

Ken Lawson, Secretary

Rick Scott, Governor

INFORMATION REGARDING EXAMINATIONS

- 1- Computer based testing (CBT) vendor Pearson VUE's phone numbers for scheduling examinations:
 - a- Real Estate candidates call: 1-888-204-6289
 - b- All other Professions call: 1-888-204-6230View more details on Computer Testing professions at:
<http://www.myfloridalicense.com/dbpr/servop/testing/CBT.html>

- 2- Construction examination, pencil & paper format, call Professional Testing Inc. (PTI) at: 407-264-0562 or Fax 407-264-2977 or on-line at <http://www.floridaexam.com/> to schedule and pay the \$135.00 exam application fee plus \$80.00 exam administration fee, total \$215.00. If paying the \$80.00 by check, please make the check payable to DBPR and mail it to PTI. If you're already approved to take the Business and Finance examination, then contact Pearson VUE toll free at 888-204-6230 to schedule your Computer Based Testing (CBT) Business and Finance examination or online at <http://www.pearsonvue.com/>. The fee is \$80.00 for the CBT examination.

- 3- The photo identification required at the test center must reflect your name exactly as it appears on your examination application. If you need to make a change to your name, you should request the Department make the change prior to scheduling your examination. You will need to provide legal documentation when requesting your name change. The request should be mailed to the Department of Business and Professional Regulation, Central Intake Unit, 1940 N. Monroe St., Tallahassee. FL. 32399-0783
Same applies to your Social Security Number if incorrect.

- 4- You must contact the Computer Testing Vendor, Pearson VUE, to cancel and or reschedule your examination within 48 hours of your scheduled examination time to avoid a penalty.

Construction pencil and paper candidates wishing to reschedule must contact Professional Testing Inc at 407-264-0562 or <http://www.floridaexam.com/> 30 days prior to the examination date.

In any case, emergency cancellation of your examination date will require documentations substantiating the emergency.

- 5- Based on the answers you marked on your application regarding the background questions, certain infractions can be approved by the Department. Others will need to be presented to the board office for approval and will take additional time.
- 6- You may complete your electronic finger printing prior to your application being approved.
The testing vendor, Pearson VUE and their subcontractor Morpho Trust, will electronically scan your fingerprints at their sites. Please visit their web site at: <http://www.pearsonvue.com/> for “Digital Fingerprinting” registration and locations
- 7- Contact the Bureau of Education and Testing “ADA” Coordinator, 850.487.9755, or visit the web site at:
<http://www.myfloridalicense.com/dbpr/servop/testing/ADA.html>
You will be informed of the documentation and application necessary for your accommodations approval. The same procedure applies every time you retake the examination.
- 8- Each candidate who fails a department developed examination is given information at the testing center or site, or mailed information with the Grade Report explaining how to review and possibly challenge their examination. For National examinations, their procedures are followed. The time limit on requesting a review is 21 days from grade report date. The review fees vary by profession and range from \$35.00 to \$150.00, visit this web page for more details:
<http://www.myfloridalicense.com/dbpr/servop/testing/ExamReview.html>
- 9- All updated versions of Candidate Information Booklets (CIB) for the various Professions are available via printable format at:
<http://www.myfloridalicense.com/dbpr/servop/testing/booklets.html>
- 10- Construction and Electrical Contractors candidates are only allowed to bring in the approved list of references into the examination rooms. Construction candidates should visit this webpage for the actual reference list for the specific category at:
<http://www.myfloridalicense.com/dbpr/servop/testing/ConstructionReferencePage.html> and Electrical Contractors candidates must use the references listed in the Candidate Information Booklet (CIB) that can be printed via this web page:
<http://www.myfloridalicense.com/dbpr/servop/testing/booklets.html>

11- Electrical Contractors candidates:

a- After each failing score of the technical/safety exam, a candidate must reapply to the Department and be authorized. If you fail the Technical and Safety examination three (3) times you must complete an additional seven (7) hours of continuing education courses in each of the areas failed (technical and or safety). You must also submit a new application with proof of the required continuing education and pay all fees.

b- If you fail the Business examination, you can retake it again after waiting 21 days by either visiting www.pearsonvue.com or by calling 1-888-204-6230. If you fail the Business examination three (3) times you must complete an additional 7 hours of continuing education courses in Business and submit the retake application to the Department and pay the fee.

Candidates are well advised to visit this Examination Information web page for any updates and other helpful information:

<http://www.myfloridalicense.com/dbpr/servop/testing/Exam.Info.html>

12- Construction Examination Scoring:

It is possible to get scores with fractional values when the number of questions on the examination is not a multiple of 100. For example, the Business and Finance examination consists of 120 questions. A candidate who answered 88 questions correctly would get a score of 73.33% (88 divided by 120.) For all examinations where the number of “real” questions is a multiple of 10, 70% correct will correspond to a whole number, for example 84 divided by 120 is exactly 70%.

The Plumbing General Trade Knowledge examination has a total of 160 possible points. To pass this examination a candidate must have a score of 112 out of 160 possible points.

The Isometric drawings are graded by teams of three licensed plumbing contractors who serve as examiners (Subject Matter Experts). Each examiner independently scores every drawing as pass or fail on eight different criteria (legibility, orientation, flow, angles, piping, labeling, vents, and fixtures.) At least two out of the three examiners must agree that the criteria have been met in order for points to be awarded. The points awarded for all correct criteria are added together and converted to a 10 point scale to determine the score for each drawing. The number of points awarded for each drawing is then added to the total number of correct answers obtained on the multiple choice questions during the morning and afternoon sessions.

This figure is then divided by the total number of possible points (160) to obtain the percentage correct score.

The 5 Isometric Drawings on the Plumbing examination are worth 10 points each, for a total of 50 points. There are 110 multiple choice questions that are worth 1 point each. Thus a total of 160 points is the maximum possible score. 50 out of 160 points equals 31.25%. Since the minimum passing score is 70%, it is not possible to pass this examination unless at least some points are earned for the Isometrics.

September 17, 2012