

## Business & Finance Computer Based Examination (CBT) Reference List

**Valid January 2018 – December 2018**

**Candidate Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Candidate Number:** \_\_\_\_\_

The answers to the examination questions will be based on the editions listed below. Some of the questions will also be based on field experience and knowledge of trade practices. 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.

Photocopies will not be allowed unless the appropriate authorities (DBPR and the publishers) have given written authorization. Hand-written and typewritten notes are NOT allowed. Existing hand-written notes must be blackened out or whitened out completely, by the candidate, prohibiting legibility. Moveable tabs (e.g., Post-it® Flags) are NOT allowed. You will not be permitted to make any marks in your references during the examination.

Any materials other than those approved will be stored along the wall of the exam room. The Department is **NOT** liable for loss of or damage to candidates' property. Candidates are advised to clearly label all belongings.

**ONLY BRING THESE BOOKS IN FOR BUSINESS & FINANCE:**

Ref #	Titles
R1	<p><b>Florida Statutes Chapter 455, 2016</b>, Division of legislative Information Services, Rm 704 Claude Pepper Building, 111 West Madison St, Tallahassee, FL 32399-1400, 800-342-1827.  <a href="http://www.flsenate.gov/Laws/Statutes/2016/Chapter455">www.flsenate.gov/Laws/Statutes/2016/Chapter455</a></p> <p><b>*Beginning with the February 1, 2018 exam the 2017 Edition of R1 will be used for the examination.</b></p>
R37	<p><b>Builder's Guide to Accounting</b>, Michael C. Thomsett, Copyright 2001. Craftsman Book Company, 6058 Corte del Cedro, Carlsbad, CA 92009.  <a href="http://www.craftsman-book.com/">www.craftsman-book.com/</a></p>
R50	<p><b>Contractors Manual</b>, 2017 (which includes the 2012 Circular E). Association of Builders and Contractors Institute, Inc., 3730 Coconut Creek Parkway, Coconut Creek, FL 33066. (Ph 866.930.4222)</p>

<p><b>AIA documents are listed below.</b>  <b>The American Institute of Architects</b>, PO Box 60, Williston, VT 05495. or                  Florida Association of AIA, 104 East Jefferson St., Tallahassee, FL 32301.  <a href="http://www.aiafla.org/Store_Contract-Documents.cfm">www.aiafla.org/Store_Contract-Documents.cfm</a></p>		
	<b>Document #</b>	<b>Titles</b>
R5	A201	<p><b>General Conditions of the Contract for Construction, 2007.</b>                  *Beginning with the February 1, 2018 exam the 2017 Edition of R5 will be used for the examination.</p>
R6	A401	<p><b>Standard Form of Agreement between Contractor-Subcontractor, 2007.</b>                  *Beginning with the February 1, 2018 exam the 2017 Edition of R6 will be used for the examination.</p>
R7	A701	<p><b>Instructions to Bidders, 1997.</b></p>