



PSI licensure:certification
 3210 E Tropicana
 Las Vegas, NV 89121
 www.psiexams.com

*Before paying for
 your examination registration,
 be sure you understand
 the contents of this bulletin.
 Please retain and use it as a reference
 when contacting PSI.*

**COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF PROFESSIONAL AND
 OCCUPATIONAL REGULATION**

**CONTRACTOR EXAMINATION
 CANDIDATE INFORMATION BULLETIN**

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Please refer to www.psiexams.com for the latest updates to this bulletin.

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a Class A and Class B Contractor in the Commonwealth of Virginia. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Department of Professional and Occupational Regulation (Department) has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer and paper-and-pencil examination centers in Virginia. PSI works closely with the Department and its Examination Review Committee to be certain that examinations meet local, national, and international requirements in basic principles and examination development standards.

The Board for Contractors requires Designated Employees of applicants applying for the Building Classification on their licenses to successfully complete the Building Technical Examination.

18 VAC 50-22-20 of the Board for Contractors Rules and Regulations defines Building Contractors as those individuals whose contracts include "construction on real property owned, controlled or leased by another person of commercial, industrial, institutional, governmental, residential (single-family, two-family, or multi-family) and accessory use buildings or structures." This includes additions, renovations and demolition.

After passing the necessary examination, you may apply to the Virginia Department of Professional and Occupational Regulation for a license. Once the Department has verified that you have met all of the requirements, the Department will issue the appropriate license. Questions concerning the licensing requirements should be addressed to the licensing staff at (804) 367-8511.

The following is the combination of examinations offered by PSI in order to be licensed as a Contractor in the Commonwealth of Virginia (Note that Class C candidates are not required to take the PSI Examination):

Class A

- Part 1-Virginia Portion (Rules and Regulations)
- Part 2-General Portion
- Part 3-Advanced Portion

Class B

- Part 1-Virginia Portion (Rules and Regulations)
- Part 2-General Portion

Class A-BLD

- Part 1-Virginia Portion (Rules and Regulations)
- Part 2-General Portion
- Part 3-Advanced Portion
- Part 4-Building Contractor

Class B-BLD

- Part 1-Virginia Portion (Rules and Regulations)
- Part 2-General Portion
- Part 4-Building Contractor

All questions and requests for information about examinations should be directed to:

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

Questions about applications for licensure should be directed to:

Commonwealth of Virginia
Department of Professional and
Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8511
www.state.va.us/dpor
or email: Contractors@dpor.state.va.us

EXAMINATION STUDY MATERIALS

The following is a list of possible study materials for the contractor examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the Virginia Department of Professional and Occupational Regulation.

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. Except for Code books, you can use later editions of references as they become available. For Code questions, the examination will be based only on the edition of the Code book that is listed.

NOTE: All examinations are open-book. You must bring your own references as they are not provided at the test site. No study guides are permitted. References must be related to the content outlines. You may use later editions of references as they become available, however, all code examination questions will be based on the edition of the code book that is listed.

No loose papers or unbound references are permitted. If you download a reference from the Internet, it must be spiral bound or hole-punched and placed in a binder, or stapled in the left hand CORNER.

References may be highlighted, underlined, and/or indexed prior to the exam. You may not write in reference materials during the examination session. A candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Department.

References may be tabbed with permanent tabs only. NO REMOVABLE TABS are allowed.

The following list of tabs may be used. These items may be

purchased at local office supply stores.

Acceptable Tabs

Avery Index Tabs Self-Adhesive
Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs
Redi-Tag Self-Stick Permanent Adhesive Index Tabs

Unacceptable Tabs

Post-It Index Flags
Post-It Flags

NASCLA Manual - Business and Project Management for Contractors - Virginia, 7th Edition, ISBN: 1-889834-54-8.

Virginia Uniform Statewide Building Code, 2006 Edition, USBC, Department of Housing and Community Development Office of Training and Certification, (804) 371-7180, http://www.dhcd.virginia.gov/StateBuildingCodesandRegulations/Virginia_Uniform_Statewide_Building_Code.htm

Virginia Manufactured Home Safety Regulations, MHSR, 2006, Department of Housing and Community Development, Manufactured Housing, (804) 371-7160, http://www.dhcd.virginia.gov/StateBuildingCodesandRegulations/Virginia_Uniform_Statewide_Building_Code.htm

Building Contractor Technical Examination Only:

International Residential Code, 2006, International Code Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041, (800) 786-4452, www.iccsafe.org

Carpentry and Building Construction, 2010 edition, John L. Feirer and Mark D. Feirer, Glencoe/McGraw-Hill (800) 334-7344, Fax (614) 755-5682, URL- www.glencoe.com, ISBN: 0-07-822702-X

Builders Technical Supplement, 2003, PSI, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, www.psiexams.com

The NASCLA Business and Project Management for Contractors reference contains all of the information needed for responding to the questions on the General and Advanced portions of the Contractor examination, and, along with the Virginia Uniform State Building Code, all of the information needed for the Virginia portion of the examination. Please refer to the following list of alternative references that may contain more comprehensive information on some of the examination topics. Any additional information contained in these other references would NOT be needed for responding to the test questions."

Many of these reference materials are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088.

Titles currently in stock are listed on the order form near the end of this candidate information bulletin.

Alternative References

VA Board for Contractors Rules and Regulations, August 2005, Virginia Dept. of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, (804) 367-8500, http://www.state.va.us/dpor/con_reg.htm

Article 1, Title 54.1, Chapter 11 - Regulation of Contractors

Article 2, Title 54.1, Chapter 11, VA Contractor Transaction Recovery Fund Act

VA Erosion and Sediment Control Law, Regulations and Certification Regulations, 2003, Dept. of Conservation & Recreation, Division of Soil and Water Conservation, 203 Governor Street, Suite 206, Richmond, VA 23219-2094, (804) 371-7533, <http://www.dcr.virginia.gov/sw/docs/eslawrgs.pdf>

VA Underground Utility Damage Prevention Act, Title 56, Chapter 10.3, Virginia Code of Laws 56-265.14 through 56-265.32, www.missutilityofvirginia.com/docs/DamagePreventionAct.htm

Handy Reference Guide to the Fair Labor Standards Act, U.S. Department of Labor, Employment Standards Administration Wage and Hour Division, Washington, D.C., www.dol.gov/esa/regs/compliance/whd/hrg.htm

Circular E, Employer's Tax Guide, Department of the Treasury, Internal Revenue Service, Washington, D.C., (703) 368-9694, www.irs.gov

Virginia Mechanics' Lien Law, Title 43, Chapter 1, Code of Virginia <http://law.justia.com/virginia/codes/toc4300000/toc430000000010000000000000.html>

Virginia Employment Commission Employer Handbook, Virginia Employment Commission, 703 E. Main Street, Richmond, VA 23219, (804) 786-7554, www.vec.state.va.us/wia.cfm?loc=wia&info=vaplans

Virginia Right to Work Law, Virginia Code of Laws 40.1-58 through 40.1-69, www.nrtw.org/c/vartwlaw.htm

VA Occupational Safety and Health Program (VOSH) - 16VAC25 (Chapters 60, 140, 150, 160, and 170 excerpts included) the Virginia modifications to the Federal OSHA rules.

Virginia Occupational Safety and Health Enforcement, Department of Labor and Industry, 10515 Battleview Parkway, Manassas, VA 20109, (703) 392-0900, www.doli.state.va.us/

OSHA Form 200 - Log and Summary of Occupational Injuries and Illnesses, U.S. Department of Labor, www.osha.gov/pls/publications/pubindex.list

OSHA Form Number 101, U.S. Department of Labor, www.osha.gov/pls/publications/pubindex.list



VA Workers' Compensation Act, Title 65.1 Available through local libraries or by writing to:

Comptroller
Virginia Workers' Compensation Commission
1000 DMV Drive Richmond, VA 23220
www.wvc.state.va.us/employers_guide.htm

Form I-9, Department of the Treasury, Internal Revenue Service, Washington, DC, (703) 368-9694, www.irs.gov

Code of Federal Regulations, 29 CFR 1904 (OSHA Recordkeeping), U.S. Department of Labor, www.osha.gov/recordkeeping/

Code of Federal Regulations, 29 CFR 1926 (OSHA), 2008, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, (888) 293-6498, www.bookstore.gpo.gov

Builders Guide to Accounting, 1996, Revised Edition, Craftsman Book Company, PO Box 6500, Carlsbad, CA 92018, (800) 829-8123, www.craftsman-book.com/cbcstore/

Construction Contracting, 1994, Sixth Edition, John Wiley and Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6000, www.wiley.com

VA Job Safety and Health Protection Poster, Virginia Department of Labor and Industry, Northrun Office Park, 1570 East Parham Road, Richmond, VA 23228, (804) 371-3104, www.management-advantage.com/products/posters/virginia.htm

EXAMINATION CONTENT OUTLINES

PRACTICE EXAMINATIONS ARE NOW AVAILABLE ONLINE AT
WWW.PSIXAMS.COM

Now you can take practice exams online at www.psiexams.com to prepare for your Virginia Contractor's license exam. Our online practice test engine will let you pick and choose the appropriate examination portions, select between:

- Virginia portion (State rules and regulations)
- Virginia Class A or B General portion
- Virginia Class A Advanced portion
- Virginia Building Contractor portion

Check the exam content outline portion of this candidate information bulletin to find more information regarding the content areas covered in the practice exam portions listed above. Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times, however you will need to pay each time.

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to

conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

The Examination Content Outlines have been approved by the Virginia Department of Professional and Occupational Regulation. These outlines reflect the minimum knowledge required by Contractor professionals to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

VIRGINIA PORTION, 24 Items

Passing Score: 18

48 Minutes to complete this portion.

- A. Regulation of Contractors (7 Items)
- B. Board Rules and Regulations (5 Items)
- C. Building Codes (5 Items)
- D. Transaction Recovery Fund (5 Items)
- E. Virginia Erosion and Sediment Control Regulations (2 Items)

PART 2-GENERAL PORTION, 50 Items

Passing Score: 35

100 Minutes to complete this portion.

- A. Business Organization (2 Items)
- B. Estimating and Bidding (10 Items)
- C. Contract Management (10 Items)
- D. Project Management (7 Items)
- E. Risk Management (3 Items)
- F. Safety (5 Items)
- G. Labor Laws (3 Items)
- H. Financial Management (5 Items)
- I. Federal and State Taxes (4 Items)
- J. Lien Laws (1 Item)

PART 3-ADVANCED PORTION, 24 Items

Passing Score: 17

60 Minutes to complete this portion.

- A. Estimating and Bidding (1 Item)
- B. Contract Management (4 Items)
- C. Project Management (1 Item)
- D. Risk Management (2 Items)
- E. Safety (2 Items)
- F. Labor Laws (4 Items)
- G. Financial Management (5 Items)
- H. Federal and State Taxes (4 Items)
- I. Lien Laws (1 Item)



PART 4-BUILDING TECHNICAL, 80 Items
Passing Score: 56

160 Minutes to complete this portion.

- A. Layout (7 Items)
- B. Excavation (6 Items)
- C. Foundations (7 Items)
- D. Framing (9 Items)
- E. Insulation (3 Items)
- F. Ventilation (3 Items)
- G. Windows, Doors, and Skylights (3 Items)
- H. Exterior (10 Items)
- I. Decks, Walks, and Ramps (4 Items)
- J. Finishing (6 Items)
- K. Masonry (4 Items)
- L. Swimming Pools and Hot Tubs (1 Item)
- M. Prints, Plans, and Specifications (8 Items)
- N. Safety and Employee Protection (8 Items)
- O. Construction Debris, Cleanup and Disposal (1 Item)

REGISTRATION AND SCHEDULING PROCEDURES

The registration form is found at the end of this Candidate Information Bulletin. Be sure the registration form is complete, accurate, and signed. Be sure that you include all attachments and the correct fees. Your registration is valid for 1 examination only. The examination fee is valid for 1 year from the date PSI receives the fee. You must first register for an examination and then schedule an appointment.

SUMMARY OF FEES

ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

Contractor A/B	
One Portion	\$35
Two Portions	\$65
Three Portions	\$75
Four Portions	\$85

There is a \$15 charge for Walk-in registration.

INTERNET REGISTRATION

You may register and schedule for your examination at www.psiexams.com. You may register and schedule for an examination via the Internet 24 hours a day.

1. Complete the registration form on-line and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your

examination.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.** Return the completed original form to PSI with the appropriate fee. Payment of fees can be made by money order, company check, or cashier's check. Cashier's checks, company checks, and money orders should be made payable to PSI. Print your Social Security Number on your check or money order to ensure that your fees are properly assigned. **CASH, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.**
2. Upon receipt of your completed form and fees, a Registration Confirmation Notice will be mailed to you. **If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.**
3. Please allow 2 weeks to process your registration. If you do not receive your Confirmation Notice within 2 weeks, call (800) 733-9267 to verify your status.

TELEPHONE REGISTRATION

In order to register by telephone, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. Call (800) 733-9267 Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. You may schedule an appointment during the same call or call back 24 hours a day, seven days a week to schedule an appointment through our automated system.

FAX REGISTRATION

In order to register via Fax, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. Fax the completed form (both sides) to PSI at 702-932-2666. Fax Registrations are accepted 24 hours a day.
3. Please wait 4 days before calling (800) 733-9267 to schedule an appointment. Scheduling is also available 24/7, through our automated system.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. If you elect not to disclose your Social Security number to PSI, please enclose a separate letter explaining this with your examination



registration form. However, you MUST provide your social security number to the state to complete the licensing process.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should contact PSI to request for alternative arrangements. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and requests must include supporting documentation from a licensed professional.

The request should be sent to PSI with the registration form and fee. Your registration will not be processed unless your request for the special accommodation is approved.

CANCELING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone, fax or by mail. Once registered, you can schedule for your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, and you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date; or
- Do not appear for your examination appointment; or
- Arrive so late that beginning your examination would disrupt the center's schedule; or
- Do not present proper identification when you arrive for the examination.

EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of a examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

WALK-IN EXAMINATIONS

YOU MUST PRESENT A CONFIRMATION NOTICE OR A FAILING SCORE REPORT TO BE ELIGIBLE FOR A WALK-IN EXAMINATION. You are strongly encouraged to schedule an examination. However, you may take the examination as a walk-in candidate. Walk-in examinations are available on a space-available, "first-come", "first-served" basis. Walk-in candidates will only be admitted after all scheduled candidates have been admitted. Because of seating limitations at examination centers, admission cannot be guaranteed to walk-in candidates. There is an additional fee of \$15 for walk-in candidates. This fee must be paid by money order, cashier's check, or company check at the examination center. (Personal checks, cash, and credit cards are NOT accepted.)

COMPUTER EXAMINATION CENTER LOCATIONS

The following are the examination centers where you may take the Virginia contractors licensing examination.

FALLS CHURCH LEESBURG PIKE MCILVAINE BUILDING 6201 Leesburg Pike, Suite 404 Falls Church, VA 22044

From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot, then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.

TYSONS CORNER AREA 1651 Old Meadow Rd, Suite B01 McLean, VA 22102

From the Beltway take the McLean Exit (Route 123 North). Turn right on Old Meadow Road (the first traffic light). The site is the first building on the left. Use the back entrance.

RICHMOND AREA Daniel Building 3805 Cutshaw Ave., Suite 310 Richmond, VA 23230

From I-64, exit Staples Mill Road and proceed East approximately 1 mile. Turn left on Broad Street and proceed approximately ¼ miles. Turn right on Kent Road. The Daniel Building is on the corner of Cutshaw Avenue. Use street parking.



PSI Virginia Beach
Pembroke IV Building
291 Independence Blvd, Suite 140
Virginia Beach, VA 23462

From I-264, merge onto S Independence Blvd/VA-225 N via Exit 17B toward Pembroke Area. Make a u-turn at Broad St onto Independence Blvd/VA-225 S. The site is near the Pembroke Mall.

ROANOKE AREA

Fralin and Waldron Office Park
2847 Penn Forest Blvd
Building D, Suite 200
Roanoke, VA 24018

From 81 - take 220 Exit (Downtown Roanoke). From 220 take the Franklin Road Exit (not the Franklin Bus Exit). At the stop light make a right. Franklin Road will turn into Electric Road. Keep going straight until you come to Chaparral Dr and go left. You will see the Fralin & Waldron Bldg to your left. At the next stop light go left. If you are traveling from 220 take the first exit, Franklin Road. Follow directions above.

EASTERN SHORE AREA

Beaglin Park Plaza
1323 Mt. Hermon Rd., Suite 2A
Salisbury, MD 21801

The complex is south of Route 50 and west of the 13 By-pass. From Route 50, turn south on Beaglin Park Drive. Turn left at the first light, Mt Hermon Rd. Turn left into Beaglin Park Plaza.

CHARLOTTESVILLE

2114 Angus Road, Suite #105-B
Charlottesville, VA 22901

*If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.
If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.*

JOHNSON CITY

904 Sunset Drive, Ste 7A
Johnson City, TN 37604

Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

REQUIRED IDENTIFICATION

You must provide 2 forms of **VALID** (not expired) identification. One must be a government-issued identification (Driver's License, State ID, Passport, Military ID) that bears your signature, has your photograph, or a complete physical description. The second ID must have your signature

and preprinted legal name. All identification provided must match the name on the registration form. If you cannot provide the required identification, you must call (800) 733-9267 1 month prior to your scheduled appointment to arrange a way to meet this security requirement. **Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.**

NOTE: If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your examination registration form and your 2 forms of identification.

SECURITY PROCEDURES

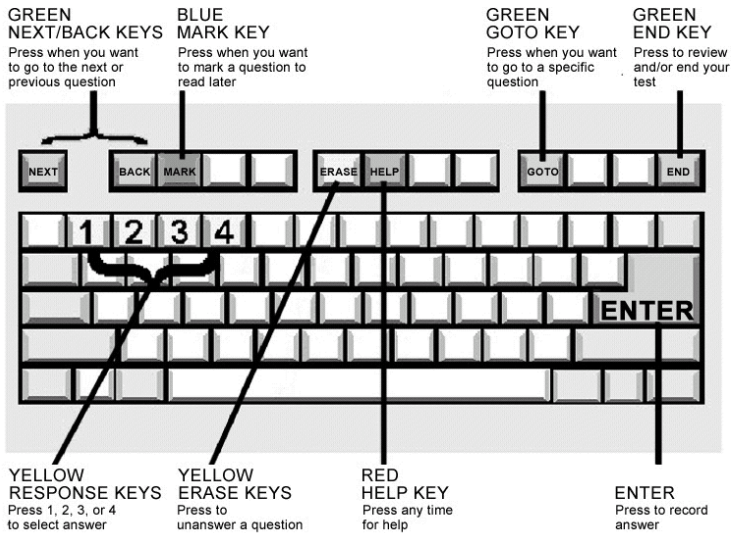
The following security procedures will apply during the examination:

- ❑ Candidates may bring reference books. However, no study guides are allowed. Reference books may be highlighted, underlined, and/or indexed. They must be otherwise UNMARKED (not written in). Sample Examinations are not allowed.
- ❑ NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- ❑ Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- ❑ Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- ❑ No smoking, eating, or drinking will be allowed at the examination site.
- ❑ You may not exit the building during the examination.
- ❑ Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI contractor examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard follows. You may also use the mouse.





IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the bottom of the screen and updated as you record your answers.

EXAMINATION

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.



PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the evaluation being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. This is the only review of the examination available to candidates.

SCORE REPORTING

In order to pass the examination, you must achieve the minimum score shown on each part of the examination

	Number Correct
Virginia Portion (Rules and Regulation)	18
General Portion	35
Advanced Portion	17
Building Technical	56

Board policy dictates that examination score results are valid for 1 year. If you do not pass all necessary portions of your examination within one year of the initial examination, you will have to retake the entire examination.

IMPORTANT LICENSE INFORMATION:

Class A examination candidates approaching the one year retention of scores deadline who have passed the General Portion and the Virginia Portion, but not the Advanced Portion, may choose to apply for the Class B license and advise PSI to forward their scores to the Board. Those candidates may then continue to apply for the Advanced Portion in order to upgrade the license to Class A. In addition, Building Specialty candidates approaching the one year score retention deadline who have passed all examination portions required for either the Class A or Class B license except the Building Specialty portion, may advise PSI to forward their scores to the Board and opt to choose another specialty in order to obtain a license. Those candidates may then continue to apply for the Building Specialty examination and add the specialty to the license once passing the exam.

If you take the examination by computer, your score will be



given to you immediately following completion of the examination. If you take the paper-and-pencil examination, your result will be mailed to you from PSI Headquarters. Examination results are confidential and will be reported only to you and the Virginia Department of Professional and Occupational Regulation.

The following summary describes the score reporting process:

On screen - Your result will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your result immediately when you indicate that you have finished and would like to see your results.

If you **pass**, you will immediately receive a successful notification on the screen.

If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination center.

On Paper - An official result report will be printed at the examination center. If you applied for the Class A examination and decide to change to a Class B, you must advise PSI in order for your examination scores to be sent to the Department.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report for up to 1 year after your examination.

LICENSE APPLICATION INSTRUCTIONS

If you have any questions regarding the license application requirements or process, please contact the Virginia Board for Contractors at (804) 367-8511. To obtain the license application forms for submittal to the Department please go to the following website:

http://www.dpor.virginia.gov/dporweb/con_form.cfm

If you have any questions about the application you can email Contractor@dpor.virginia.gov or call 804-367-8511.



11. SPECIAL ACCOMMODATIONS REQUEST

I am requesting special accommodations and I am enclosing documentation from a licensed health care provider or other qualified individual.

Yes No

12. I HAVE READ THE CANDIDATE INFORMATION BULLETIN AND AM FAMILIAR WITH THE INFORMATION PRESENTED IN IT AND THIS EXAMINATION REGISTRATION FORM.

Signature _____ Date _____

YOU MUST SIGN AND DATE THIS REGISTRATION FORM IN ORDER TO BE TESTED.

REGISTRATION PROCEDURES

To register **BY MAIL**, complete and send this registration form with the applicable fees to the address below. (Credit card payment is not accepted for mail registrations.) Call (800) 733-9267 for questions about Registration Procedures.

PSI LICENSURE: CERTIFICATION
ATTN: Exam Registration
Daniel Building
3805 Cutshaw Ave., Suite 310
Richmond, VA 23230
or

PSI LICENSURE: CERTIFICATION
Attn: Exam Registration VA CONT
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

Fees payable to PSI may be made by (1) cashier's check, (2) company check, (3) money order. Please note your Social Security Number on your check or money order. **Cash and personal checks are NOT accepted. Registration fees are not refundable nor transferable.**

To register **BY PHONE**, complete this form (with credit card information and signature) and call: (800) 733-9267

To register **BY FAX**, complete and fax both sides of this form (with credit card information and signature) to: (702) 932-2666

Credit card (MasterCard or VISA) payment accepted for phone, internet, or fax registrations only.
(Check One):

MC

VISA

Card No: _____ Exp. Date: _____

Card Verification No: _____ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print): _____ Signature: _____



BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

To place an order for one or more of the following items listed, you may:

- Order online at www.psionlinestore.com
- Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.psionlinestore.com

<input type="checkbox"/>	<u>29 CFR Part 1926 Selections</u>
<input type="checkbox"/>	<u>International Residential Code for One- and Two-Family Dwellings</u>
<input type="checkbox"/>	<u>Contractors Guide to Business, Law and Project Management - Virginia</u>
<input type="checkbox"/>	<u>Commonwealth of Virginia Department of Professional and Occupational Regulation - Contractor Licensing Examination Study Materials - Builders Technical Supplement</u>
<input type="checkbox"/>	<u>Carpentry and Building Construction</u>

Please note: Inventory and pricing subject to change without notice.

- You may also place a checkmark next to the items that you would like to order, and mail or fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.

Mail or FAX to:
 PSI licensure:certification ** 3210 E Tropicana * Las Vegas * NV * 89121 (Attn Shipping)
 Fax (702) 932-2668

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____



PSI licensure:certification
3210 E Tropicana
LAS VEGAS, NV 89121

FIRST CLASS MAIL

