

How to prepare- CLASSROOM-In Class for Florida State Contractors Exam in 16 Weeks.

Week - 1

1. **Know how to access all your online material on the school website.**
2. Review Module – 1
3. Listen to Module One, and review and understand all the documents.
4. Understand and review all the books and set a plan of how you would like to TAB and highlight your books.
5. Set the schedule for studying for more than 3 hours every day. We suggest go to public libraries as they are open until 9:00 PM and will give you the same environment as testing center.
6. Attend your 1st class and Take Notes
7. Start Tabbing your Books- Start with Contractors Manual. Should/ Must finish 5 chapters.
 - a. Follow the instruction page for tabbing
 - b. Read Introduction and chapter 1 of your study manual.
 - c. **If any questions always ask your instructor in the class.**

Week -2, 3 and 4

1. Continue tabbing and highlighting your books.
2. By end of this week you should target to have finished the Contractors Manual and Builders Guide to Accounting.
3. Attend classes and take notes. Even during the classes while listening to the instructors pay attention and continue tabbing the books that the instructor is teaching that day.
4. PAY ATTENTION TO WHAT INSTRUCTOR IS INFORMING YOU.
5. Don't panic or feel stressed with some questions that you can't find or get.
6. Attend at least two crams in this three weeks. Don't stress

Mile Stone – ONE: BY END OF FOURS WEEKS YOU SHOULD HAVE TABBED ALL YOUR BOOKS, HIGHLIGHTED EVERYTHING THAT CAME WITH THE TAB INSTRUCTIONS AND MORE AS INSTRUCTED IN THE CLASS. **YOU SHOULD BE ABLE TO IDENTIFY THE BOOKS THE CHARACTERISTICS OF ALL THESE BOOKS**

Week – 5 through 13

1. Now you will start focusing on studying and reading all your module books and highlighting and reviewing all the questions at the end of the module.
2. **Listen to all online modules and study what is explained in these modules.**
3. **All the module study must be completed in these 9 weeks.**
4. **Go and attend some other classes even if it is little far or inconvenient.**

- a. In these 9 weeks you must attend 12 classes by going to other locations.
- b. Select which modules are difficult and attend those module classes.
5. One must be able to score more than 85% score for the end of module exams.
6. In these eight weeks, one must attend to a minimum of **4**-week end crams.
7. Please make sure that you discuss all the tough examples in cram.

Mile Stone – TWO: BY END OF **THIRTEEN** WEEKS YOU SHOULD HAVE COMPLETED ALL THE MODULES. **YOU SHOULD KNOW ALL THE TESTING CONTENT AREAS AND % OF QUESTIONS THEY ASK FROM EACH AREAS. KNOW TO SKIP A QUESTION. DON'T GET HUNG UP ON TRYING TO UNDERSTAND A DIFFICULT QUESTION IF YOU ARE STRONG IN OTHER AREAS.**

Week – 13 through 16

1. Register for the exams.
2. **Attend all the classes.**
3. Start reviewing the online modules with all the books.
 - a. YOU SHOULD BE ABLE TO GO THROUGH ALL THE MATERIAL WITHOUT HAVING TO PAUSE THE AUDIO.
4. You must take end of module tests as TEST, Clock the time, and see if you can answer all the questions within less than 3 minutes per question
5. Take all the online CRAM exams. MUST SCORE more than 90% within the given time.
6. If you have issues with understanding go to any class and bring it to the instructor.
7. Attend classroom crams and bring difficult questions to the instructor for explanation.
8. At the least attend two classroom crams.
 - a. This will give you practice sitting at one location and focus
 - b. Gives you the opportunity to learn for all wrong answers.
9. **If you can spend or afford purchase the online simulator and practice at least 4 tests in a week.**

Mile Stone – THREE: YOU MUST SCORE MORE THAN 85% ON ALL YOUR TESTS FROM SCHOOL. **Preferable is above 90%.** Practice all these tests. **BE THE ENCYCLOPEDIA IN THE CLASSES THAT YOU ATTEND.**

GOOD LUCK. GO AND TAKE THE TEST

- Carry Whitener just in case if some writing
- Carry a stapler for any loose tabs.
- If anxiety, ask your friend or spouse to drive to the testing center and be there to pick you up.