



HOME BUILDERS  
LICENSURE BOARD

[www.hblb.alabama.gov](http://www.hblb.alabama.gov)

## Instructions to NEW UNLIMITED LICENSE APPLICATION

P.O. Box 303605 • Montgomery, Alabama 36130-3605 / **Overnight Delivery:** 445 Herron Street • Montgomery, Alabama 36104  
**Telephone** (334) 242-2230 / **Facsimile** (334) 263-1397

### LICENSE FORMS

Licenses will be issued only to individuals, partnerships, corporations, limited liability companies, and non-profit organizations. The extent to which a residential home builder may engage in the residential home building business depends upon the type of license held.

### DESIGNATED QUALIFYING REPRESENTATIVE

1. Individuals applying for a license personally must satisfy all of the licensure requirements including experience and ability.
2. Partnerships, corporations, limited liability companies, and non-profit organizations must designate a qualifying representative who must satisfy the experience and ability requirements for licensure. The Designated Qualifying Representative (DQR) must be a general partner if the applicant is a partnership, an officer if the applicant is a corporation, a member if the applicant is a member-managed limited liability company, or a manager if the applicant is a manager-managed limited liability company.

### INSTRUCTIONS

#### 1. APPLICATION

All applicants must file an accurate, complete and notarized application for license with the Board. **No copies will be accepted.**

#### 2. BUSINESS-RELATED FINANCIAL REQUIREMENTS

All applicants must order a business-related credit report, including a public records search, to be submitted directly to the Board by a credit reporting agency. An applicant whose application is pending for more than 90 days may be required to file an updated credit report. An order form is enclosed for your convenience.

#### 3. FEES

The annual license fee is **\$250.00**. A **non-refundable \$100.00** new license application processing fee must also accompany applications for a new license. Please make checks, in the amount of **\$350.00** payable to the Home Builders Licensure Board. The Board accepts personal or company checks, cashier's checks, certified checks, or money orders for all new applications. The Board does not accept cash payments. **All fees must be paid before the application is processed.** Upon written request, the annual license fee will be refunded in the event an application is rejected or denied.

#### 4. WRITTEN EXAMINATION

All applicants will be required to pass a written examination testing experience and ability prior to licensure. Testing information is enclosed. Additional information regarding the written examination is available on the Board's website: [www.hblb.alabama.gov](http://www.hblb.alabama.gov). All testing fees will be paid directly to the testing agency.

# APPLICATION CHECKLIST

## All Applications

- Check, cashier's check, certified check, or money order in the amount of \$350.00 made payable to Home Builders Licensure Board enclosed. The Board does not accept cash payments or credit cards.
- Ordered Business-Related Credit Report
- Attach proof of citizenship.

## Corporate Applications ONLY

- Application completed, signed and notarized. (**Corporation, partnership and limited liability company applications must have signatures notarized in both Sections 6 and 7.**)
- Attach Certificate of Compliance from the Alabama Department of Revenue if a corporation, limited liability company, or limited partnership.
- Attach Certificate of Existence from the Alabama Secretary of State if a foreign (out-of-state) corporation, limited liability company, or limited partnership.
- Attach documentation as required in Section 2: Designated Qualifying Representative of a corporate application.

# NOTICE

**Conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License is a violation of the law.**

**INDIVIDUAL LICENSEES:** You may engage in residential homebuilding only in your individual capacity or through a licensed entity of which you are an employee, partner, officer, member or manager. If you are conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License, you are in violation of the law.

**DESIGNATED QUALIFYING REPRESENTATIVE:** You may engage in residential home building only through the entity that holds the Alabama Home Builders License. If you wish to engage in residential home building either individually or through another entity that does not hold an Alabama Home Builders License, you must obtain a license either individually or on behalf of the unlicensed entity. If you are conducting business through an unlicensed entity, you are violating the Home Builders Licensure Law.

**There are penalties and injunctions applicable to unlicensed builders:**

- Pursuant to Ala Code § 34-14A-14, any person who undertakes or attempts to undertake the business of residential homebuilding without a valid license is guilty of a Class A misdemeanor.
- The Board may stop the construction work of any person or entity that undertakes or attempts to undertake the business of residential homebuilding without a valid license.
- A residential homebuilder who is required to be licensed, but who does not hold a State of Alabama Home Builders License, may not bring or maintain legal action to enforce a contract for residential construction.

# NOTICE FOR CORPORATIONS, LIMITED LIABILITY COMPANIES, OR LIMITED LIABILITY PARTNERSHIPS

If you are a **foreign (out of state)** corporation, limited liability company (LLC), or limited liability partnership (LLP) you must provide a **Certificate of Existence (formerly Certificate of Authority)** from the Alabama Secretary of State's office. You may order this certificate online at [www.sos.alabama.gov](http://www.sos.alabama.gov) or you may contact their office at (334) 242-5324.

If you are a corporation, limited liability company (LLC), or limited liability partnership (LLP), you must provide a **Certificate of Compliance** from the Alabama Department of Revenue (ADOR). **Required for in-state and out-of-state companies.**

To request the **Certificate of Compliance**, you must do the following:

1. If you have not already done so, if you are a corporation, LLC or LLP, you must register your company with the Alabama Secretary of State's office. You may register online at [www.sos.alabama.gov](http://www.sos.alabama.gov) or you may contact their office at (334) 242-5324.
2. If you have formed a corporation, LLC, or LLP, you must file the appropriate **Business Privilege Tax form** with ADOR. You may download this form at: [www.ador.alabama.gov](http://www.ador.alabama.gov) (e-Services Section) or contact the Business Privilege Tax Division at (334)353-7923.
3. Order the **Certificate of Compliance** from ADOR. You may order this certificate online at [www.ador.alabama.gov](http://www.ador.alabama.gov) (e-Services Section) or you may contact ADOR at (334) 242-1189. **IMPORTANT: Make sure certificate is ordered in your complete Company name.**

**NOTICE:** In order to request and provide a Certificate of Compliance from the Alabama Department of Revenue (ADOR), you must, within 2-1/2 months of the date the corporation was qualified, pay the Alabama Business Privilege Tax required by ADOR.



HOME BUILDERS LICENSURE BOARD

www.hblb.alabama.gov

NEW UNLIMITED LICENSE APPLICATION (CORPORATIONS, PARTNERSHIPS & LIMITED LIABILITY COMPANIES)

P.O. Box 303605 • Montgomery, Alabama 36130-3605 / Overnight Delivery: 445 Herron Street • Montgomery, Alabama 36104 Telephone (334) 242-2230 / Facsimile (334) 263-1397

OFFICE USE ONLY (Date Stamp) Check No. Amount Paid

INSTRUCTIONS: Please type or print in ink all information. Do not send copies or facsimile transmissions. ALL QUESTIONS IN EVERY SECTION MUST BE ANSWERED COMPLETELY. Use additional sheets if necessary. Make check, cashier's check, certified check, or money order for \$350.00 (\$250.00 license fee plus \$100.00 non-refundable new license application processing fee) payable to the Home Builders Licensure Board. The Board does not accept cash or payments by credit card. All fees must be paid before the application will be processed.

NOTICE: 1) Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. 2) A corporation, partnership, or limited liability company license allows you to engage in residential construction only in the name of the company granted the license. 3) Partners, officers, members, or managers desiring a license should apply for an individual license. [ ] Yes [ ] No I have read and understood the above statements.

SECTION 1: APPLICANT INFORMATION

Please designate appropriate business form: [ ] Corporation [ ] Partnership [ ] Limited Partnership [ ] LLC

Business Name

Federal Tax Employer ID Number State Tax ID Number

Mailing Address

City County State Zip

Business Phone ( ) Cellular Phone ( )

Fax E-mail Address

Physical Address

City County State Zip

Principal Office Address

City State Zip

If the applicant is a limited partnership or LLC, when and where was the agreement filed? Date County State

If the applicant is a corporation, when and where was it incorporated? Date County State

[ ] Yes [ ] No If the applicant is a corporation, limited partnership or LLC, is it in good standing with the Alabama Department of Revenue? If "YES," provide a copy of the Certificate of Compliance issued by the Alabama Department of Revenue.

[ ] Yes [ ] No If the applicant is a foreign (out-of-state) corporation, limited partnership or LLC, has it received the Certificate of Authority issued by the Secretary of State's office to transact business in Alabama? If "YES," provide a copy of the Certificate of Authority issued by the Secretary of State of Alabama.

List any and all business names/trade names you plan to use to perform residential activity:



If you plan to conduct residential construction as any other corporation, partnership or limited liability company (LLC) in addition to the business named on this application, you must contact the licensure division for further instruction.

SECTION 2: DESIGNATED QUALIFYING REPRESENTATIVE

You must provide the following information for the general partner, officer, member, or manager who will serve as the designated qualifying representative.

Name \_\_\_\_\_

Social Security# \_\_\_\_\_ Years with Company \_\_\_\_\_

(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Ala. Code § 30-3-194 (1975) to be used for the purposes described therein.)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cellular Phone (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Does the individual listed above currently hold an individual home builders license or serve as a designated qualifying representative of a corporation, partnership, or limited liability company licensed by this agency? If "YES", list name \_\_\_\_\_ and file number \_\_\_\_\_

2. Does the individual listed above currently hold an individual home builders license or serve as a designated qualifying representative of a corporation, partnership, or limited liability company licensed by this or any other state? If "YES", attach a copy of the license.

3. Is the applicant a corporation? If "YES", is the individual listed above an officer of the corporation? If "YES", attach a signed notarized copy of the minutes listing the individual as an officer (president, secretary, etc.)

4. Is the applicant a partnership/limited partnership? If "YES", is the individual listed above a general partner? If "YES", attach a signed notarized affidavit from the individual listed above affirming that he or she is a general partner.

5. Is the applicant a limited liability company (LLC)? If "YES", complete the following: a) Is the LLC managed solely by its members (this includes a sole member LLC)? If "YES", is the individual listed above a member? If "YES", attach a signed notarized copy of the minutes listing the individual as a member.

OR

b) Is the LLC managed solely by one or more managers? If "YES", is the individual listed above a manager? If "YES", attach a signed notarized copy of the minutes listing the individual as a manager.

### SECTION 3: APPLICANT BACKGROUND AND BUSINESS HISTORY

IF YOU ANSWER “**YES**” TO ANY OF THE FOLLOWING QUESTIONS, **YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.**

- Yes  No 1. Within the past 7 years, has any partner, officer, member, or manager of this company pled guilty or nolo contendere or been convicted of a felony?
- Yes  No 2. Within the past 7 years, did this company, or any partner, officer, member, or manager or any entity of which this company is a successor, been declared or placed in bankruptcy?
- If “**YES**,” indicate in the full explanation whether the bankruptcy was filed under **Chapter 7, 11 or 13** of the U.S. Bankruptcy Code.
- If the bankruptcy was filed under **Chapter 13**, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under **Chapter 11**, provide a reorganization plan. If the bankruptcy was filed under **Chapter 7**, provide a schedule of creditors. If the bankruptcy has been **discharged**, provide a copy of the discharge order.
- Yes  No 3. Within the past 7 years, did this company, or any partner, officer, member, or manager or any entity of which this company is a successor, have any professional or business license revoked or suspended in Alabama or any other state, or have an application for any professional or business license denied in Alabama or any other state?
- If “**YES**,” provide a copy of the revocation, suspension, or denial order with your written explanation.
- Yes  No 4. Does the applicant, or the applicant’s designated qualifying representative, either individually or as the designated qualifying representative of any other entity, have any outstanding disciplinary actions before this Board?
- If “**YES**,” provide the name of the homeowner involved: \_\_\_\_\_
- Yes  No 5. Are there any liens for labor or materials filed against any of the work performed by this company, or any partner, officer, member, or manager or any entity of which this company is a successor?
- If “**YES**,” provide a copy of the lien filing, and the release of lien if the lien has been released, with your explanation.
- Yes  No 6. Within the past 7 years, has this company, or any partner, officer, member, or manager of this company, been identified by the Board as an unlicensed builder?

### SECTION 4: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report, including a public records search, must be submitted directly to the Board by a credit reporting agency. Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure required under Ala. Code §34-14A-7(a)(4).

## SECTION 5: CITIZENS AND ALIENS LAWFULLY PRESENT

This section to be completed in compliance with *Ala. Code §34-14A-7* and *Ala. Code § 31-13-7,29*, which provides that an alien's lawful presence in the United States may be verified through SAVE. This section must be completed by the designated qualifying representative.

**This application will not be processed until the requested documentation is received by the Board.**

Yes  No 1. Are you a citizen of the United States?

If "YES", please read the declaration below, sign, and provide a legible copy (front and back, as applicable) of any ONE of the documents listed here.

If "NO", see Question 2 below.

- 1) Driver's License or Nondriver Identification Card
- 2) Birth Certificate indicating birth in the United States
- 3) Valid or expired United States Passport
- 4) United States Certificate of Naturalization
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended
- 6) Bureau of Indian Affairs Card, Tribal Treaty Card or Tribal Enrollment Number
- 7) Consular report of birth abroad of a citizen of the United State of America
- 8) Certificate of Citizenship issued by the United States Citizenship and Immigration Services
- 9) Certification of report of birth issued by the United States Department of State
- 10) American Indian Card with KIC classification, issued by the United States Department of Homeland Security
- 11) Final adoption decree showing the person's name and United States birthplace
- 12) Official United States military record of service showing the applicant's place of birth in the United States
- 13) An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States
- 14) AL-verify
- 15) Valid Uniformed Services Privileges and Identification Card
- 16) Any other form of identification that the Alabama Department of Revenue authorizes...to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

***I hereby declare that I am a citizen of the United States of America.***

**I sign this declaration under penalties of perjury; make a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code §13A-10-102*.**

\_\_\_\_\_  
Printed Name of Citizen-Applicant DQR

\_\_\_\_\_  
Signature of Citizen-Applicant DQR

Yes  No 2. If you are not a citizen of the United States, are you an alien who is lawfully present in the United States?

If "YES", please read the declaration below, sign, and provide a legible copy (front and back, as applicable) of a valid, unexpired Alabama Driver's License or Alabama Nondriver Identification Card AND a legible copy (front and back, as applicable) of ONE of the documents listed below:

- 1) United States Citizenship and Immigration Services (CIS) Card (Resident Alien Card), Document and Number
- 2) Student and Exchange Visitor Information System (SEVIS) Identification, Document and Number (Form I-20 or Form DS-2019)
- 3) Certificate of Naturalization, Document and Number
- 4) Passport from Country-of-Origin, Document and Number
- 5) Arrival and Departure Record (Form I-94), Document and Number
- 6) VISA, Document and Number

***I hereby declare that I am an alien lawfully present in the United States of America.***

**I sign this declaration under penalties of perjury; make a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code §13A-10-102*.**

\_\_\_\_\_  
Printed Name of Alien Lawfully Present-Applicant DQR

\_\_\_\_\_  
Signature of Alien Lawfully Present-Applicant DQR



**NOTICE: BOTH SECTIONS 6 AND 7 MUST BE SIGNED AND NOTARIZED.**

**SECTION 6: OATH AND RELEASE FOR DESIGNATED QUALIFYING REPRESENTATIVE (DQR)**

I solemnly swear or affirm that I am the person referred to in this application; that the information provided, and the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; and further, that if the Home Builders Licensure Board recognizes me as a qualifying representative, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

Yes  No I have read and understood the above statement.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

Yes  No I have read and understood the above statement

\_\_\_\_\_  
Printed Name of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member, or Manager)

\_\_\_\_\_  
Signature of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member, or Manager)

\_\_\_\_\_  
Position Held

County of \_\_\_\_\_ )

State of \_\_\_\_\_ )

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ . (Notarial Seal)  
(Month) (Year)

Signature - Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**SECTION 7: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR LIMITED LIABILITY COMPANIES**

I solemnly swear or affirm that I am authorized to execute this application on behalf of the applicant; that I have actual knowledge of the statements made herein and on the attachments hereto and that such statements are accurate, complete, and true to the best of my knowledge; and further, that if the applicant is granted a license by the Home Builders Licensure Board, I shall use my best efforts to ensure that the applicant abides by all laws relating to residential home builders and the rules adopted by the Board.

Yes  No I have read and understood the above statement.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

Yes  No I have read and understood the above statement.

\_\_\_\_\_  
Printed Name of Authorized General Partner, Officer, Member, or Manager

\_\_\_\_\_  
Signature of Authorized General Partner, Officer, Member, or Manger

\_\_\_\_\_  
Position Held

County of \_\_\_\_\_ )

State of \_\_\_\_\_ )

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ . (Notarial Seal)  
(Month) (Year)

Signature - Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NOTICE: BOTH SECTIONS 6 AND 7 MUST BE SIGNED AND NOTARIZED.**

**Credit Report Order Form**  
**Holloway Credit Solutions, LLC**

Post Office Box 230609 ♦ Montgomery, AL 36123

Phone (800) 264-2700 ext. 1310 / (334) 396-1310 ♦ Fax (800) 489-0067 / (334) 396-1350

For faster processing you may fill out this application online at [www.hollowaycredit.com](http://www.hollowaycredit.com)!

Please fax this application with your credit card payment or mail it with your check in the enclosed postage paid envelope.

**The credit report fee is \$35.00 for all applicants.**

**Type of Application:**

Individual

Corporation or LLC

Partnership

File Number: \_\_\_\_\_

OR

New Applicant

**Applicant Information:**

Name \_\_\_\_\_

(If the license is for a corporation, LLC or a partnership, use company name)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

List any other names you do business under \_\_\_\_\_

If you hold the license as an INDIVIDUAL, provide the following information.

Name \_\_\_\_\_ Social Security Number (optional) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If you hold the license as a CORPORATION or LLC, provide the following information.

Officer / Member \_\_\_\_\_ Title \_\_\_\_\_

Officer / Member \_\_\_\_\_ Title \_\_\_\_\_

If you hold the license as a PARTNERSHIP, provide the following information.

Information about additional partners may be attached on a separate sheet.

Number of partners \_\_\_\_\_

Check here if your partnership is LESS than one year old.

Name \_\_\_\_\_ Social Security Number (optional) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number (optional) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

By submitting this form, you authorize Holloway Credit Solutions, LLC ("HCS") to obtain credit reports as needed or required by the State of Alabama, Home Builders Licensure Board. You also authorize HCS to contact additional references to provide us with information regarding their credit experience with you or your company. HCS shall not be liable to you or your company for any loss resulting from said reports and their preparation, including but not limited to loss of business or contracts from information contained in the reports. HCS shall use all reasonable efforts to make sure that all the information within the reports is accurate in accordance with the terms of this agreement. HCS will provide you, your company and/or each partner with a copy of the report along with an information sheet to help you interpret the information on the report and how to handle any discrepancies.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Method of Payment**

Please select the method of payment you prefer. Payment must be received to release your report.

If paying by credit card, to avoid duplication of charge do not mail application after faxing.

American Express

VISA

MasterCard

Check or Money Order

Cardholder's Name \_\_\_\_\_ Billing Address \_\_\_\_\_

Account Number \_\_\_\_\_ Card Verification Number \_\_\_\_\_ Expiration Date \_\_\_\_\_



# State of Alabama Home Builders Licensing Board Examinations Candidate Information Bulletin

## FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to <https://www.provexam.com/register>. You may also call us at 801-733-4455. [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 Alabama testing centers.
3. **HOW MUCH DOES IT COST?** If both exams are taken on the same day the cost is \$130.00. If the exams are taken on separate days each exam cost is \$80.00.
4. **WHEN DO I GET MY TEST RESULTS?** Exam results are available at the testing center once you complete your exam.
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 -  
**AHBLB**  
445 Herron Street  
Montgomery, AL 36104  
Ph: (334) 242-2230  
Fax: (334) 263-1397  
[www.hblb.alabama.gov](http://www.hblb.alabama.gov)  
Office Hrs: 8 a.m. to 5 p.m.

For Testing Questions -  
**Prov**  
150 W Civic Center Drive  
Suite 601  
Sandy, UT 84070  
Phone: (801) 733-4455  
[www.provexam.com](http://www.provexam.com)  
Hours: 7 a.m. to 9 p.m.  
M-F

## GENERAL TESTING INFORMATION

The Alabama Home Builders Licensure Board has contracted with Prov, Inc. to develop, and administer their licensing examination program for state licensed home builders. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your State of Alabama Home Builders License.

Alabama law requires that each individual who is engaged in residential construction in the State of Alabama to be licensed. To become licensed, a company representative must demonstrate competency by passing the required exams for which licensure is being sought.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, they must call the Alabama Home Builders Licensure Board at **(334) 242-2230**.

## EXAMINATION CATEGORIES & COST

Candidates seeking to be licensed as Home Builder’s in the State of Alabama must successfully complete two (2) examinations. The first test covers the technical trade elements of home building, whereas the second test covers the business and legal requirements as a licensed home builder. Both 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.

If both exams are taken on the same day the cost is \$130.00. If the exams are taken on separate days each exam cost is \$80.00.

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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

Prov has established nine (9) testing centers within Alabama where candidates can take their examinations. These testing centers are located in Athens, Auburn, Birmingham, Enterprise, Huntsville, Mobile, Montgomery, and Tuscaloosa. Site addresses, testing availability, and drive 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/register>
2. Use the Dropdown menu under “Select Certifying Body”, and select:

**Alabama Home Builder’s Licensure Board**

3. Under “Select a License/certificate”, choose the license you are seeking:
  - **Home Builder**
4. Enter the following information into the fields that are provided.
  - Name (First and Last)
  - Social Security number
  - Street address
  - City, State, Postal Code
  - Email Address
  - Telephone Number

Then select the button labeled: **Save Changes**

5. Select a Date, Time, Location for your exam by selecting the link labeled:
  -  [Find suitable time and venue](#)
6. Select the SCHEDULE hyperlink to check the calendar for the testing center.
7. Select a test **date** and **time** from the calendar that matches your schedule. 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 (801) 733-4455.

### SCHEDULING BY PHONE

To schedule for an examination by phone, candidates should contact Prov toll free at 801-733-4455. Prov scheduling staff is available 7:00 a.m. through 9:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, social security number and their address. 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 contractor licensing examinations that candidates will take are designed to test what qualified contractors should know as they begin operations in the construction field. The test questions used on the examinations have been prepared by contractors and cover the wide range of topics candidates would normally encounter as a contractor in their particular field. If candidates have worked in construction for some period of time in a variety of different settings, they likely have experienced much of what will be found on their examination. On the other hand, if the candidates' experience is limited (not only in years but in the variety of work performed) then it is likely they may want to spend time increasing their knowledge by studying areas in which they are less familiar. For all candidates, the reality is that people forget those things they don't use, and over time a candidate's knowledge in some areas may have decreased.

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

#### Alabama HBLB Business and Law

<b>Number of Questions</b>	<b>40</b>
<b>Time allowed (hours)</b>	<b>2</b>

<b>Subject Area</b>	<b># Quest.</b>
Business Organization	2
Contract Management	4
Estimating & Bidding	8
Financial Management	5
Labor Laws	2
Licensing Laws	4
Lien Laws	2
Project Management	5
Risk Management	2
Safety (Reporting)	2
Board Rules	2
Tax Laws	2

#### References

**Alabama -NASCLA Contractors Guide to Business, Law & Project Management, Alabama, Residential Construction**, 4th. ISBN: 978-1-948558-20-4 National Association of State Contractors Licensing Agencies, 23309 North 17th Drive, Building 1, Unit 10, Phoenix, AZ 85027. Available at [www.NASCLA.org](http://www.NASCLA.org)

## Alabama HBLB Skill Exam

Number of Questions	80
Time allowed (hours)	4

Subject Area	# Quest.
Plan Reading	10
Sitework & Foundations	10
Concrete and Reinforcement	7
Masonry	6
Carpentry	20
Roofing	7
Interior Finish	4
Exterior Finish	5
Associated Trades	6
OSHA	5

### References

- **International Residential Code**, 2018. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org
- **Residential Home Builder Study Guide**  
ISBN: 978-1-323-55091-5 Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com)

OR

The following book can be used to **substitute** for the Residential Home Builder Study Guide.

- **OR substitute Basic Safety, Masonry and Sitework for the Residential Contractor, 2nd edition, Study Guide for Residential Carpentry & Repair, 2nd.** Prov, Inc., 150 W Civic Center Drive, Suite 601, Sandy, UT 84070. Available at [www.provbookstore.com](http://www.provbookstore.com).

### PURCHASING REFERENCE MATERIALS & STUDY GUIDES

The Home Builder examinations are delivered in an Open Book format, meaning that you are permitted to bring the various approved references into the testing center when you take your examinations. The reference books have been selected by both Prov and the Home Builder Board based on the ability of the publishers to keep costs low. You will notice that there are just a few books on the booklist.

While the cost of the individual books may seem expensive, it is important to understand that these book save hundreds over having to purchase each book separately.

Most reference books can also be purchased by phone or online through the following companies. Shipping charges will apply. Brick and mortar locations are indicated, but candidates should call to verify that

orders are ready for pickup.

All of the books for your examination are available from Prov using the following information.

- **Prov Bookstore**

10234 South 2460 East  
Sandy, Utah 84092  
<https://www.provexam.com/shop/>  
Toll Free: 801-733-4455

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, Suite 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.aaaconstructionschool.com](http://www.aaaconstructionschool.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, Ste 5, Phoenix, AZ 85034  
[www.buildersbookdepot.com](http://www.buildersbookdepot.com)  
800-284-3434 or 602-252-4050
- **North American Contractors Association**  
[www.infonaca.com](http://www.infonaca.com)  
336-540-0149

If candidates need assistance in ordering any study materials, they may contact Prov by phone at 801-733-4455.

### 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 [www.provbookstore.com](http://www.provbookstore.com). 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:

- AL Home Builder Business & Law Practice Exam
- AL Home Builder Skills Practice Exam

### 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, 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:

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

#### 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.
- 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 an examination, your test will be scored and you will be provided with a score result while at the testing center. There is no charge for the on-site scoring. The State will be notified of your results automatically.

Candidates participating in this testing program can access their scores at any time (24/7) online by going to our website at [www.provexam.com](http://www.provexam.com), entering their Candidate ID and the password to access their candidate account. Upon reaching the candidate home page inside of Arkiv, candidates can select the MY ACCOUNT Tab and then the EXAM HISTORY button and see the results of all the exams they have taken with Prov.

Note: As of July 1, 2022, all exams will be scored and graded against a cut-score of 70% for the Alabama HB Business & Law and 66% for the Alabama Home Builder. Because the examination process is a requirement for licensure with the State of Alabama, candidates automatically consent to permit Prov to share their test results with the State.

## RETESTING POLICY

Failed examinations can be retaken as often as is necessary. There is no waiting period and candidates can schedule a new testing session for the first available testing date. Candidates cannot retake an exam once they have passed that exam unless required by the State of Alabama.

## REVIEWS

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

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 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.

## EXAM CHALLENGE PROCESS

If during an exam or review, candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment form to Prov detailing why they feel the question is in error.

Candidates testing on computer may make their comments in the testing system, while those taking a paper/pencil format exam may submit comments on a comment form that can be obtained from the test proctor at the testing center.

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 receipt by Prov and will make scoring adjustments should any comment result in a change to a test question.

## 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 1-801-733-4455 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 801-733-4455 or write to: Prov, Inc., 150 W Civic Center Drive, Suite 601, Sandy, UT 84070.

#### 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 (801) 733-4455. 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.

#### SAMPLE TEST QUESTIONS

The following are sample questions that reflect the format and style of the questions found on exams. **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"

**TESTING 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 following are the existing testing sites and testing days of the week. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

	Monday	Tuesday	Wednesday	Thursday	Friday
Location					
Athens - ASUA	*	*	*	*	
Auburn - AU	*	*	*	*	*
Birmingham - JSJC					*
Enterprise - ESCC	*	*	*	*	*

Huntsville - CCC  
 Huntsville - UAH  
 Mobile - USA  
 Montgomery - ASU  
 Tuscaloosa - UA

*	*	*	*	
*		*		
		*		
	*		*	
*	*	*	*	*

**TEST SITE LOCATIONS**

Prov has established nine (9) testing centers within Alabama where candidates can take their examinations. These testing centers are located in **Athens, Auburn, Birmingham, Enterprise, Huntsville(2), Mobile, Montgomery, and Tuscaloosa.** Please refer to the individual list for each site for its testing availability and directions.

**1. Athens State University**

Chasteen Hall  
 300 North Beaty Street  
 Athens, AL 35611

Directions: If you are headed EAST on Hwy 72, turn right onto Hwy 31 N after crossing the Hwy 31 overpass. Travel on N Hwy 31 for 1.1 miles. Turn left onto Hobbs Street. Travel west on Hobbs Street for .9 miles. The University Testing Center is on the Southwest corner of the Clinton and Hobbs St. intersection.

If you are headed WEST on Hwy 72, bear right at the intersection of US 72 and Clinton. The University Testing Center is on the Southwest corner of the Clinton and Hobbs St. intersection.

**2. Auburn University**

Biggio Center Testing Services  
 112 S. College Street  
 Auburn, AL 36849

Directions: For a campus map please feel free to visit: <https://cws.auburn.edu/map>. Parking is limited on campus. To park on the Auburn University campus as a visitor, you must pick up a guest pass from Parking Services. The Parking Services is located at the corner of Lem Morrison and Duncan Drive, in the South Quad Multi-Modal Parking Deck. A shuttle is available to take you from the parking garage to Foy Hall.

**3. Jefferson State Community College – Jefferson Campus**

Lurleen Wallace Hall - Room 322

2601 Carson Road  
 Birmingham, AL 35215

Directions: For a campus map please feel free to visit: <http://www.jeffstateonline.com/locations/jefferson/>.

**4. Enterprise State Community College**

600 Plaza Drive  
 Enterprise, AL 36331

Directions: Turn left when you arrive on campus and then turn right into parking lot. The library is on the right.

**5. Calhoun Community College**

Huntsville Campus- Academic Testing Center  
 102 B Wynn Drive, Building 1, Room 122  
 Huntsville, AL 35805

Directions: For a campus map please feel free to visit: <http://www.calhoun.edu/about-calhoun/campus-maps/directions-to-the-huntsville-campus>

**6. University of Alabama in Huntsville**

301 Sparkman Drive  
 Wilson Hall, Room 202  
 Huntsville, AL 35899

Directions: For a campus map please feel free to visit: <http://www.uah.edu/map>.

**7. University of South Alabama**

307 University Boulevard N  
 Alpha Hall East - Room 326  
 Mobile, AL 36688

Directions: For a campus map please feel free to visit: <http://www.southalabama.edu/maps/campusmap.pdf>  
 The testing center is number 2 on the map.

**8. Alabama State University - Montgomery**

Montgomery 1500 Robert C. Hatch Dr. South  
 - Edward Glenn McGehee Hall, Rm 105  
 Montgomery, AL 36104

Directions: For a campus map please feel free to visit: <http://www.alasu.edu/about-asu/visiting-asu/index.aspx>.

Parking is located Behind the Levi Watkins Learning Center Lot J or Lot-E. ASU has several designated spaces for visitor parking, but they require visitor a visitor

parking pass. All candidates must stop by the testing office and obtain a visitor's parking pass. Parking pass must be visible through the windshield. Park in one of the visitor's parking spaces, as indicated by campus signage.

9. **University of Alabama - Tuscaloosa**  
Testing Services – Houser Hall 2000  
301 7<sup>th</sup> Avenue  
Tuscaloosa, AL 35487

DIRECTIONS: For a campus map please feel free to visit: [www.tour.ua.edu](http://www.tour.ua.edu). The testing center is located in Houser Hall, Suite 2000. Houser Hall is located on the east side of the Ferguson Center.

TEST SITE INSTRUCTIONS

# Pro<sup>✓</sup>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 Pro<sup>✓</sup> or your licensing jurisdiction.



## Reference Rules for Open Book Exams

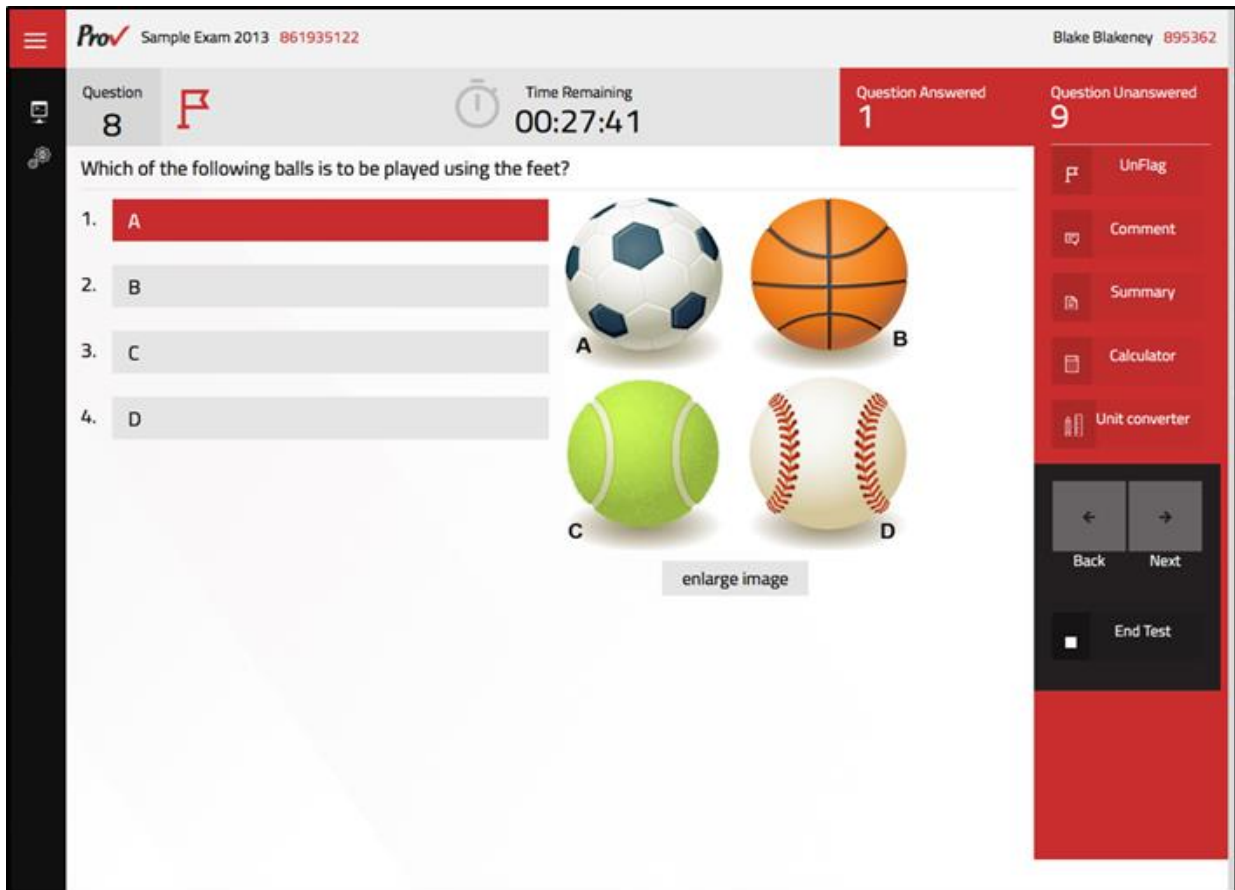
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable 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 Pro<sup>✓</sup> for theft of copyrighted testing materials.

**In the next few days, Pro<sup>✓</sup> 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, 2, 3, or 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 at a later time. 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 particular 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.