

**State of Florida
Department of Business & Professional Regulation**

Bureau of Education & Testing

FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD

**EXAMINATION REGISTRATION
INSTRUCTIONS AND APPLICATION**

2012

Revised 11/05/12



Professional Testing

INTRODUCTION

Professional Testing, Inc. is under contract with the Florida Department of Business and Professional Regulation (DBPR)/Bureau of Education and Testing (BET) to register candidates, develop and score the examinations for the Florida Construction Industry Licensing Board (CILB). You can apply online or download application forms from the website: www.floridaexam.com to register for one of these examinations. If you have any questions or need assistance in completing this application, please contact **Professional Testing, Inc.** at **407-264-0562**.

BEFORE PAYING FOR YOUR EXAMINATION REGISTRATION, BE SURE YOU HAVE READ AND UNDERSTAND THE CONTENTS OF THIS APPLICATION PACKAGE.

QUALIFICATIONS FOR LICENSURE

To become a state certified contractor in Florida, you must:

- Obtain a passing score on all parts of the Florida CILB licensure examination.
- Be at least 18 years of age.
- Meet the educational/experience requirements.
- Be of good moral character.
- Pay all applicable fees.
- Obtain worker's compensation coverage.
- Demonstrate financial responsibility.

Make sure you understand the requirements for the CILB license you are trying to obtain before registering for the examination. If you take an examination but do not meet the qualifications for that license, you will not be granted a license, even if you pass the examination. Professional Testing does not grant licenses or make decisions about a candidate's eligibility for licensure.

Questions about license categories and qualifications are answered on the CILB website at: <http://www.myfloridalicense.com/dbpr/pro/cilb/index.html> or you may contact the DBPR/BET Customer Contact Center at 850-487-1395 or complete the on-line active form and submit to Customer Contact Center at the following link: <http://www.myfloridalicense.com/contactus>.

EXAMINATION CATEGORIES/PARTS INFORMATION

The Florida CILB licensure categories are separated into two divisions:

Division 1 Categories include General/Tower Specialty, Building and Residential Contractors. Division 1 exams have three parts: Business and Finance, Contract Administration and Project Management. Tower Specialty Contractors must pass the same General category examination of three parts, Contract Administration, Project Management and Business and Finance.

Exam Category	Exam Part	Exam Format	When Given
General/ Tower Specialty Building Residential	Contract Administration	Paper and Pencil	Day 2 AM
	Project Management	Paper and Pencil	Day 2 PM
All Division 1	Business & Finance	Computer-Based	Scheduled with BET/CBT vendor

Division 2 Categories include Class A Air Conditioning, Class B Air Conditioning, Commercial Pool/Spa, Gas Line, Glass and Glazing, Gypsum Drywall, Marine, Mechanical, Plumbing, Pollutant Storage Systems, Pool/Spa Servicing, Residential Pool/Spa, Roofing, Sheet Metal, Solar, Specialty Structure, Underground Utility. Division 2 exams have two parts: Business and Finance and Trade Knowledge.

Exam Category	Exam Part	Exam Format	When Given
All Division 2	Business and Finance	Computer-Based	Scheduled with BET/CBT vendor
Marine Glass and Glazing	Business and Finance	Computer-Based	Scheduled with BET/CBT vendor
Class B Air Commercial Pool Gas Line Gypsum Drywall Pollutant Storage Pool/Spa Service Residential Pool Roofing Sheet Metal Solar Specialty Structure Underground Utility	Trade Knowledge	Paper and Pencil	Day 1 PM
Class A Air Mechanical Plumbing	Trade Knowledge	Paper and Pencil	Day 2 AM and Day 2 PM

All examinations are open book and consist of multiple-choice questions. Each paper and pencil examination session is four (4) hours and forty five (45) minutes long. Some parts are administered in two sessions.

Computer based testing will be administered in two sessions. Business and Finance will be a 6.5 hour exam and Trade Knowledge will be a 5 hour exam.

For more information call the **DBPR Customer Contact Center at 850-487-1395** or you may refer to:
<http://www.myfloridalicense.com/dbpr/servop/testing/Exam.Info.html>

EXAMINATION LOCATIONS

CILB examinations are administered in North, Central and South Florida.

For paper and pencil examinations, when you register, you can select your 1st and 2nd choice for exam site location. If your choices are filled to capacity, you may be scheduled at an alternate location or for the next exam administration date. Your exam location will be identified on your admission slip.

For Business and Finance and selected Trade Knowledge examinations, you will be able to schedule with Pearson VUE Testing Centers at Statewide locations.

If you need information regarding hotels near the examination sites, please contact the Chamber of Commerce in the city where the examinations have been scheduled. The DBPR/BET and Professional Testing are not responsible for the costs incurred for lodging, travel, and exam preparation or reference materials.

EXAMINATION DATES AND DEADLINES

The following examinations are now offered as Computer Based Testing:

Marine Glass & Glazing

The examinations for the following categories are administered in February, April, June, August, October, and December:

General/Tower Specialty Air A Plumbing
 Building Air B Roofing
 Residential Mechanical Underground Utility

Tower Specialty Contractors must pass the same General category examination of three parts, Contract Administration, Project Management and Business and Finance.

The examinations for the following categories are administered in February, June and October:

Commercial Pool/Spa Solar Sheet Metal
 Gas Line Pool/Spa Service Residential Pool/Spa
 Gypsum Pollutant Storage Specialty Structure

EXAM MONTH	ADMINISTRATION DATES	APPLICATION DEADLINE
August 2012	August 21 & 22, 2012	July 21, 2012
October 2012	October 16 & 17, 2012	September 16, 2012
December 2012	December 18 & 19, 2012	November 18, 2012
February 2013	February 19 & 20, 2013	January 19, 2013
April 2013	April 16 & 17, 2013	March 16, 2013
June 2013	June 18 & 19, 2013	May 18, 2013

Completed applications and appropriate fees must be received by Professional Testing **no later than 30 days prior to the examination date. It is your responsibility to confirm that your application has been received by Professional Testing, prior to the posted deadline.**

Once Professional Testing has processed your completed application, you will be mailed a Registration Receipt. If you applied online, it is your responsibility to print your receipt at the end of the application process. It is your responsibility to review the information on your Registration Receipt. In order to correct an error or to make a change, you must complete a Request for Change online and either mail, fax or email at info@cilb.com, to Professional Testing before the application/change deadline.

Admission Slips will be mailed to all eligible candidates 20-25 days prior to the exam date and will also be available online.

APPLICATIONS RESTRICTIONS

Important restrictions to your application:

- **A** candidate must pass all parts of the examination (Business and Finance or Trade Knowledge or Contract Administration or Project Management) within four years from the first exam scheduled. **You have an unlimited number of attempts within the four year period.**
- You must pass all parts of the examination required for licensure within four years.
- Your four-year examination period begins with your first scheduled examination date.

For more information, see F.A.C. 61G4-16.009, Florida Administrative Code.

Additional application restrictions:

- If you have scheduled a review, you may not take an exam within twenty-one (21) days of the review date.
- If you already hold an active contractor license, you may not repeat an examination that you have passed or retake the Business and Finance exam unless you hold a Pool/Spa servicing license.
- If you have registered for more than one examination date, and you pass the examination, you will not be refunded any registration fees you have paid for future examinations.

REFERENCE BOOKS

For information regarding references that may be brought into the examination, please refer to:

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

For assistance in obtaining reference books, refer to the list of Construction Schools and Bookstores at:

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

SPANISH EXAMINATIONS

Examinations are offered in Spanish. Please request the Spanish exam on your application. If you request the exam in Spanish, you will receive a booklet printed in both English and Spanish.

The DBPR/BET allows the use of one foreign language word-to-word translation dictionary during the examination. Dictionaries that contain definitions of words, explanations or handwritten notes may not be used.

Electronic translation devices are **NOT** allowed.

SPECIAL ACCOMMODATIONS (ADA)

Candidates with documented disabilities may request special accommodations in accordance with F.A.C. Chapter 61-11.008. If you require special accommodations, you must indicate this on your application and contact the DBPR/BET to obtain an “**Application for Disability Accommodation**”.

For any questions on special accommodations and eligibility contact:

Lynne Gwaltney
Special Testing Coordinator
Phone: 850-487-9755 FAX: 850-487-9757
Email: Lynne.Gwaltney@dbpr.state.fl.us

MAKING CHANGES TO YOUR REGISTRATION

If you need to make a change to your registration, you must complete a Request for Change online, you will be required to either fax, mail or email at info@cilb.com, your change request. All change requests will have a complimentary first time change fee, after the first change you will incur a \$20.00 processing fee. No changes are allowed past the application expiration date, which includes site changes, category changes and date changes.

Professional Testing will only accept change requests for the Trade Knowledge, Contract Administration or Project Management examinations. Change requests for the Business and Finance examination and selected Trade Knowledge examinations should be directed to Pearson VUE at 888.204.6230.

Any change to your examination category, date or site must be made at least 30 days before your scheduled test date. Professional Testing will **NOT** process changes of license categories, sites or dates received after the application deadline or over the telephone.

Application fees are NON-REFUNDABLE and NON-TRANSFERABLE. Businesses that pay for an employee’s exam MAY NOT transfer a registration to another employee. Candidates, who are scheduled for an examination and fail to appear for any of the scheduled parts, will receive a failing score for that examination part and will forfeit all fees.

All exam date and location changes are subject to availability. If your choices are filled to capacity, you may be scheduled at an alternate location or for the next exam administration date.

If your request is approved, an amended Registration Receipt will be sent to you within three business days. If your request is denied, you will receive an explanation within five business days. **It is your responsibility to confirm that Professional Testing has received your request.** If you have not received a written confirmation of your request or notification of denial within 10 business days, you should contact Professional Testing at 407-264-0562.

Exceptions to the rescheduling deadlines:

- The candidate has suffered an illness or injury that prevents him/her from attending the exam that coincides with the testing date. The illness or injury must be documented by a doctor's signed explanation on **office letterhead**.
- The death or funeral of an immediate family member (spouse, child, parent, sibling or grandparent) coincides with the testing date. The death must be documented by an attending clergy member or a funeral home director. The relationship of the test candidate to the deceased must be explained in the letter.
- The candidate must carry out a civic responsibility, such as jury or military duty. A copy of the court or military orders must be included with the change form. The name of the candidate and the date(s) which conflict with the scheduled exam date must appear on the documentation.

All supporting documentation for these exceptions **MUST** be received by Professional Testing no later than **48 hours** after the scheduled exam date. **No other exceptions will be made for any reason, including personal, work, travel or school.**

EXAMINATION FEE STRUCTURE

Applicants must first register by submitting an [Exam Registration Form](#) to Professional Testing along with the applicable registration and exam administration fees. Professional Testing will accept the payments via check, money order or credit card. We do not take registrations over the phone.

Paper & Pencil Examination Fee Structure:

Applicants Registering for ALL parts (Business and Finance plus Trade Knowledge or Contract Administration/Project Management)

- \$135.00 Registration Fee Payable to Professional Testing.
- \$ 80.00 Exam Administration Payable to the Florida DBPR.
- \$ 80.00 Business and Finance computer based test (CBT) with Pearson VUE.
Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

Applicants Registering ONLY for Trade Knowledge or Contract Administration/Project Management Examination

- \$135.00 Registration Fee Payable to Professional Testing.
- \$ 80.00 Exam Administration Payable to the Florida DBPR.

Applicants Registering ONLY for the Business and Finance Examination

- \$135.00 Registration Fee Payable to Professional Testing.
- \$ 80.00 Business and Finance computer based test (CBT) with Pearson VUE. Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

EXAMINATION FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Payments by credit card:

If you are taking Trade Knowledge, Contract Administration/Project Management your credit card will be charged \$215 by Professional Testing to cover the \$135 registration fee and the \$80 exam site administration fee.

If you are taking Business and Finance ONLY your credit card will be charged \$135 by Professional Testing to cover the \$135 registration fee. Pearson VUE will collect an additional \$80 at the time you schedule your computer exam, as an Exam Administration fee.

Payments by check, money order or cashier's check:

If you are taking Trade Knowledge, Contract Administration/Project Management there must be two separate payments, **\$135** registration fee (**payable to Professional Testing**) and **\$80** exam site administration fee (**payable to the Florida Department of Business and Professional Regulation [DBPR]**). Both payments must be submitted simultaneously to Professional Testing.

If you are taking Business and Finance ONLY you must submit **\$135** registration fee (**payable to Professional Testing**). Pearson VUE will collect an additional \$80 at the time you schedule your computer exam.

A \$25.00 fee will be charged for returned checks or declined credit cards, and the candidate will be removed from all exam rosters. Send paper application and fees to:

**Professional Testing, Inc
State of Florida Construction Program
7680 Universal Blvd., #300
Orlando, FL 32819**

Computer Based Testing Examination Fee Structure:

Applicants Registering for ALL parts (Business and Finance plus Trade Knowledge)

- \$135.00 Registration Fee Payable to Professional Testing.
- \$ 80.00 Business and Finance computer based test (CBT) with Pearson VUE. Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.
- \$ 80.00 Trade Knowledge computer based test (CBT) with Pearson VUE. Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

Applicants Registering ONLY for Trade Knowledge

- \$135.00 Registration Fee Payable to Professional Testing.
- \$ 80.00 Trade Knowledge computer based test (CBT) with Pearson VUE. Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

Applicants Registering ONLY for the Business and Finance Examination

- \$135.00 Registration Fee Payable to Professional Testing.
- \$ 80.00 Business and Finance computer based test (CBT) with Pearson VUE. Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fee.

EXAMINATION FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Payments by credit card:

If you are taking Business and Finance and Trade Knowledge your credit card will be charged \$135 by Professional Testing to cover the \$135 registration fee. Pearson VUE will collect an additional \$160 at the time you schedule your computer exams to cover Business and Finance and Trade Knowledge.

If you are taking Business and Finance ONLY your credit card will be charged \$135 by Professional Testing to cover the \$135 registration fee. Pearson VUE will collect an additional \$80 at the time you schedule your computer exam.

Payments by check, money order or cashier's check:

If you are taking Business and Finance and Trade Knowledge you will need to submit a check in the amount of \$135 to Professional Testing to cover the registration fee. Pearson VUE will collect an additional \$160 at the time you schedule your computer exams to cover Business and Finance and Trade Knowledge.

If you are taking Business and Finance ONLY you must submit **\$135** registration fee (**payable to Professional Testing**). Pearson VUE will collect an additional \$80 at the time you schedule your computer exam.

A \$25.00 fee will be charged for returned checks or declined credit cards, and the candidate will be removed from all exam rosters. Send paper application and fees to:

**Professional Testing, Inc
State of Florida Construction Program
7680 Universal Blvd., #300
Orlando, FL 32819**



FLORIDA CONSTRUCTION EXAMINATION SCHEDULING FORM

MAIL TO:
Professional Testing, Inc.
7680 Universal Blvd, #300
Orlando, FL 32819

FAX TO:
407-264-2977
 or apply online at:
<http://www.floridaexam.com>

If you have questions concerning your examination fee or need assistance in completing this examination scheduling form contact Professional Testing at 407-264-0562. Do not call this number for questions about licensure requirements

NOTE: Please be sure you will meet all qualifications for licensure. Even if you pass the exam, you will not be issued a license if you do not meet the requirements.

Please use black or blue ink and print clearly in BLOCK CAPITAL LETTERS!!

APPLICANT IDENTIFICATION INFORMATION

Social Security Number (Required for identification purposes)*

Last Name	First	Middle	Suffix
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Current Mailing Address: Street Address or P.O. Box

Address Line 2

City	State	Zip
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Telephone Number (area code first)	Secondary Telephone Number (area code first)
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Birth Date (MM/DD/YYYY)	E-Mail Address
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I would like to receive communications and important information about my registrations via email.

Demographic Information (Optional) Gender: Male Female

Race/Ethnicity (check only one):

<input type="checkbox"/> White or Caucasian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Asian or Pacific Islander
<input type="checkbox"/> Spanish, Hispanic or Latino	<input type="checkbox"/> Native American or Alaskan Native	

Language Requested for Examination

English
 Spanish

Are you requesting Special Accommodations under ADA?

Yes - Contact *Lynne Gwaltney*, Special Testing Coordinator, at DBPR immediately at 850-487-9755.

* Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by Federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654: and Sections 455.203(9), Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by Title IV-D child support agency to assure compliance with child support obligations. Social Security numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub. L. 193, Sec.317.

PAPER AND PENCIL EXAMINATION REGISTRATION FORM

Last Name	First Name	Middle	Social Security Number:
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EXAMINATION PARTS DESIRED

Please mark the box next to the date and all exam parts you wish to take in one examination date.

CANDIDATES THAT REQUIRE THE BUSINESS & FINANCE EXAM (B&F): The B&F exam will be offered in a computer-based test (CBT) format administered through Pearson VUE testing centers. You will be responsible for scheduling the B&F exam date and paying any related fees **directly** to Pearson VUE at 888-204-6230. The administration fee for taking the B&F exam is **\$80.00**. **YOU MUST COMPLETE THIS REGISTRATION BEFORE YOU CAN SCHEDULE A B&F EXAM. PEARSON VUE WILL NOT SCHEDULE YOU UNTIL THEY RECEIVE AN AUTHORIZATION CODE FROM PROFESSIONAL TESTING.**

EXAMINATION DATE (Please check box of year and month)							
Year		Month					
<input type="checkbox"/> 2012	<input type="checkbox"/> 2013	<input type="checkbox"/> February	<input type="checkbox"/> April	<input type="checkbox"/> June	<input type="checkbox"/> August	<input type="checkbox"/> October	<input type="checkbox"/> December
EXAMINATION LOCATION							
1st Choice	<input type="checkbox"/> Orlando/Kissimmee		<input type="checkbox"/> Tallahassee		<input type="checkbox"/> Miami		
2nd Choice	<input type="checkbox"/> Orlando/Kissimmee		<input type="checkbox"/> Tallahassee		<input type="checkbox"/> Miami		
TRADE KNOWLEDGE/CONTRACT ADMINISTRATION AND/OR PROJECT MANAGEMENT							
General/Tower Specialty		<input type="checkbox"/> B&F	<input type="checkbox"/> Contract Administration		<input type="checkbox"/> Project Management		
Building		<input type="checkbox"/> B&F	<input type="checkbox"/> Contract Administration		<input type="checkbox"/> Project Management		
Residential		<input type="checkbox"/> B&F	<input type="checkbox"/> Contract Administration		<input type="checkbox"/> Project Management		
Plumbing	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge		Mechanical	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Air A	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge		Roofing	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Air B	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge		Underground Utility	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	

SPECIALITY EXAMINATION - OFFERED 3 TIMES PER YEAR							
EXAMINATION DATE (Please check box of year and month)							
Year		Month					
<input type="checkbox"/> 2012	<input type="checkbox"/> 2013	<input type="checkbox"/> February		<input type="checkbox"/> June		<input type="checkbox"/> October	
EXAMINATION LOCATION							
1st Choice	<input type="checkbox"/> Orlando/Kissimmee		<input type="checkbox"/> Tallahassee		<input type="checkbox"/> Miami		
2nd Choice	<input type="checkbox"/> Orlando/Kissimmee		<input type="checkbox"/> Tallahassee		<input type="checkbox"/> Miami		
TRADE KNOWLEDGE							
Gas Line	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge		Commercial Pool/Spa	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Gypsum	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge		Residential Pool/Spa	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Solar	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge		Pool/Spa Servicing	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
Sheet Metal	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge		Specialty Structure	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	
				Pollutant Storage	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge	

COMPUTER BASED EXAMINATION REGISTRATION FORM

Last Name	First Name	Middle	Social Security Number:
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EXAMINATION PARTS DESIRED

Please mark the correct box next to ALL exam parts you wish to take.

CANDIDATES THAT REQUIRE BOTH BUSINESS & FINANCE EXAM (B&F) AND TRADE KNOWLEDGE (TK):

Please review the fee structure for computer based testing.

- 1.) \$135 MANDATORY Registration Fee Payable to Professional Testing.
This fee will be charge everytime a registration is made for any part of your examination.

I authorize Professional Testing to process the \$135 Resistration fee payable to Professional Testing. Applicants will receive instructions from Pearson VUE on how to schedule the exam and pay the CBT administration fees.

- 2.) \$80 fee for B&F ONLY Payable to Pearson Vue upon registration.

OR

\$80 fee for TK ONLY Payable to Pearson Vue upon registration.

- 3.) \$160 fee for BOTH B&F **AND** TK exams Payable to Pearson Vue upon registration.

**PEARSON VUE WILL NOT SCHEDULE YOU UNTIL THEY RECEIVE
AN AUTHORIZATION CODE FROM PROFESSIONAL TESTING.**

COMPUTER BASED TESTING OFFERED (Every 21 days after previous exam taken)

Marine	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge
Glass & Glazing	<input type="checkbox"/> B&F	<input type="checkbox"/> Trade Knowledge

Make sure you include this page with your registration form.

□

EXAMINATION REGISTRATION FORM - CREDIT CARD PAYMENT INSTRUCTIONS

Last Name	First Name	Middle	Social Security Number
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Credit Card Payment Instructions: Please check the appropriate box:

- \$135 MANDATORY Registration Fee Payable to Professional Testing.**
This fee will be charge everytime a registration is made for any part of your examination.
- Applicants registering for **BUSINESS & FINANCE ONLY:**
I authorize Professional Testing to process the \$135 Resistration fee payable to Professional Testing. Applicants will receive scheduling and payment instructions directly from Pearson VUE. Make sure either page two or three is included in with your registration form.
- Applicants registering for Computer Based Testing (**B&F and Select TK**):
I authorize Professional Testing to process the \$135 Resistration fee payable to Professional Testing. Applicants will receive scheduling and payment instructions directly from Pearson VUE. Make sure either page two or three is included with your registration form.
- Applicants registering for B&F and Trade Knowledge or Contract Administration and/or Project Management.
B&F and/or Contract Administration and/or Project Management.
I authorize Professional Testing to process the \$215 Registration and Administrative Fee.
 - \$135 Registration Fee Payable to Professional Testing.
 - \$80 Exam Site Administration Fee Payable to Florida DBPR.
 Candidates needing to take the Business and Finance (CBT) portion of their registration will receive scheduling and payment instructions directly from Pearson VUE.

- CREDIT CARD PAYMENT AUTHORIZATION:**
 - VISA MASTER CARD (Credit card numbers are destroyed after processing)

Name on Card: _____

Card Holder Signature: _____

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Write your 16 Didgit Credit Card Number Clearly (do not use spaces or dashes)

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Exp Date (MM/YY)

Credit Card billing address if different from above address: _____

A \$25 fee will be charged in addition to any lost registration fees for any chargebacks processed and the candidate will be removed from all exam rosters.

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 loss of any license issued as a result of this examination.

I agree that I am taking the examination solely for the purpose of obtaining my license to practice as a Construction Contractor ir the State of Florida. I affirm that I have read the *CILB Examination Registration Information Package* and I understand that there are other requirements for licensure besides the examination. Therefore, I understand that I will not be granted a license if I do not meet the other requirements (age, experience, education, etc.) even if I pass the examination.

I understand that the application fees are **NON-REFUNDABLE AND TRANSFERRABLE**.

I understand that I am not scheduled for an examination and will not receive an admission slip until ALL fees have been paid tc Professional Testing and the Florida DBPR.

Applicants Signature (signed)

Date

EXAMINATION REGISTRATION FORM - CHECK PAYMENT INSTRUCTIONS

Last Name	First Name	Middle	Social Security Number

Check or Money Order Payment Instructions: Please check the appropriate box:

- \$135 MANDATORY Registration Fee Payable to Professional Testing.
This fee will be charge everytime a registration is made for any part of your examination.

Applicants registering for **BUSINESS & FINANCE ONLY:**

I understand that I must send **ONE** check made payable to Professional Testing for the \$135 Resistration fee. Applicants will receive scheduling and payment instructions directly from Pearson VUE. Make sure either page two or three is included with your registration form.

- Applicants registering for Computer Based Testing (**B&F and Select TK**):
I understand that I must send **ONE** check made payable to Professional Testing for the \$135 Resistration fee. Applicants will receive scheduling and payment instructions directly from Pearson VUE. Make sure either page two or three is included with your registration form.

- Applicants registering for B&F and/or Trade Knowledge (paper and pencil exam) or B&F and/or Contract Administration and/or Project Management (paper and pencil exam).
I understand that I must send **TWO** separate checks to Professional Testing for the following:
\$135 Registration Fee Payable to Professional Testing.
\$80 Exam Site Administration Fee Payable to Florida DBPR.
Candidates needing to take the Business and Finance (CBT) portion of their registration will receive scheduling and payment instructions directly from Pearson VUE.

A \$25 fee will be charged for returned checks. The candidate will be removed from all exam rosters.

Please mail your completed Exam Registration and payments to Professional Testing to the below address:

Professional Testing, Inc.
State of Florida Construction Program
7680 Universal Blvd. #300
Orlando, FL 32819

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 loss of any license issued as a result of this examination

I agree that I am taking the examination solely for the purpose of obtaining my license to practice as a Construction Contractor in the State of Florida. I affirm that I have read the *CILB Examination Registration Information Package* and I understand that there are other requirements for licensure besides the examination. Therefore, I understand that I will not be granted a license if I do not meet the other requirements (age, experience, education, etc.) even if I pass the examination.

I understand that the application fees are **NON-REFUNDABLE AND TRANSFERRABLE**.

I understand that I am not scheduled for an examination and will not receive an admission slip until ALL fees have been paid tc Professional Testing and the Florida DBPR.

Applicants Signature (signed)

Date