examination sites, have their references confiscated, and will receive a failing score on the examination.
  - ◆ Bring a sweater or jacket that can be worn during the examination. It is impossible to satisfy all candidates with the room temperature. For some candidates, the examination rooms may be cold. Bring something to wear in case the room is too cold for you.
  - ◆ Please be advised that due to circumstances beyond our control, examination sites may experience minor disturbances. For those candidates sensitive to noise, it is recommended that you bring earplugs.

### What Not to Bring

Any unauthorized supplies that you bring will not be allowed in the test site. The following items are strictly prohibited at the test site and candidates in possession of them may be expelled from the test site:

- ◆ Any construction school or examination preparation school workbooks, materials, bound or loose-leaf notes are not allowed. Any materials or notes that are taped, stapled or glued to authorized reference books are not allowed.
- ◆ Handwritten and typewritten notes are not allowed. Notes in authorized reference books must be blackened or whitened out.
- ◆ Dictionaries, thesauruses, spelling aids and language translators are not allowed.
- ◆ Post-it® notes or flags, pull-off labels, removable tabs, paper clips, or metal clamps are not allowed. **If any tabs can be removed without damage to the page, then they are considered removable and will not be allowed.**
- ◆ White or colored paper, writing tablets and notepads are not allowed. Scratch paper will be provided.



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- ◆ Psychrometric charts are not allowed. They will be provided.
- ◆ Calculators and electronic organizers containing ram cards, alpha keyboards, or screen writing capabilities, with or without the ability to print, are not allowed. Personal Data Assistants are not allowed.
- ◆ Cameras, tape recorders, or computers are not allowed.
- ◆ Pagers, electronic transmitting devices, telephones, cell phones, watches with alarms or beepers are not allowed.
- ◆ Canisters of mace, pepper spray, or other personal defense items are not allowed.
- ◆ Purses, briefcases, portfolios, fanny packs, or backpacks are not allowed.
- ◆ Baseball caps or hats are not allowed in the examination room.

### **CHANGE OF ADDRESS OR NAME**

All candidates will be given an opportunity to file a change of address at the examination site. If an address change occurs after your examination administration, please notify Professional Testing by completing a "*Request for Name or Address Change Form*." This form is available from Professional Testing through our website ([www.proftesting.com](http://www.proftesting.com)) or by calling (407) 264-2993.

### **EXAMINATION SECURITY**

Please be advised that the examinations are covered by copyright protection and Professional Testing considers the reproduction or oral disclosure of any test items to be theft of test items. Professional Testing will prosecute any individual found to be stealing test items by disclosing the content of the test items.



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### SPECIAL TESTING ACCOMMODATIONS

Professional Testing complies with all provisions of the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act in accommodating candidates who need special arrangements to enable them to take an examination.

Candidates with documented disabilities who desire special accommodations may request the necessary aids and services that do not fundamentally alter the measurement of the test skills or knowledge. To make a request for a special accommodation due to disability you must

- ◆ Contact Professional Testing at the address and number listed below and obtain an *Accommodation Request Form* and *Documentation of Disability Related Needs Form*.

Professional Testing, Inc.  
P.O. Box 691226  
Orlando, Florida 32869-1228  
(407) 264-2993

- ◆ Complete both forms and mail them to Professional Testing.
- ◆ Include the specific diagnosis of the disability, medical records, or other written proof of the diagnosis by an appropriate professional.
- ◆ Specify the type of accommodation being requested at the time of registration for the test.

Call Professional Testing if you have questions regarding other special testing accommodations. **All paperwork must be received and approved by Professional Testing at least 30 days before the scheduled test date.** Exams for candidates receiving special accommodations will be scheduled at the convenience of Professional Testing and in the Professional Testing office, or for a particular date and/or location within 50 miles of the Professional Testing office.



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### SCORING AND GRADE RESULTS

#### SCORING PROCEDURES

Professional Testing grades all answer sheets using a computer and then double-checks the scores for accuracy. You will be given credit for all correct answers.

A score of seventy or better on each examination is required to pass the examination and obtain a certificate. Professional Testing scales the scores based on the difficulty of the examinations. Professional Testing will produce a score report which will indicate whether you passed or failed the examination and the score you received for each part that you took.

The score report will be mailed to you within ten (10) business days after your test date. Professional Testing will also forward your pass/fail status and other score information to Brevard County.

If you wish to have your score report forwarded to another jurisdiction which is not Brevard County, you must sign a release form at the examination site. You must request the release form at registration at the examination site.

If you fail, you may ask for a re-scoring of your test through the exam review process as discussed below.

#### EXAMINATION REVIEWS

Candidates who fail the examination are entitled to review the examination questions, answers, papers, grades, and key for the items they missed. Candidates wishing to review their examinations should complete the *Review Application Form* that you receive with your score report and mail it along with the review fee to:

Professional Testing, Inc.  
P.O. Box 691226  
Orlando, Florida 32869-1228



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Professional Testing charges \$100.00 for candidate reviews. All requests for reviews must be on a *Candidate Review Request Form* and must be received within the time frame allotted on the review application. If your request is received after the deadline, you will not be permitted to file for a review.

The test booklets used during the actual examination are not retained. Candidates who schedule reviews will NOT be given their actual test booklet; but will be provided with a copy of the examination questions that were answered incorrectly. Consequently, any marks or notes you may have made in your test booklet at the examination site will NOT be available during the review.

The same security requirements observed at the examination will be followed during the review session. Reviews are conducted under the supervision of a test administrator or other Professional Testing staff.

### RETAKE THE EXAMINATION

If you fail any portion of the examination, you can schedule a retake of that part by submitting a new application and fee. **You do not have to retake any parts of the examination that you have passed.**

**APPLICATION**

### APPLICATION DEADLINE

Completed applications and appropriate fees must be received by Professional Testing no later than 30 days prior to the scheduled examination. You will be scheduled for the examination you indicate on your application, space permitting, unless your application is received less than 30 days prior to that date. If your application is received late, you will be scheduled for the next scheduled examination date.





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### APPLICATION FEES

The fees for the examination are as follows:

- Business and Finance Examination (exams without Trade Knowledge) - \$35.00
- Trade Knowledge Examination (except Electrical and Plumbing) - \$75.00
- Electrical Master/Journeyman Examination - \$75.00
- Plumber Master/Journeyman Examination - \$75.00

Fees must be made payable to Professional Testing, Inc. and are non-refundable and non-transferable. If you do not appear for the scheduled examination, your examination fees are not refunded; you will have to submit a new application and fee(s). Exams are rescheduled only in substantiated emergency situations. There is a \$25.00 fee for returned checks. Candidates with NSF fees, paid or unpaid, will be required to provide Professional Testing with a cashiers check or money order for all future examination fees.

### **CHECKLIST** (for candidate use - *do not send with application*)

- I have been pre-approved by Brevard County to take the exam.
- I have read the entire examination application information package.
- I have completed all sections of the examination application form (both sides)
- I have signed the application form in the appropriate place.
- I have enclosed the appropriate test fees.
- I have mailed the completed application and correct fee to arrive at Professional Testing, Inc. no later than 30 days prior to the test date I desire.



Certification Area	Examination(s) Needed (Blacken in the box of the parts you desire)	Total
Business & Finance Only for Certification Areas Not Listed Below	<input type="checkbox"/> Business and Finance (\$35.00)	N/A
General Unlimited Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Small Commercial/Building Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Residential Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Alarm Journeyman	Not Applicable	<input type="checkbox"/> Trade Knowledge (\$75.00)
Alarm Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Awning Erection Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Carpentry Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Concrete Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Commercial Pool Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Electrician Journeyman	Not Applicable	<input type="checkbox"/> Trade Knowledge (\$75.00)
Unlimited Master Electrical Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Fence Erection/Installation Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Flooring Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Glazing Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Gypsum Drywall Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Insulation Contractor (Building)	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Irrigation Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Low Voltage/Comm/Sound Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Masonry Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Painting Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Plastering/Stucco Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Plumber Journeyman	Not Applicable	<input type="checkbox"/> Trade Knowledge (\$75.00)
Unlimited Master Plumbing Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Pool Service Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Residential Pool Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Roofing Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Security System Journeyman	Not Applicable	<input type="checkbox"/> Trade Knowledge (\$75.00)
Security System Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Sign Contractor - Electrical	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Sign Journeyman - Electrical	Not Applicable	<input type="checkbox"/> Trade Knowledge (\$75.00)
Sign Erection Contractor - Building	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
Tile/Marble Installation Contractor	<input type="checkbox"/> Business and Finance (\$35.00)	<input type="checkbox"/> Trade Knowledge (\$75.00)
<b>Total Amount of Check Enclosed</b>		

Changes to this application must be provided through a **Change of Application Information Form** available online at [www.proftesting.com](http://www.proftesting.com), or by calling Professional Testing and requesting a copy of the change form. Exam fees and applications are non-refundable and non-transferable. **If you arrive later than 8:00 a.m. or do not appear for the scheduled examination, examination fees are not refunded; you will have to submit a new application and fee(s).** Exams are rescheduled only in very specific, substantiated emergency situations. There is a \$25.00 fee for returned checks. Candidates with NSF fees, paid or unpaid, will be required to provide Professional Testing with a cashiers check or money order for all future examination fees. For **Special Accommodations information**, see page 13 of the Candidate Information Bulletin.

I affirm that all information I have provided on this form is correct. I understand that if any information I provided on this application is later determined to be false, it could result in the possible loss of my certificate and/or any license issued as a result of the examination. I further affirm that I have read the Candidate Information Bulletin and I understand my rights and responsibilities pertaining to this examination and the Professional Testing Construction Professional Certification. I am hereby submitting my application for the certification examination and request Professional Testing release examination results to any licensing body requesting my test scores.

Name (signed)

Date