



Professional Testing

## BUSINESS AND FINANCE

### SCOPE

Tests knowledge of accounting and cash management, estimating and bidding, negotiating and interpreting contracts, purchasing, scheduling, insurance and bonding, contracting laws and rules, personnel regulations, payroll and other tax laws, other applicable laws and ordinances, OSHA requirements, and financial statements.

### EXAMINATION CONTENTS

#### Business and Finance Exam – 2 Hours

Subjects	Number of Questions
Financial Management	6
Estimating & Bidding	6
General Contract Management	7
General Project Management	6
Personnel Management	4
Tax Laws	5
Insurance & Bonding	3
Contracting Laws	5
OSHA Requirements	3
Business Organization & Management	5

**Total Number of Questions 50**

**THIS EXAM MAY INCLUDE ADDITIONAL NONSCORED TRIAL QUESTIONS.**

**TO QUALIFY FOR A LICENSE, YOU MUST PASS BOTH THE BUSINESS AND FINANCE EXAM AND THE TRADE KNOWLEDGE EXAM.**

### EXAMINATION REFERENCES

The Business and Finance examination is a closed book examination. You will not need any references to answer the questions. Questions are based on common business knowledge and principles. If a specific table or reference information is needed, it is provided in the examination.

The following references may be used to help prepare you for the examination. **You are NOT required to purchase these reference books and they may NOT be brought to the examination. They are only suggested if you feel the need for additional study.**

AIA - A201, General Conditions of Contract, 1997, American Institute of Architects, 104 East Jefferson St., Tallahassee, FL 32301 (800) 365.2724

AIA - A401, Contractor - Subcontractor Agreement, 1997, American Institute of Architects, 104 East Jefferson St., Tallahassee, FL 32301 (800) 365.2724

Builder's Guide to Accounting, 2001, Craftsman Book Company, 6058 Corte Del Cedro, Carlsbad, CA 92009 (800) 829.8123

Code of Federal Regulations, Title 29, Part 1926 (OSHA), 2005, US Government Bookstore, 100 West Bay St., Ste. 100, Jacksonville, FL 32202 (904) 353.0569

Contractors Manual, 2004, Association of Builders and Contractors Institute, Inc., 3730 Coconut Creek Pkwy., Ste., 200 Coconut Creek, FL 33066 (561) 432.9442

The Guide to Florida's Construction Lien Law, 1997, ProfitGuard, P.O. Box 10354, Tallahassee, FL 32302

Local Licensing Ordinances

### ADDITIONAL INFORMATION

Please refer to the Candidate Information Bulletin for this examination for any additional information or requirements.

**PROFESSIONAL TESTING, INC.**  
**7680 Universal Blvd., Ste. 300**  
**Orlando, FL 32819**  
**407-264-2993      FAX 407-264-2855**  
**www.proftesting.com**