



# Collier County Florida Contractor Examinations Candidate Information Bulletin



## FREQUENTLY ASKED QUESTIONS

- 1. HOW DO I REGISTER TO TEST?** To schedule for testing, go to <https://www.provexam.com/schedule>. You may also call us at 866-720-7768. [Click here](#) for more information about registering.
- 2. WHERE CAN I TEST?** You may test at any one of Prov’s testing centers. [Click here](#) for a current list and directions to each of our Florida testing centers.
- 3. HOW MUCH DOES IT COST?** The cost to take the tests for local licensing is \$80.00 per test.
- 4. WHEN DO I GET MY TEST RESULTS?** Upon completion of a test, you will be given a score result letter while at the testing center. There is no charge for the on-site scoring and tests will be scored within one minute.
- 5. ARE THERE ANY STUDY AIDS?** Yes, in our [bookstore](#) we sell practice examinations to help you prepare for your test.
- 6. WHAT IS ON THE TEST?** [Click here](#) for information about the available examinations.

## MORE QUESTIONS

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Licensing Questions –

**Naples/Collier County  
Building Department**  
2800 North Horseshoe Drive  
Naples, FL 34104  
Ph: (239) 252-2431  
Fax: (239) 252-2469  
<http://www.colliergov.net/>  
Office Hrs.: 8 a.m. – 5 p.m.

For Testing Questions –

**Prov Inc.**  
5200 NW 43<sup>rd</sup> Street  
Suite 102-167  
Gainesville, FL 32606  
Toll Free:  
(866) 720-7768  
Fax: (386) 518-6419  
[www.provexam.com](http://www.provexam.com)  
Office Hours: 8am to 6pm.

## GENERAL TESTING INFORMATION

The mission of the Building Department is to protect the lives and property of the citizens of Collier County, Florida through regulation and licensing of the industry and to ensure the skills and knowledge of contractors and journeymen by means of experience and testing.

The Building Department has approved Prov, Inc. to develop, and administer their licensing examination program. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your license.

Prov is not authorized to make the determination of which examination(s) candidates must take. If you are unsure which exam is needed for the license being sought, resolve this question before scheduling. If you have questions regarding which exam(s) to take, you must call the Department at **239-252-2431**.

## EXAMINATION CATEGORIES & COST

All exams are open book and are timed. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

All examinations are delivered by computer cost **\$80.00**. There are no extra fees for Spanish language tests (when available). The following are available exams:

- Acoustical
- Alarm Contractor I (Burglar, Fire) 2011
- Alarm Contractor II (Burglar LTD) 2011
- Aluminum/Screen Enclosure
- Aluminum Screen Enclosure w/concrete
- Building Contractor
- Building Contractor (Spanish)
- Business and Law
- Business and Law (Spanish)
- Carpentry
- Carpentry (Spanish)
- Certified Jail Manager

- Certified Jail Supervisor
- Class "A" Air Conditioning Contractor
- Class "B" Air Conditioning Contractor
- Class "C" Air Conditioning Contractor
- Concrete (rest to pneumatically placed concrete)
- Concrete Forming and Placing
- Concrete Forming and Placing (Spanish)
- Concrete Placing and Finishing
- Demolition/Wrecking
- Demolition/Wrecking (Spanish)
- Dredging
- Drywall
- Excavation
- Gasoline Tank and Pump Contractor
- General Contractor
- General Contractor (Spanish)
- Glass & Glazing
- Hurricane Shutter/Awning
- Hurricane Shutter/Awning Contractor (Spanish)
- Insulation-All types
- Insulation-Building
- Irrigation Sprinkler (Spanish)
- Irrigation/Sprinkler
- Journeyman Air Conditioning
- Journeyman Air Conditioning (Spanish)
- Journeyman Electrician (Spanish) 2011
- Journeyman Electrician 2011
- Journeyman Plumbing with Gas
- Marine, Seawalls & Docks
- Masonry (Block, Brick & Stone)
- Masonry (Block, Brick & Stone) (Spanish)
- Master Electrician (Spanish) 2011
- Master Electrician 2011
- Master Plumber with Gas
- Master Plumber with Gas (Spanish)
- Master Sign Electrician 2011
- Mechanical Contractor
- Painting
- Paving
- Paving Block
- Plaster/Stucco
- Plaster/Stucco (Spanish)
- Residential Contractor
- Roofing (Spanish)
- Roofing Unlimited
- Sign Contractor - Non-Electric
- Solar Water Installation & Repair
- Structural Steel Erection
- Swimming Pool Class "A"
- Swimming Pool Class "B"
- Swimming Pool Class "C" - (FL08334)
- Tile & Marble
- Tile, Terrazzo & Marble
- Tree Trimming and Removal
- Underground Utilities

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TESTING WITH PROV

Your exam will be administered by computer at one of Prov’s testing centers. Prov’s testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov’s testing system:

<https://youtu.be/h3T9svnldLY>

WHERE TO TAKE YOUR EXAM

You may take your examination at any of Prov’s testing facilities throughout the Unites States. Inside of Florida, Prov has a total of thirty (34) Florida testing centers. There are four (5) in [North Florida](#), ten (13) in [Central Florida](#), and fifteen (16) located in [South Florida](#). Site addresses, testing availability, and driving directions are provided at the end of this bulletin.

HOW TO SCHEDULE ONLINE

1. To schedule online, navigate to the following URL:  
<https://www.provexam.com/schedule>
2. Enter your identifying information into the system. Collier County has already shared your testing information with Prov. We need to locate your information within our system.

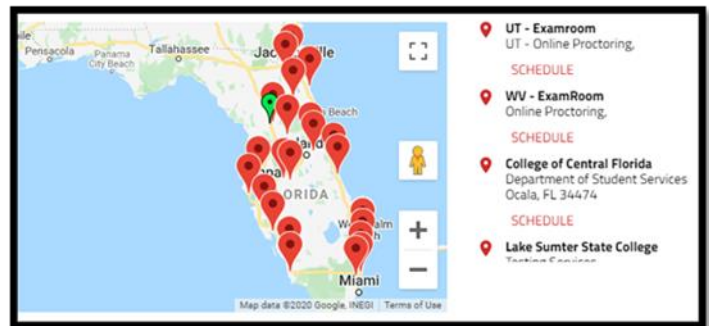
Follow the on-screen fields to enter your Known Candidate ID and your Last Name. The Candidate ID will be provided to you on your registration letter received from the Board. The Candidate ID will begin with 2000 and will contain 10 digits. Please enter all of the numbers.

Then, enter your last name and select the **Retrieve Details** button.

3. On the Welcome Screen, you will schedule a Date, Time, and Location for your exam by selecting the link labeled:

 [Find suitable time and venue](#)

4. The scheduling system will display a map to graphically show where the different testing centers are located. Select a testing center from the list of centers to the right of the map.



5. Select the SCHEDULE link to check the calendar for the testing center.
6. Select a test **date** and **time** from the calendar that matches your schedule.
7. Confirm your selected date and time and select **Add to Cart**.
8. Proceed to payment. If you have provided an email address, the invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, give us a call at (866) 720-7768.

SCHEDULING BY PHONE

To schedule for an examination by phone, candidates should contact Prov toll free at 866-720-7768. Prov scheduling staff is available 8:00 a.m. through 6:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, Prov Candidate ID and their zip code.

Once Prov confirms the candidate’s identity, Prov staff will search the database for the next available testing session at the candidate’s preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address.

Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

**CANCEL/RESCHEDULING POLICY**

If you need to change or cancel their testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline.

If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

**PREPARING FOR YOUR EXAMS**

The licensing examination that you will take has been designed to test what qualified individuals (master or journeyman) should know as they work in the HACR field. The test questions used on the examinations have been prepared and reviewed by a panel of qualified individuals and cover the wide range of topics individuals would normally encounter as a master or journeyman during regular work operations.

Prov recommends that you prepare for your exam by familiarizing yourself with the subject areas listed in each exam description. Additionally, familiarize yourself with the reference materials that are allowed during the examination. The more time you spend outside of the testing room studying, the less time you will need to spend in the testing room trying to location information. You are encouraged to prepare your test materials by highlighting text or placing permanent tabs on important pages.

It is NOT mandatory that candidates purchase any study materials in preparation for their examinations; however, all examinations permit the use of authorized study materials and candidates may be at a disadvantage if they do not bring those materials with them to their testing session. At a minimum Prov recommends that candidates have their own code

books related to their exams which may be useful to candidates after their testing is complete.

**EXAM DESCRIPTIONS**

Collier County requires all Contractors to take and pass both a knowledge as well as a Business and Law examination in order to be licensed in the County. The following is a description of the Business and Law examination.

**Business and Law (English or Spanish)**

Tests a candidate's knowledge of payroll taxes, workers' compensation, unemployment compensation, lien laws and other laws or subjects that will affect their daily operations as contractors.

<b>Number of Questions</b>	<b>50</b>
<b>Time allowed (hours)</b>	<b>2</b>
<b>Subject Area</b>	<b># Quest.</b>
Business Organization	2
Licensing	3
Lien laws	2
Tax Laws	5
Safety OSHA	3
Labor Laws	8
Contract Management	9
Project Management	6
Estimating & Bidding	4
Financial Management	5
Risk Management	3

**References**

- **FLORIDA - NASCLA Contractors Guide to Business, Law and Project Management**, 1st. ISBN: 1-934234-92-3 OR 978-1-934234-92-1. NASCLA, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027. Available at [www.nascla.org](http://www.nascla.org) or [www.provbookstore.com](http://www.provbookstore.com).

Descriptions of all other Collier County examinations can be found by returning to Prov’s home page, and selecting:

**Collier County – Contractor Exam Descriptions**

PURCHASING REFERENCE MATERIALS & STUDY GUIDES

You will be provided with a list of reference books when you apply for your test. You can also go to our website for this info. In addition to publisher information, Prov has listed the reference book's ISBN and a website at which candidates can purchase the reference book. Most of the books for your examination are available from Prov using the following information.

- **Prov, Inc.**  
9980 South 300 West, Suite 200  
Sandy, Utah 84070  
[www.provbookstore.com](http://www.provbookstore.com)  
866-720-7768

You may also check other vendors that have offered to provide these materials. These vendors are shown below.

- **@ Home Prep, Inc.**  
900 East Hill Ave., Ste. 380, Knoxville, TN 37915  
[www.contractor-licensing.com](http://www.contractor-licensing.com)  
800-952-0910
- **AAA Construction School, Inc.**  
34 Arlington Road South, Jacksonville, FL 32216  
[www.aaaconstructionsschool.com](http://www.aaaconstructionsschool.com)  
800-741-7277 or 904-722-9994
- **American Contractors Exam Services**  
737 Southern Hwy., Mineral Wells, WV 26150  
[www.examprep.org](http://www.examprep.org)  
800-992-1910
- **Builder's Book Depot**  
1001 East Jefferson Rd., #5, Phoenix, AZ 85034  
[www.buildersbookdepot.com](http://www.buildersbookdepot.com)  
800-284-3434 or 602-252-4050
- **International Code Council**  
900 Montclair Rd., Birmingham, AL 35213  
4051 Flossmoor Rd., Country Club Hills, IL 60478  
5360 Workman Mill Rd., Whittier, CA 90601  
11711 W 85<sup>th</sup> St., Lenexa KS 66214  
[www.iccsafe.org](http://www.iccsafe.org)  
800-786-4452
- **My Pearson Bookstore**  
<http://www.mypearsonstore.com>  
800-947-7700 (Opt. 5)
- **North American Contractors Assoc.**  
[www.infonaca.com](http://www.infonaca.com)  
336-540-0149

REFERENCE MATERIALS & STUDY GUIDES AVAILABLE FROM PROV

Candidates may purchase any of the following reference materials below by either visiting our website at [www.provbookstore.com](http://www.provbookstore.com) or by calling Prov at: 866-720-7768.

- [2012 Study Guide for Structural Steel](#)
- [Advanced Mechanical Study Guide](#)
- [Basic Safety](#)
- [Concrete Finishing Level 2 Trainee Guide](#)
- [FLORIDA - Contractors Guide to Business, Law and Management](#)
- [HVAC Basics for Contractors](#)
- [Intermediate Mechanical Study Guide](#)
- [Masonry and Sitework for the Residential Contractor](#)
- [Plumbing Basics for Contractors](#)
- [Roofing Study Guide](#)
- [Study Guide for Commercial Carpentry, 2nd Edition](#)
- [Study Guide for Excavation Contractors](#)
- [Study Guide for General Engineering, 3rd Edition](#)
- [Study Guide for Masonry Contractors, 2nd Edition](#)
- [Study Guide for Residential Carpentry & Repair](#)
- [Study Guide for Siding & Finish Carpentry](#)
- [Study Guide for Utilities Contractors](#)

PRACTICE EXAMS AVAILABLE FROM PROV

Prov also offers practice examinations in several exam categories. Practice examinations cost \$25.00 each and may be ordered either by phone or online at <https://www.provexam.com/en-us/shop>.

Practice examinations prices do not include tax nor shipping. Candidates must be sure to use the correct shipping option when ordering. Prov provides practice exams for the following tests:

- [Florida Building Contractor](#)
- [Florida Business and Law](#)
- [Florida Business and Law \(Spanish\)](#)
- [Florida Electrical Contractor](#)
- [Florida General Contractor](#)
- [Florida HVAC Contractor](#)
- [Florida Journeyman Electrician](#)
- [Florida Journeyman Electrician \(Spanish\)](#)



- Florida Journeyman Plumber
- Florida Master Electrician
- Florida Master Electrician (Spanish)
- Florida Master Plumber
- Florida Master Plumber with Gas
- Florida Residential Contractor

- **Pencils.**
- **Calculator.** Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.
- **Approved References.** (See information below).

TEST DAY RULES AND PROCEDURES

**Check-in Deadline**

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

**Proof of Identity**

Upon arriving at the testing center, you will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver’s license, passport, or military ID.

You will also be required to sign a test center log and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

If you do not have a photo ID, you may still present a valid State driver’s license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate.

**Prohibited Items**

No cameras, recorders, watches, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

**Approved Items**

You may bring the following approved items into the testing center:

**Reference Material Rules**

All examinations are designed to allow you to use **authorized** references while taking their exams. For a list of what reference materials are authorized for the exams, please refer to the exam description for the candidate’s exam. All reference materials will be checked by the Prov test administrator prior to the candidates being permitted access to the testing room.

You should prepare your reference materials using **ONLY** the following methods.

- Highlighting
- Handwritten notes must be written in pen (ink)
- Attaching permanent tabs

Reference materials which do not meet the following guidelines will not be allowed in the testing room. These guidelines are in place to ensure that every candidate is tested fairly, and that no candidate has access to unapproved resources.

- Handwritten notes in pencil NOT allowed in any portion of a reference book and will need to be erased prior to using the materials unless authorized by your licensing jurisdiction.
- Moveable tabs are NEVER permitted in a reference book.
- A reference book CANNOT contain Post-it notes.
- Photocopied documents CANNOT be added to a reference book.
- Photocopied versions of a reference book are NEVER permitted.
- Test preparation study guides are NOT approved references and are NOT permitted in the testing center; this includes practice examinations.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Department will be notified of your dismissal from the exam. During the testing process you MAY NOT:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information in their reference materials during testing.

### **Visitor Policy**

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

### **Unethical Conduct Policy**

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Department. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

### **RESULTS REPORTING**

Upon completion of a test, if your local jurisdiction allows you to be provided a score, you will be given a score result while at the testing center. There is no charge for the on-site scoring and tests will be scored within one minute.

Candidates participating in this testing program can also access their scores at any time (24/7) online by going to our website at [www.provexam.com](http://www.provexam.com).

If your local jurisdiction does not allow your score to be provided at this time, you will have to wait for your jurisdiction to notify you of your score.

Because the testing process is a requirement for licensure with the cities/counties in the State of Florida, candidates automatically consent to permit Prov to share their test results with their local licensing Board.

### **RETESTING POLICY**

Failed examinations can be retaken according to local licensing jurisdiction rules. Candidates cannot retake an exam once they have passed that exam unless required by their jurisdiction. Candidates must wait two days between examination attempts before rescheduling.

### **REVIEWS & PROV'S ACCEPTED PAYMENT METHODS**

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed.

Candidates may request a review of their exam after failing an exam category two (2) times. To be eligible for a review, candidates must score within 10% of the required 70% passing score. The review for all tests is 1-1/2 hours in length. During the review candidates will be provided a printout of the questions they missed, and the answers chosen in response to those questions. The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the review is **\$80.00** (includes tax) for each test reviewed. Candidates will request or schedule a review using the same methods described earlier for scheduling. Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed.

Candidates may request a review of their test after failing a test category two (2) times. To be eligible for a review, candidates must score within 10% of the required jurisdictions passing score. The review for all tests is 1-1/2 hours in length.

During the exam review candidates will be able to view on paper questions they missed, and the answers chosen in response to those questions.

The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the exam review is **\$80.00** for each exam reviewed. Candidates will request or schedule a review by contacting Prov directly at 866-720-7768.

### **EXAM CHALLENGE PROCESS**

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error. Candidates testing on computer may make their comments in the testing system. Candidates who are reviewing an exam will automatically be provided with an Exam Comment form.

Prov staff will review each comment within two weeks of submittal. Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the Licensing Board. The Board will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

#### HAND SCORE REQUEST

Prov ensures the accuracy of our exam results. Our computer system is designed to identify and report any potential error in data collected from an exam session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-866-720-7768 and asking for a Hand Score Request Form. A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is \$25.00 (includes tax).

#### PROV'S NON-DISCRIMINATION STATEMENT

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to: Prov, Inc., 5200 NW 43<sup>rd</sup> St., Suite 102-167, Gainesville, FL 32606.

#### SPECIAL ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process.

If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

#### EXAM TEST SITE AVAILABILITY

You may take your examination at anyone of Prov's testing facilities nationwide. You can also take the exam at home using Prov's Examroom® service.

#### What is Examroom?

Examroom is a remote test monitoring service that allows you to take the test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, on test day, you log into the Examroom website and request to start your exam.

A test proctor will greet you over your computer, verify your identity, take your picture, and observe you throughout the testing process.

How to decide whether to use Examroom? **Not every computer system is capable of taking a test on Examroom.** The following are the **MINIMUM** requirements that your computer system would need in order to qualify to take the test using the Examroom service:

- Operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of **uploading** files in excess of 3 Mbps





Please use the following link to do a system check **before you schedule** the exam to make sure your computer system will support testing using the Examroom Service.

<https://examroom.ai/systemtest/>

When prompted “Permission to access camera and microphone”, you must click “Allow”.

If your system does not allow you to test at home, don’t worry, we have some great testing locations that are not too far away.

**Fixed Testing Locations**

The sites shown below are fixed locations where you may take your examination. The asterisk (\*) on the chart shows which days of the week the exams are available for scheduling. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

Location	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Boca Raton- FAU		*	*	*		
Cocoa - ESC	*		*			
Davie - FAUD		*		*		
Doral - MDC	*	*	*	*	*	
Ft Lauderdale-SFS	*	*	*	*	*	
Fort Myers - FGCU	*	*	*	*		
Hialeah - MDC	*	*	*	*	*	
Hollywood - 1AI	*	*	*	*	*	*
Homestead - MDC	*	*	*	*	*	
Jacksonville-FSCJKC	*	*	*	*		
Lake Worth - PBSC	*	*	*	*		
Lakeland - FSC		*	*	*		
Leesburg - LSSC	*	*	*	*	*	
Melbourne - EFSC		*		*		
Miami - FIU/MMC		*		*		
Miami - MDC Med			*			
Naples - APS						*
No Miami -FIUBBC		*		*		
No Miami - MDC	*	*	*	*	*	
Ocala - CCF	*	*	*	*	*	
Orange Park-SJRSC		*				
Orlando - UCF	*	*	*	*	*	
Palatka - SJRSC		*	*			
Palm Bch Gardens-ACE		*	*	*		
Palm Bch Gardens-PBS		*		*		
Pensacola - PSC	*	*	*	*	*	*
Pensacola - PSCWC	*	*	*	*	*	
Port Charlotte - CTC		*				
Sanford - SSCF	*	*	*	*	*	*
Sarasota - SCFS	*					
St. Augustine- SJRSC	*					
St. Petersburg- PTEC	*	*	*	*	*	
Tampa - USF	*	*	*	*	*	*
Winter Haven - PSC	*	*	*	*	*	*

**FIXED TEST SITE LOCATIONS**

Prov has established the following testing centers within Florida where candidates can take their tests.

NORTH FLORIDA LOCATIONS

1. **FL State College at Jacksonville-Kent Campus**  
Student Success/Assessment & Certification  
3939 Roosevelt Blvd., Bldg. A-102  
Jacksonville, FL 32205
2. **Pensacola State College**  
Student Services, 1000 College Blvd., Bldg. 6  
Pensacola, FL 32504
3. **St. Johns River State College**  
Testing and Student Support Services  
5001 St. Johns Avenue, Bldg. T-113  
Palatka, FL 32177
4. **St. Johns River State College**  
Testing and Student Support Services  
283 College Drive Bldg.A Room 061  
Orange Park, FL 32065
5. **St. Johns River State College**  
Testing and Student Support Services  
2900 College Drive, Building L -132  
St. Augustine, FL 32084

CENTRAL FLORIDA LOCATIONS

6. **BizTech Career Center**  
Testing & Assessment Center  
1260 Engman Street, Bldg. D  
Clearwater, FL 33755
7. **Charlotte Technical College**  
Testing & Assessment Center  
18150 Murdock Circle  
Port Charlotte, FL 33948
8. **College of Central Florida**  
Department of Student Services  
3001 SW College Road, Bldg. 5-205  
Ocala, FL 34474
9. **Eastern Florida State College**  
Cocoa Campus Assessment Center  
1519 Clearlake Road, Bldg. 1-112  
Cocoa, FL 32922
10. **Eastern Florida State College**  
Melbourne Campus Assessment Center  
3865 North Wickham Road, Bldg. 10-218  
Melbourne, FL 32935
11. **Florida Southern College**  
915 Frank Lloyd Wright Way  
Ordway Building  
Lakeland, FL 33801

12. **Lake Sumter State College**  
Testing Services  
9501 US Highway 441  
Leesburg, FL 34788
13. **Pinellas Technical Education Center**  
Testing & Assessment Center  
901 – 34<sup>th</sup> Street South, Bldg. G-2  
St. Petersburg, FL 33711
14. **Polk State College**  
999 Avenue H, NE  
Learning Resources Building - WLR201  
Winter Haven, FL 33881
15. **Seminole State College of Florida**  
Testing & Assessment Center  
100 Weldon Boulevard, Bldg. A-107  
Sanford, FL 32773
16. **State College of Florida-Lakewood Ranch**  
Testing & Assessment Center  
7131 Professional Parkway East  
Sarasota, FL 34240
17. **University of South Florida**  
Testing Services - Northwest Edu. Complex  
13301 Bruce B. Downs Blvd., Bldg. NEC-116  
Tampa, FL 33620
18. **University of Central Florida**  
University Testing Center  
4297 Andromeda Loop North  
Howard Phillips Hall Room 106  
Orlando, FL 32816-3117

SOUTH FLORIDA LOCATIONS

19. **Airport Pilot Shop**  
Testing & Assessment Center  
200 Aviation Dr. N. #Suite 10  
Naples, FL 34104
20. **1<sup>st</sup> Allegiant LLC**  
Testing & Assessment Center  
2419 Hollywood Blvd East  
Hollywood, FL 33020
21. **Florida Atlantic University-Boca Raton**  
Testing Center -Student Support Services  
777 Glades Road, SU80, Bldg. 220 Rm 210  
Boca Raton, FL 33431
22. **Florida Atlantic University-Davie Campus**  
Testing Center -Student Support Services  
3200 College Avenue, Suite LA-244A  
Davie, FL 33314

SAMPLE TEST QUESTIONS

- 23. Florida Gulf Coast University**  
Testing & Assessment Center  
10501 FGCU Boulevard South  
McTarnaghan Hall, 204  
Fort Myers, FL 33965
- 24. Florida International University**  
University Testing Center  
11200 SW 8th St, Bldg. GL-120  
Miami, FL 33119
- 25. Florida International University - BiscayneBay**  
Center for Academic Success  
3000 NE 151st Street, Bldg. AC1-160  
North Miami, FL 33181
- 26. Miami Dade College – Hialeah Campus**  
Testing & Assessment Center  
1780 W. 49 Street, Bldg. 1-1220  
Hialeah, FL 33012
- 27. Miami Dade College - Homestead Campus**  
Testing & Assessment Center  
500 College Terrace, Bldg. A-114  
Homestead, FL 33030
- 28. Miami Dade College – Medical**  
Testing & Assessment Center  
950 NW 20 Street, Room 1303  
Miami, FL 33127
- 29. Miami Dade College – North Campus**  
Testing & Assessment Center  
11380 NW 27<sup>th</sup> Avenue  
Miami, FL 33167
- 30. Miami Dade College - West Campus**  
Testing & Assessment Center  
3800 NW 115 Avenue, Room 1260-1  
Doral, FL 33178
- 31. Palm Beach State College**  
Counseling and Testing  
4200 Congress Avenue, Bldg. CT-115  
Lakeworth, FL 33461
- 32. Palm Beach State College**  
Burt Reynolds Student Services Center  
3160 PGA Boulevard, MS-45  
Palm Beach Gardens, FL 33410
- 33. Safe Foods Systems, Inc.**  
Testing & Assessment Center  
2206 NE 26<sup>th</sup> Street  
Wilton Manors, FL 33305
- 34. School Board of Palm Beach County**  
Dept. of Adult and Continuing Education (ACE)  
3950 RCA Boulevard, Suite 5002  
Palm Beach Gardens, FL 33410

The following are sample questions that reflect the format and style of the questions found on tests.

**They are not intended to reflect the content of the exam you will take.**

1. Employers are required to notify employees of changes in policies affecting all of the following EXCEPT:
  - a. Pay schedules.
  - b. Vacation allowance.
  - c. Health benefits.
  - d. Promotion opportunities.
  
2. The accounting method that recognizes income and expenses only when money is received or paid is called:
  - a. PCM Method.
  - b. Accrual Method.
  - c. Cash Method.
  - d. Cost-Comparison Method.
  
3. If 15-amp circuits were used, the NEC would require a 2000 square foot house to have a MINIMUM of how many branch circuits?
  - a. 2
  - b. 3
  - c. 4
  - d. 5
  
4. Equipment that is electrically connected to a telecommunications network is required to be listed in accordance with section \_\_\_\_\_ of the NEC.
  - a. 110.16
  - b. 240.6
  - c. 800.18
  - d. Chapter 9, Table 5(A)
  
5. Duct systems installed in single family dwellings must be sized per
  - a. ACCA Manual D.
  - b. ACCA Manual J.
  - c. SMACNA Manual R.
  - d. SMACNA Manual N.

6. What is the recommended MAXIMUM spacing of nails when installing drywall on a ceiling?
  - a. 6" o.c.
  - b. 7" o.c.
  - c. 8" o.c.
  - d. 12" o.c.
  
7. Which of the following types of joint reinforcement is NOT used to tie connecting cavity walls and intersecting walls?
  - a. Z-tie
  - b. Box tie
  - c. Hardware cloth
  - d. Ladder type joint reinforcement
  
8. What is the recommended concrete cover over #6 steel reinforcing in areas exposed to the weather?
  - a. 3"
  - b. 2"
  - c. 1.5"
  - d. 1"

**ANSWERS TO SAMPLE QUESTIONS**

1. **D** - Promotion opportunities.
2. **C** - Cash Method.
3. **C** - 4
4. **C** - 800.18
5. **A** - ACCA Manual D.
6. **B** - 7" o.c.
7. **D** - Ladder type joint reinforcement
8. **B** - 2"

**TEST SITE INSTRUCTIONS**

## Prov Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions, then please let your proctor know. Failure to follow these testing rules can have serious consequences.

**Be advised, the testing center and testing room may be under video surveillance.**

### Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing Materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.



### Reference Rules for Open Book Exams

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining in pen only, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

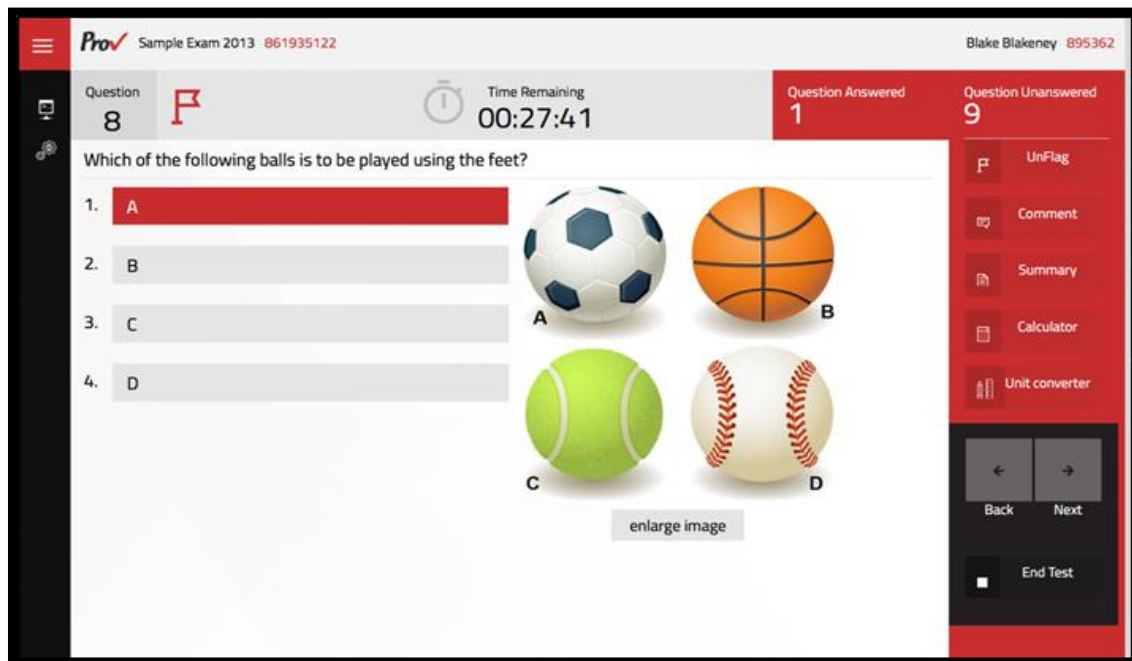
### Unethical Behavior

Individuals caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!



## Computer Testing Navigation



Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when <b>Time Remaining</b> reaches 0:00.
Selecting your answer	Use your mouse to select a number ( <b>1</b> , <b>2</b> , <b>3</b> , or <b>4</b> ). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the <b>Flag</b> Button to help you keep track of questions you wish to return to later. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking <b>Summary</b> .
Question comments	During the assessment, you may find that you have a question or concern about a test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to ProV's Test Development Department by clicking the <b>Comment</b> button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the <b>Next</b> or <b>Back</b> buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys ( ← → ) to move forward and backward through the test.
Reviewing your progress	Press the <b>Summary</b> button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press <b>End Test</b> button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.