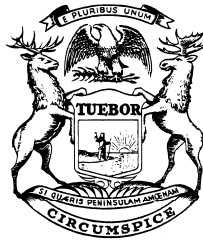


# Michigan Department of Energy, Labor & Economic Growth



## RESIDENTIAL BUILDER, MAINTENANCE AND ALTERATION (M&A) CONTRACTOR, AND SALESPERSON CANDIDATE INFORMATION BULLETIN



### PSI licensure:certification

[www.psiexams.com](http://www.psiexams.com)

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com).

## EXAMINATIONS BY PSI licensure:certification

This Candidate Information Bulletin provides you with information about the examination process for becoming licensed as a Residential Builder, Maintenance and Alteration (M&A) Contractor, or Salesperson in the State of Michigan.

The Michigan Department of Energy, Labor & Economic Growth (referred to as the Department) has contracted with PSI licensure:certification (PSI) to conduct the examination program. PSI works closely with the Department to make certain that these examinations meet the State's as well as nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer examination centers in Michigan.

**\*\*\*VERY IMPORTANT\*\*\***

### LICENSE APPLICATION INFORMATION

#### Residential Builder License

This license is required for persons or firms who engage in the construction of a residential structure or combination residential and commercial structure, or who undertake the repair, alteration, addition, subtraction or improvement of a residential structure or combination residential and commercial structure for compensation other than wages for personal labor. (See MCL 339.2401[a].)

#### Maintenance and Alteration (M&A) Contractor License

This license allows you to work in **ONLY** the specific trade or trades for which you have been licensed.

There is no limit to the number of trades in which you may be licensed. If you intend to do general remodeling or work in more than three trades, you may wish to apply for the Residential Builder license.

Should you wish to work in another trade or trades after you have received your first M&A Contractor license, you must register for the examination(s), submit the proper fee, receive a passing score on the trade examination(s), and file an Add-On-Trade license application with the Department. Upon the Department's receipt of your fee and license application to add the desired trade or trades, the new trade(s) will be added to your license and an updated license will be mailed to you by the Department.

Neither the Residential Builder nor the M&A Contractor license allows individuals or firms to engage in plumbing, electrical, or mechanical (heating, ventilation, air conditioning) work. The licenses for these trades are issued by the Department of Labor & Economic Growth, Bureau of Construction Codes.

#### Salesperson License

An applicant for a Salesperson license who is currently licensed as a Residential Builder or Maintenance and Alteration Contractor, or has been licensed as a Residential Builder or Maintenance and Alteration Contractor within the past 3 years, is not required to take the Salesperson examination to receive a Salesperson license. An application

for a Salesperson license need only be submitted to the Department, on behalf of the applicant, by the employing Residential Builder or Maintenance and Alteration Contractor, along with the required fee.

Before applying to PSI to take your licensing examination(s) you should first access the State of Michigan's Residential Builders website located at [www.michigan.gov/builders](http://www.michigan.gov/builders) and review the COMPLETE requirements for licensure. An abbreviated list follows:

- 1) Be at least 18 years old.
- 2) Be of good moral character; the ability on the part of the person to serve the public in a fair, honest, and open manner.
- 3) Provide evidence of financial stability. The Department will obtain a credit report for every applicant seeking licensure.
- 4) Complete 60 hours of approved prelicensure courses. (Not required of Builders Salespersons)
- 5) Submit a complete license application for the correct license and the required fees to the Builder's Unit.
- 6) Submit a complete Residential Builder and M&A Contractor Prelicensure Education Reporting Form.
- 7) License applicants will be required to submit a copy of their driver's license or state personal identification card with their application.
- 8) Receive Authorization To Test from the Department.
- 9) Register for the licensing examinations with PSI.
- 10) Pass the Residential Builder or M&A Contractor exams.
- 11) Qualifying Officers for corporations, limited liability companies, or partnerships MUST hold an ACTIVE license as an Individual Residential Builder or Individual M&A Contractor.
- 12) Only the State of Michigan may determine your eligibility for a license.

For any further questions about licensure requirements, please contact:

Residential Builders Unit  
Bureau of Commercial Services  
MI Department of Energy, Labor & Economic Growth  
Lansing, MI 48909  
(517) 241-9288  
[www.michigan.gov/builders](http://www.michigan.gov/builders)

## INTRODUCTION

All candidates for the Residential Builder or M&A Contractor examinations must receive Authorization to test from the Department before registering with PSI for the examinations.

Please read this Candidate Information Bulletin and if taking the M&A Contractor examinations, the appropriate trade supplements (see page 10), carefully. These provide detailed content specifications for each examination, including numbers of questions.

Keep this Candidate Information Bulletin for reference. The most current updates and announcements concerning the examinations may be found by visiting PSI's website at [www.psiexams.com](http://www.psiexams.com). This website is more readily updated than the printed material.



## EXAMINATION REGISTRATION & PAYMENT PROCEDURES

**NO WALK-IN EXAMINATIONS WILL BE ALLOWED. All candidates must be pre-registered for an examination.**

*Be sure to read all directions carefully before completing the Examination Registration Form. Improperly completed forms or incorrect fees will be returned unprocessed.*

**SALESPERSON candidates:** If this is a first time registration, you must mail or fax the registration form. Please allow 2 weeks for processing your initial registration form before attempting to schedule an examination appointment. Subsequent registrations may be made on-line, by mail, fax or phone.

### Registering for an Examination

Registering for your examination is the first step in a two-step process toward sitting for the examination. The second step is Scheduling, pg 4. You must pay for the examination at the time you register. Please follow the instructions below.

### Examination Parts

Residential Builder Candidates **MUST** register and sit for both parts of the exam during one examination session. Testing for **ONLY** Part 1, the Business and Law Examination, or Part 2, the Practice/Trade Examination, during one examination session is restricted to Residential Builder Candidates who have previously passed one part, and the passing score is still valid (Passing scores are valid for one year from examination date). See LICENSE APPLICATION INFORMATION #4 on page 2 for further explanation regarding passing score validity.

M&A Candidates First Time Testing **MUST** register and sit for the minimum of the Business & Law and one Trade examination. M&A Candidates may sign up for a maximum of three parts per examination session.

### Registration Confirmation Notice

First-time candidate: You will receive a registration confirmation notice in the mail after your registration form and fee have been processed. If any of the information on the notice is incorrect, notify PSI immediately. The registration confirmation is located on the mailing label for the *Residential Builders Laws and Rules* booklet.

*If you do not receive your registration confirmation notice within two (2) weeks after sending your registration form and fee, call PSI at (800) 733-9267.*

### Registration by Mail

1. Complete the Examination Registration Form located at the back of this Candidate Information Bulletin.
2. Return the completed form to PSI with the appropriate fee. Payment of fees by mail can be made by VISA, MasterCard, money order or cashier's check. Print the last 4 digits of your social security number on the cashier's check or money order to ensure your fees are properly assigned. **CASH, COMPANY CHECKS OR PERSONAL CHECKS ARE NOT ACCEPTED.**

3. If this is your first time registering, you will receive a registration confirmation notice and a *Residential Builders Laws and Rules* booklet in the mail. Please allow 10 business days to receive your confirmation notice and Residential Builders Laws and Rules booklet before scheduling an examination appointment.
4. If you are a re-take candidate, please allow 7 business days to process your registration before attempting to schedule your examination appointment.

### Registration by Fax

*Fax registration is available 24 hours a day. You will need a valid VISA or MasterCard.*

1. Complete the Examination Registration Form and include your credit card number, expiration date, and signature.
2. Fax the completed form (both sides) to PSI (702) 932-2666.
3. If this is your first time registering, you will receive a registration confirmation notice and a *Residential Builders Laws and Rules* booklet in the mail. Please allow 10 business days to receive your confirmation notice and Residential Builders Laws and Rules booklet before scheduling to take the examination.
4. If you are a re-take candidate, please allow 4 business days to process your registration before attempting to schedule your examination appointment.

### Internet Registration

In order to register over the Internet, candidates will need to have a valid MasterCard or VISA. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

1. Log onto PSI's website, select the link associated with the Michigan examinations.
2. Complete the associated registration form online and submit your information to PSI via the Internet.
3. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

### Social Security Number

PSI will only use your Social Security Number as an identification number in maintaining your record and reporting your scores to the Department. **You must include your Social Security Number on the registration form. This number is required by the Department in order to issue you a license. Your Social Security Number is held in the strictest of confidence.** Both Federal and State law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

## EXAMINATION SCHEDULING PROCEDURES

### Scheduling an Examination Appointment

Scheduling is the second step in the two-step process toward sitting for an examination.



**To Schedule by Telephone**

Call PSI at 1-800-733-9267, 24 hours a day, 7 days a week. Be sure to have a first, second, and third choice of dates when placing your call. PSI will make every effort to schedule the examination center location and time that is most convenient for you. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. Eastern Time. For special inquiries, you may speak to a Candidate Service Representative, Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time.

**To Schedule by Internet**

Please follow the internet registration instructions (page 3).

**Rescheduling/Canceling an Examination Appointment**

You may reschedule or cancel an appointment without forfeiting your fee if *PSI receives notice not less than 2 days before the scheduled examination date*. You may contact a Candidate Service Representative, Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time, (800) 733-9267; OR mail your notice, which must be received by PSI not less than 2 days before your scheduled examination.

**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.**

**Loss of Registration Fee**

You will forfeit your registration fee and be required to reregister and pay another registration fee if you:

- Fail to notify PSI, less than 2 days before the scheduled examination date that you must cancel or reschedule;
- Fail to appear for your examination appointment;
- Arrive too late to begin your examination; (*You will not be admitted if you arrive after your scheduled appointment time.*)
- Do not present proper identification when you arrive for the examination.

**Emergency Examination Center Closing**

In the event that inclement weather or other emergencies force the closure of an examination center on an assigned examination date, you will be notified. At that time, you may reschedule for a new date and time without any additional fee. Every effort will be made to schedule a convenient time as soon as possible. You may call 1-800-733-9267, 24 hours a day to receive up-to-date examination center closure information.

**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 requesting special testing arrangements must fill out the special arrangement request form found at [www.psiexams.com](http://www.psiexams.com). Select Michigan, and the license type,

and the form will be found under "Information Links." A copy of this form may also be obtained by phoning 1-800-733-9267. You will need to fax this form and supporting documentation to (702) 932-2666.

**EXAMINATION FEES**

**NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.**

**Residential Builder**

First time testing, both parts.....	\$100
Retest, both parts .....	\$95
Retest, Business/Law .....	\$60
Retest, Practice/Trade .....	\$70

**M&A Contractor**

First time, three parts	
Bus/Law and two trades .....	\$90
First time, two parts	
Bus/Law and one trade .....	\$80
Retest, three parts	
Bus/Law and two trades .....	\$85
Retest, two parts	
Bus/Law and one trade	
OR two trades (no Bus/Law) .....	\$70
Retest, one part	
Bus/Law	
OR one trade .....	\$60

**Salesperson**

First time .....	\$75
Retest .....	\$70

**Additional Service Fees**

The following fees are in addition to the registration fees:

Duplicate score report .....	\$10
Verification of Failed Score .....	\$15
Additional Laws and Rules Booklets .....	\$5 each

Fees are good for one year from date of registration.



## EXAMINATION CENTER LOCATIONS

All examination centers are accessible in accordance with the 1990 Americans with Disabilities Act.

### Holt-Lansing Examination Center

4202 Charlar Drive, Suite 1  
Holt, Michigan 48842

Follow I-496 E, which becomes US-127 S. Take the Holt Rd exit 70. Turn right onto Holt Rd. Turn left onto Cedar St. Turn right onto Charlar Dr.

### Southfield (Detroit area) Examination Center

Crossroads Building  
16250 Northland Drive, Suite 361  
Southfield, MI 48075

From I-75 North and South, exit West 8 Mile Rd. Northland Drive is West of Greenfield Road. Do not go over the Bridge. Pass the Lodge Fwy (Hwy 10). Turn right on Northland Drive.

From Southfield Fwy North and South, exit East 8 Mile Rd. Go east on 8 Mile to Northland Drive.

Do not call the Crossroads Building for any information. You must contact PSI.

### Gaylord Examination Center

440 W. Main St., Suite D  
Gaylord, MI 49735

From I-75 take exit # 282 / M-32 toward Alpena / Gaylord. From the exit ramp, turn east onto W Main (M-32) and go about a half a mile. 440 W Main is at the northeast corner of Main and Indiana, in the Alpine Executive Center. Turn at "Brothers Coffee & Tea". Suite D opens off the parking lot.

### Grand Rapids Examination Center

4595 Broadmoor, Suite 201  
Grand Rapids, MI 49512

From I-96, exit East Beltline Avenue and proceed south approximately 4 miles. Once you pass 28<sup>th</sup> Street, Beltline becomes Broadmoor. Continue south an additional 2 miles. The examination center is just south of 44<sup>th</sup> Street on the right.

From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head north (Left) on Broadmoor. The examination center is on the left in the Kentwood Corporate Complex.

### Marquette Examination Center

Mid Towne Office Complex  
1229 W. Washington  
Marquette, MI 49855

Complex is across the street from Shopko. Enter the building on the left, and go up the stairs. Go left at the top of the stairs, suite is at the end of the hall on the right.

## TAKING THE EXAMINATION

### Arrival at the Examination Center

On the day of the examination, it is strongly recommended that you arrive at your designated examination center *at least 30 minutes before your examination appointment*. This extra time is for sign-in and identification verification. *You will not be admitted if you arrive after your scheduled appointment time.*

### Required Identification

You **MUST** present two (2) valid forms of identification before you may test:

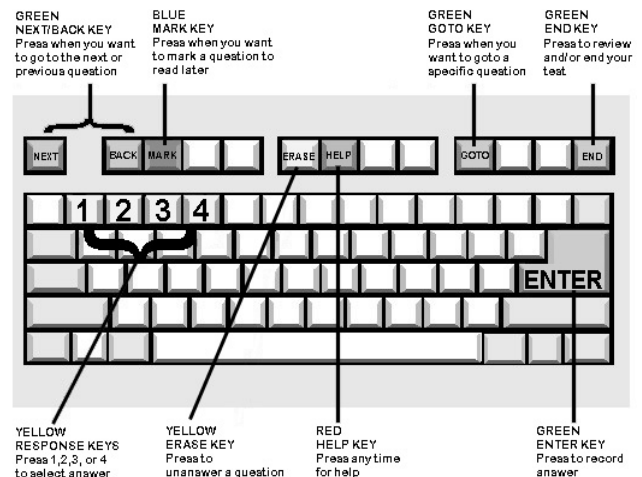
- One form of ID must meet ALL of the following criteria:
  - be a current (not expired), valid and government-issued, photo identification (example: driver's license, state-issued identification card, passport);
  - show the name on the government-issued photo identification as the same name used to register for the exam (including designations such as "Jr." or "III", etc.) and
  - have your current photo and your signature.
- The second form of identification must contain a signature that matches the official photo ID (e.g., credit card, bankcard, military or school identification).

If you cannot provide the required identification, you must contact PSI at least two (2) weeks prior to your scheduled examination appointment to arrange a way to meet this security requirement. *Failure to provide the required identification at the examination center will result in your not being admitted to the examination and forfeiture of your examination fee. You will be required to re-register and pay another examination fee.*

**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 two forms of **VALID** identification.

### Taking the Examination by Computer

Taking the PSI 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 include a key word or number to identify function. An illustration of the special keyboard is shown here. You may also use the mouse.



## Identification Screen

You will be directed to a 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 the screen. The time you spend on this tutorial (which should take no more than 15 minutes) will **NOT** count as part of your examination time. Sample questions are included as a 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, the number of minutes remaining to complete your examination will be shown at the top of the screen and is updated as you record your answers.

## Examination

A sample question, as it would be displayed on the computer screen, is shown below. During the examination, you would press 1, 2, 3, or 4 to select your answer or press MARK to mark it to read later during the examination. You would then press ENTER to record your answer and move to the next question. You can change your answer as often as you like before pressing ENTER. If you wish to change your answer after you press ENTER, simply view the question you have marked, make the desired change, and press ENTER again. You may also use the mouse.

The screenshot shows a software interface for an examination. At the top, there is a navigation bar with icons for 'Mark', 'Comments', 'Goto', 'Help', and 'End'. Below this, a status bar displays 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main content area contains question 3: 'What do the stars on the United States of America's flag represent?'. Below the question, it says '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the question area, there are two buttons: '<< Back' and 'Next >>'.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

## Security Procedures

The following security procedures apply during examinations:

- No children, notes, books, briefcases, backpacks, hats, cellular telephones, or pagers are allowed in the examination area. (Note: There is no space to store these materials at the examination center.) Small purses (size of a wallet) will be permitted. Larger purses cannot be taken to the candidate's seat.
- No smoking, eating, or drinking is allowed in the examination center.
- Only calculators that are silent, battery-operated, do not

have paper tape printing capabilities, and do not have a keyboard containing the alphabet are permitted. Calculators that convert measurements from inches to feet to yards such as Construction Master I and Master II, Handyman, and Measure Maker are not allowed.

- Once you have been seated and the examination begins, you may leave the examination center only to use the restroom, and only after obtaining permission from the proctor. You will not receive extra time to complete the examination.
- Any candidate seen giving or receiving assistance, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Department and you may be denied licensure.
- Copying or communicating examination content is a violation of security regulations and may result in the cancellation of your examination results or legal action taken under copyright laws.

## **EXAMINATION SCORE REPORTING**

### Score Report

A written score report will be provided to you by PSI immediately following the administration of the examination(s) at the examination center. Examination scores are confidential and will be given only to you and the Department. Candidates passing the examination will receive **ONLY** a score indication of PASS. Passing numeric scores are not available. Candidates who do not pass will receive an individual score for each of the major sections in the examination content outline. Candidates should use this information to assist them in studying for the re-examination.

Residential Builder and M&A Contractor candidates will be required to submit a license application form to the Department prior to testing.

### Examination Review

**No post-examination review is authorized.** PSI, in cooperation with the Department, will be continually evaluating the examinations 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 results is discovered, which occurs very rarely, the examination results of all affected candidates will be automatically adjusted. This is the only review of the examination available to candidates.

### Verification of Failed Score

If you receive a failing score on the examination, you may request that the examination be re-scored for verification of the score.

Re-scoring of computer based examinations **WILL NOT** include any verification of the content of an examination, or



the content or accuracy of specific items received by the candidate. Re-scoring of computer based examinations also will not include any investigation of comments about items entered by the candidate during administration of the examination.

You can write to PSI to request the re-scoring of your failing examination. Please include your name, last 4 digits of your social security number, date of the test and cashier's check or money order for \$15.

### Duplicate Score Report

You can write to PSI to request a duplicate score report for up to one (1) year after your examination date. The fee for a duplicate score report is \$10.

## PRETEST QUESTIONS

In addition to the total number of questions on each examination, up to ten (10) pretest (additional) questions may be included in each examination. Pretest questions will NOT: a) be identified; b) be counted in your final score; or c) take time away from the total examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations that are valid and reliable.

## RESIDENTIAL BUILDER EXAMINATION

### Residential Builder Examination

In order to apply for licensure as a Residential Builder, you must pass both the Business and Law examination and the Practice/Trade examination and make application to the Department within one (1) year from the date a passing score is received on an examination. If you file an application for licensure and your examination, or a portion of the examination is more than one year old, you will be required to repeat the examination or the portion that has expired.

### PART 1 - THE BUSINESS AND LAW EXAMINATION CONTENT OUTLINE

This examination must be passed by individuals applying for either the Residential Builder or the M&A Contractor license. The examination consists of 50 multiple-choice questions. The minimum passing score for this examination is 36. You will have 75 minutes to complete the Business and Law examination. The number of questions relating to each area on the examination is shown in parentheses.

This examination is CLOSED BOOK, NO reference materials are allowed in the examination center.

#### A. REGULATORY AND STATUTORY REQUIREMENTS (13 QUESTIONS)

1. Licensing process and requirements
2. Display (wall license and pocket card)
3. Changes to existing license (name, address, assumed name, etc.)

4. Branch office
5. Definitions/actions requiring license
6. Enforcement process (complaints, investigations, informal hearings, formal hearings, disciplinary action)
7. Independent arbitration
8. Permitting requirements (including certificates of occupancy)
9. Civil Rights (Elliot-Larsen Civil Rights Act)
10. "Americans with Disabilities Act (ADA) and Persons with Disabilities Act" (sales, office facility, hiring and employee practices)
11. EPA regulations on hazardous materials (asbestos, lead, radon, etc.)
12. Salesperson for a Residential Builder or M&A Contractor
13. Home Solicitation Sales
14. Uniform Commercial Code, Article 2, Part 2, Form, Formation & Readjustment of Contracts

#### Regulations governing conduct and penalties

15. Physical location of business (business address)
  16. Advertising
  17. Purchase and sales agreements
  18. Books and records
  19. Financial statements
  20. Account for money received from customer
- B. TYPES OF BUSINESS ORGANIZATION (2 QUESTIONS)
1. Partnerships
  2. Corporations
  3. Sole proprietorships
  4. Limited Liability Company (LLC)
- C. BIDDING AND ESTIMATING (3 QUESTIONS)  
(Quantity Take-Offs are on Builder's Practice/Trade Exam)
1. General aspects
- D. CONTRACTS (8 QUESTIONS)
1. Terminology and definition
  2. Types
  3. Elements of a binding contract
  4. Addenda, change orders, etc.
  5. Warranties
- Construction financing
6. Construction loan
  7. Mortgage financing
  8. Direct payments from owner
- E. PROJECT MANAGEMENT AND SUPERVISION (2 QUESTIONS)
1. Scheduling (chart/timeline, labor tables, etc.)
  2. Subcontracts
  3. Quality control
  4. Resource management (inventory, purchasing controls, deliveries, personnel, etc.)
  5. Cost management
  6. Draws, progress payments, and retainage (hold-backs)
  7. Customer service



**F. ACCOUNTING AND FINANCE (6 QUESTIONS)**

1. Balance sheet and income statement
2. Financial Ratios (Working Capital, Current Ratio, Quick Assets Ratio, Net Worth to Assets Ratio, Gross Profit to Sales Ratio, True Investment Yield, Margin of Profit, etc.)
3. Sales and accounts receivable
4. Costs and expenses (accounts payable)
5. Cash flow
6. Definitions and terminology
7. Michigan business tax

**G. PERSONNEL (6 QUESTIONS)**

1. State Labor Laws (e.g., wages, overtime, minors)
2. Immigration Form I-9
3. Record keeping
4. Responsibility for MIOSHA record keeping, penalties
5. Employee benefits (health, retirement, vacation, etc.)
6. Workers' Compensation Insurance (e.g., responsibilities for employees and subcontractors' employees)

**H. INSURANCE, BONDS, AND LIENS (4 QUESTIONS)**

1. Insurance on company property
2. Liability insurance
3. Vehicle insurance
4. Builders' risk
5. Business, accident, and life insurance
6. Bonds
7. Title insurance
8. Liens (Construction Lien Act)

**I. PAYROLL TAXES (6 QUESTIONS)**

1. Federal Income, State Income, FICA, Unemployment, etc.

**PART 2 - THE PRACTICE/TRADE EXAMINATION CONTENT OUTLINE**

The examination consists of 100 multiple-choice questions. The minimum passing score for this examination is 73. You will have 150 minutes to complete the Practice/Trades Examination. The number of questions relating to each area on the examination is shown in parentheses.

This examination is CLOSED BOOK, NO reference materials are allowed in the examination center.

**A. LAYOUT (5 QUESTIONS)**

1. Surveying (reference points, monuments, flood plains, wetlands, benchmarks)
2. Soil testing (perk tests, compaction test, soil bearing)
3. Septic requirements
4. Well requirements
5. Plot plan (building lines, setbacks, easements, restrictions, utility source locations)
6. Elevations (transit level, topographical)

**B. PLANS AND SPECIFICATIONS AND ESTIMATING (15 QUESTIONS)**

1. Permits/inspections based on permits
2. Types of plans (floor, framing, truss erection, foundations, etc.)
3. Symbols and legends
4. Scales and dimensions
5. Views, sections, and details
6. Material identification
7. Schedules (window, door, etc.)
8. Materials estimating (takeoffs, volumes, measurements, areas, board feet, etc.)
9. Cost and labor estimating

**C. EXCAVATION/SITEWORK (4 QUESTIONS)**

1. MISS DIG
2. Erosion protection
3. Equipment
4. Clearing and grubbing
5. Grading (cut and fill, rough grading, finish grading, sloping)
6. Excavating and trenching
7. Backfilling
8. Compaction
9. Volume, shrinkage, and swell (expansion)
10. Dewatering
11. Retaining walls

**D. FOOTINGS AND FOUNDATION WALLS (7 QUESTIONS)**

1. Footings (types, dimensions, specifications, etc.)
2. Concrete only as it pertains to foundation walls (strengths, dimensions, reinforcement, etc.)
3. Masonry only as it pertains to foundation walls
4. Insulating Concrete Form foundation walls (ICF)
5. Concrete slab on grade
6. Treated wood foundations
7. Pier and curtain wall foundations
8. Waterproofing and dampproofing
9. Drainage
10. Anchoring systems
11. Structural steel (columns, beams, and girders)
12. Other columns (wood, concrete, and masonry)

**E. CONCRETE (4 QUESTIONS)**

1. Characteristics/types/general
2. Testing (slump, strength)
3. Ingredients and aggregates
4. Admixtures (chloride, retarding agents)
5. Formwork
6. Proportions
7. Flatwork (driveway, sidewalk, floors)
8. Precast concrete panels, steps
9. Placing
10. Joints
11. Finishing (troweling, bullfloating)
12. Curing
13. Reinforcement (wire mesh, rebar, fiber)
14. Suspended concrete slabs and above-grade concrete

**F. CARPENTRY (20 QUESTIONS)**



1. Bracing, bridging, and hangers
2. Span tables
3. Fastening schedules
4. Loads (live, dead, floor load schedule, roof load, wind load, etc.)
5. Notching and boring
6. Sill, sole, and top plates and band (rim) joists
7. Beams (timber, planks, and boards)
8. Floor framing (joists, truss joists)
9. Floor decking/sub-flooring
10. Wood framing for walls (exterior, sheathing, load-bearing, knee walls, wind bracing, partitions/interior, interior soffits)
11. Metal framing (studs)
12. Panel walls (open, closed)
13. Fire blocking and draftstops
14. Ceiling joists
15. Roof framing (rafters, decking, dormers, valleys, soffits, fascia, pitch, crickets, saddles)
16. Roof Trusses
17. Framing for openings (vents, windows, doors, skylights, fireplaces, chimneys, attic access, crawl space access, house fans, etc.)
18. Post and beam framing
19. Stairs (interior, exterior, landings, railings, balusters, rise, run, clearances, width, etc.)
20. Decks (height, rails, materials, footings, etc.)
21. Wood flooring
22. Cabinetry
23. Finish trim and molding

**G. MASONRY (7 QUESTIONS)**

1. Brick (walls, veneer, paver brick, firebrick, etc.)
2. Concrete masonry units (walls, veneer, etc.)
3. Stone (manufactured and natural)
4. Glass blocks
5. Fireplaces and chimneys
6. Construction details (brick ledge, lintels, headers, pilasters and piers, sills, keystones, patterns and bonds, forms and arches)
7. Mortar and grout
8. Anchors, ties, and reinforcement
9. Expansion/control joints
10. Jointing
11. Flashing
12. Weepholes

**H. ROOFING (7 QUESTIONS)**

1. Rolled roofing
2. Fastening procedures
3. Ventilation systems (ridge, box, soffit, etc.)
4. Flashing (wall, chimney, counterflashing, valley, step)
5. Drip edges
6. Water shield membranes (ice and rain guard)
7. Diverters (see framing section for crickets and saddles)
8. Valleys
9. Re-roofing

**Types of roofs**

10. Shingles (asphalt or fiberglass)
11. Wood shingles and shakes
12. Metal

**I. INSULATION (5 QUESTIONS)**

1. Blanket
2. Batt (faced)
3. Batt (unfaced)
4. Blown-in (fiberglass, cellulose)
5. Sprayed-on foam
6. Fiberboard
7. Foam board
8. Foil-faced (reflective)
9. R-values
10. Vapor barriers
11. Sound

**J. VENTILATION (3 QUESTIONS)**

1. Attic (gable vents, baffles)
2. Foundation/crawl space

**K. WINDOWS, DOORS, AND SKYLIGHTS (2 QUESTIONS)**

1. Egress/escape requirements
2. Safety glazing
3. Size
4. Types (storms and screens, pocket door, bi-fold door, sliding window, casement window, etc.)
5. Materials/parts
6. Installation and flashing

**L. SIDING INSTALLATION (4 QUESTIONS)**

1. Associated elements (backer boards, flashing, vents, starter strips, fascia, soffits)
2. Sheathing paper/house wrap
3. Vinyl
4. Wood
5. Plywood
6. Shingles and shakes
7. Aluminum
8. Steel

**M. INTERIOR AND EXTERIOR FINISHING (2 QUESTIONS)**

1. Drywall
2. Exterior painting and staining
3. Suspended ceiling systems
4. Tile and marble (ceramic, slate, granite, terra cotta, etc.)

**N. SPECIALTIES (3 QUESTIONS)**

1. House wrecking and demolition
2. Pool barriers
3. Smoke detectors

**O. SAFETY AND EMPLOYEE PROTECTION INCLUDING MIOSHA (12 QUESTIONS)**

1. General safety requirements (first aid, fire safety, illumination, sanitation, emergency action plan, safety program, etc.)
2. Personal protection equipment



3. Excavation safety (shoring, benching, trench boxes, angle of repose, egress)
4. Ladders and scaffolds
5. Fall protection
6. Hand and power tools, including electrical
7. Roof, deck and ladder jacks
8. Lifting and digging Equipment
9. Hazardous materials, including MSDS
10. Barricades and signs
11. Demolition

- ◆ If you are taking three trades, you will be given 180 minutes to complete the examinations.

### SALESPERSON LICENSE EXAMINATION

# of Questions	Passing % Score	Passing Raw Score	Time Allowed
45	72	32	90 minutes

### MAINTENANCE & ALTERATION (M&A) CONTRACTOR LICENSE EXAMINATIONS

This examination is CLOSED BOOK, NO reference materials are allowed in the examination center.

#### Maintenance and Alteration Contractor Examinations

In order to be licensed as an M&A Contractor, you will be required to pass the Business and Law Examination (see page 7 for details regarding this examination) as well as an examination for each trade(s) in which you wish to be licensed. Each trade examination includes from 25 to 50 scored multiple-choice questions as follows:

<u>Trade Examination</u>	<u>Number of Questions</u>	<u>Passing % Score</u>	<u>Passing Raw Score</u>
Basement	50	72	36
Waterproofing	50	72	36
Carpentry	50	72	36
Concrete	55	72	40
Excavation	40	72	29
Gutters	35	72	25
House Wrecking	25	72	18
Insulation Work	50	72	36
Masonry	50	72	36
Painting & Decorating	50	72	36
Roofing	50	72	36
Siding	45	72	32
Screen & Storm Sash	35	72	25
Swimming Pools	50	72	36
Tile & Marble	50	72	36

Please request the supplement(s) to this Candidate Information Bulletin for the specific content outline(s) and respective numbers of examination questions for the trade(s) that you have selected. You may also print the content outlines by visiting our website at [www.psiexams.com](http://www.psiexams.com).

You may take a maximum of three examinations per registration. Each registration is valid for one appointment to take the examination(s). Below are the time limits for the M&A examinations.

- ◆ If you are taking the Business and Law and one trade, you will be given 135 minutes to complete the examinations.
- ◆ If you are taking the Business and Law and two trades, you will be given 195 minutes to complete the examinations.
- ◆ If you are ONLY taking the Business and Law, you will be given 75 minutes to complete the examination.
- ◆ If you are ONLY taking one trade, you will be given 60 minutes to complete the examination.

Topic Information	# of Items
1. <b>REGULATORY AND STATUTORY REQUIREMENTS</b> <ol style="list-style-type: none"> <li>a. Understand when a Salesperson License is Required</li> <li>b. Know Actions Subject to Disciplinary Action</li> <li>c. Understand the Complaint, Investigations, and Hearings Process</li> <li>d. Renew License</li> <li>e. Understand the Builder/Contractor-Salesperson Relationship</li> <li>f. Display License Appropriately</li> <li>g. Understand how to Report Changes to License</li> <li>h. Understand Permitting and Inspection Requirements</li> <li>i. Understand Discriminatory Activities Under Fair Housing Guidelines</li> <li>j. Understand Discriminatory Activities Under Civil Rights Act (Elliot-Larsen Civil Rights Act)</li> <li>k. Understand Truth in Advertising Guidelines</li> <li>l. Understand Guidelines for Home Solicitation Sales Knowledge of emergency situations when consumer can waive cancellation)</li> <li>m. Understand General State Building Code Requirements</li> <li>n. Understand when Building Restrictions may Apply</li> <li>o. Comply with Easements and Setbacks</li> <li>p. Comply with EPA Regulations on Hazardous Materials</li> <li>q. Comply with do-not-call and associated regulations</li> <li>r. Comply with requirements of Patriot Act (knowledge of consumer's personal information that cannot be captured on paper or in file)</li> </ol>	16
2. <b>CONTRACTS</b> <ol style="list-style-type: none"> <li>a. Understand the Types of and Components of Contracts</li> <li>b. Understand the Terminology Related to Contracts</li> <li>c. Comply with State Requirements for Contracts</li> <li>d. Understand and Create Addenda and Change Orders</li> <li>e. Understand and Adjust Contract for Factors Affecting Completion Date</li> <li>f. Comply with Guidelines for Allowances</li> <li>g. Understand Basic Concept of Warranties</li> <li>h. Understand Definition of Breach of Contract</li> </ol>	16



	<ul style="list-style-type: none"> <li>i. Understand Concept of Lien Waiver</li> <li>j. Explain Financing Process</li> <li>k. Create and Explain Payment Schedules</li> </ul>	
3.	<b>MATHEMATICS, MEASUREMENTS, AND ESTIMATING</b> <ul style="list-style-type: none"> <li>a. Understand and Apply Basic Concepts and Terminology for Estimating Cost of a Contract</li> <li>b. Compute Markup/Profit and Overhead</li> <li>c. Compute Discounts</li> <li>d. Perform Calculations Using Basic Math</li> </ul>	<b>8</b>
4.	<b>PRINTS, PLANS, AND SPECIFICATIONS</b> <ul style="list-style-type: none"> <li>a. Interpret Symbols and Legends</li> <li>b. Compute Actual Dimensions Based on Scale</li> <li>c. Understand and Interpret Different Types of Plan Views</li> <li>d. Identify basic information on plan drawings</li> </ul>	<b>5</b>

**SUGGESTED STUDY MATERIALS**

The study materials listed here should be helpful to candidates preparing for the **Business and Law** examination, the **Residential Builder Practice/Trade** examination, and the **Salesperson** examination. (Suggested study materials for the individual M&A Contractor examinations are included with the separate content outline for each trade.)

Except for the Michigan Laws, Rules, Codes and Standards, neither the Department nor PSI endorses any of the materials listed. However, we try to ensure that the references are currently available and consist of recognized industry standards.

If the answer to a specific examination question could differ because of conflicting information contained in the suggested study materials, the legal requirement, such as a law, regulation, board or commission rule, or building code, takes precedence over (overrides) any other reference. If two legal requirements appear to conflict, the Michigan specific law, regulation, board or commission rule, or building code, takes precedence over the national one. Information from the suggested study materials listed here takes precedence over information from all other sources or persons.

This is only a sample of the available reference materials that contain information about the professions. These materials contain neither all of the general trade knowledge required to be competent in any specific area nor all of the information on which you will be tested. Also, please be aware that reference materials may go out of print or be otherwise unavailable.

Please contact a library, community college, currently practicing builder or contractor, Code enforcement agency, or other specialists in the profession for additional information or reference material.

These examinations are CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

**Important Links**

The following are links to the websites for government agencies. These websites are also available as links on our website at [www.psiexams.com](http://www.psiexams.com).

*Michigan Board of Residential Builders and Maintenance and Alteration Contractors.* Web Page for Residential Builders Board. [www.michigan.gov/builders](http://www.michigan.gov/builders)

*Michigan Bureau of Construction Codes* Order Form for Obtaining Residential Construction Codes. [www.michigan.gov/bcc](http://www.michigan.gov/bcc)

*Michigan "Workers' Disability Compensation Act of 1969", Act 317 of 1969, as amended.* [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-317-of-1969.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-317-of-1969.pdf)

*Workers' Disability Compensation Guide,* Web Page Presented By The Michigan Economic Development Corporation. [www.michigan.org/medc/services/workerscomp/index.asp](http://www.michigan.org/medc/services/workerscomp/index.asp)

*Workers' Disability Compensation Coverage, Q&A for Subcontractors, General Contractors, and Independent Contractors.* [www.michigan.gov/documents/cis\\_bwuc\\_contr\\_29680\\_7.pdf](http://www.michigan.gov/documents/cis_bwuc_contr_29680_7.pdf)

**Business and Law Examination Study Materials**

This examination is CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

(For use by candidates for the Residential Builder and M&A Contractor examinations.)

*Stille-Derossett-Hale Single State Construction Code, Act 230 of 1972 as amended,* Michigan Department of Energy, Labor & Economic Growth, Bureau of Construction Codes and Fire Safety, Office of Management Services P.O. Box 30255, Lansing, MI 48909, (517) 241-9313. [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-230-of-1972.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-230-of-1972.pdf) Purchase required.

*Michigan Residential Code, 2006,* Michigan Department of Energy, Labor & Economic Growth, Bureau of Construction Codes, Office of Management Services, PO Box 30255, Lansing, MI 48909, (517) 241-9313. [www.michigan.gov/bcc](http://www.michigan.gov/bcc) Purchase required.

*Michigan Occupational Safety and Health Act 154 of 1974 as amended, and Administrative Rules for All Industries,* Michigan Department of Energy, Labor & Economic Growth, MIOSHA Standards Division, P.O. Box 30643, Lansing, MI 48909, (517) 322-1845. Price: Free. *All MIOSHA standards may be printed from the MIOSHA web site:* [www.michigan.gov/mioshastandards](http://www.michigan.gov/mioshastandards)

*Workers' Disability Compensation Act of 1969, Act 317 of 1969 as amended,* and the pamphlet entitled *General Information Regarding Rights and Responsibilities Under the Act,* Questions & Answers for Subcontractors, General Contractors, and Independent Contractors, Michigan Department of Energy, Labor & Economic Growth, Bureau of Workers' Disability Compensation, Compliance Division,



P.O. Box 30016, Lansing, MI 48909, (517) 322-1195.  
Price: Free.

Michigan Business Tax Frequently Asked Questions (current edition), State of Michigan, Department of Treasury, Treasury Building, P.O. Box 15128, Lansing, MI 48901, (517) 636-6263. [www.michigan.gov/treasury](http://www.michigan.gov/treasury) ; [www.michigan.gov/documents/taxes/MBTFAQ\\_208917\\_7.pdf](http://www.michigan.gov/documents/taxes/MBTFAQ_208917_7.pdf)

(You may only access this reference via a download from this website. It is not available in hard copy.) Price: Free.

*Circular E. Employer's Tax Guide*, 2007, Internal Revenue Service, (800) 829-1040, [www.irs.gov/pub/irs-pdf/p15.pdf](http://www.irs.gov/pub/irs-pdf/p15.pdf), Price: Free.

*Elliott-Larsen Civil Rights Act, P.A. 453 of 1976*, Michigan Civil Rights Commission, Victor Office Center, Suite 700, 201 N. Washington Square, Lansing, MI 48913, (517) 335-3165. [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-453-of-1976.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-453-of-1976.pdf) Price: Free.

*Residential Builders Laws and Rules Relating to Residential Builders and Maintenance and Alteration Contractors*, State of Michigan, Residential Builders and Maintenance and Alteration Contractors Board. This will be mailed to first time candidates by PSI with the examination confirmation notice. You may purchase additional copies of this booklet from PSI for a fee of \$5 per booklet (plus shipping). To order go to PSI's online store at [www.psionlinestore.com](http://www.psionlinestore.com).

*Construction Contracting*, Seventh Edition, 2005, Richard H. Clough, ISBN: 0-471-44988-1, John Wiley & Sons, Inc., 605 Third Avenue, New York, NY 10158, (800) CALL-WILEY, [www.catalog.wiley.com](http://www.catalog.wiley.com). Purchase Required.

*Builder's Guide to Accounting - Revised Edition*, 2001, Michael C. Thomsett, Craftsman Book Company, 6058 Corte del Cedro, Carlsbad, CA 92009. [www.craftsman-book.com/cbcstore](http://www.craftsman-book.com/cbcstore) Purchase required.

*Americans with Disabilities Act*, Questions and Answers, U.S. Dept. of Justice Civil Rights Division, Americans with Disabilities, Disability Rights Section, Tel. (800) 514-0301, TDD (800) 514-0383, Fax (202) 307-1198 [www.usdoj.gov/crt/ada/pubs/ada.txt](http://www.usdoj.gov/crt/ada/pubs/ada.txt) Price: Free.

*EPA publication: The Lead-Based Paint Pre-Renovation Education Rule*, Environmental Protection Agency, Ariel Rios Building, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20460, Tel. (202) 272-0167. US EPA Region 5 (serving IL, IN, MI, MN, OH, WI and 35 tribes), 77 W. Jackson Blvd., Chicago, IL 60604, Tel. (312) 353--2000 or (800) 621-8431, [www.epa.gov/oppt/lead/pubs/interiorfinal2.pdf](http://www.epa.gov/oppt/lead/pubs/interiorfinal2.pdf) Price: Free.

*Home Solicitation Sales*, Act 227 of 1971, Michigan Legislative Council, Tel. (517) 373-0212, [www.michiganlegislature.org/mileg.asp?page=print&objName=mcl-act-227-of-1971](http://www.michiganlegislature.org/mileg.asp?page=print&objName=mcl-act-227-of-1971) (You may only access this reference via a download from this website. It is not available in hard copy.) Price: Free.

*Uniform Commercial Code*, Act 174 of 1962, Article 2, Part 2, Form, Formation & Readjustment of Contracts, Michigan Legislative Council, Tel. (517) 373-0212, [www.michiganlegislature.org/mileg.asp?page=print&objName=mcl-174-1962-2-2](http://www.michiganlegislature.org/mileg.asp?page=print&objName=mcl-174-1962-2-2) (You may only access this reference via a download from this website. It is not available in hard copy.) Price: Free

*Employing Minors in Michigan*, Wage & Hour Division Michigan Department of Energy, Labor & Economic Growth, 7150 Harris Dr, Lansing, MI 48909-7976, (517) 322-1825 [www.michigan.gov/documents/Brochure90\\_30634\\_7.12-01.doc](http://www.michigan.gov/documents/Brochure90_30634_7.12-01.doc) Price: Free.

*Minimum Wage Law of 1964*, Act 154 of 1964, Wage & Hour Division Michigan Department of Energy, Labor & Economic Growth, 7150 Harris Dr, Lansing, MI 48909-7976, (517) 322-1825 [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-154-of-1964.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-154-of-1964.pdf) Price: Free.

*Payment of Wages and Fringe Benefits*, Act 390 of 1978, Wage & Hour Division Michigan Department of Energy, Labor & Economic Growth, 7150 Harris Dr, Lansing, MI 48909-7976, (517) 322-1825 [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-390-of-1978.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-390-of-1978.pdf) Price: Free.

*U.S. Department of Justice*, Handbook for Employers, Employment Eligibility Verification, Form I-9, Form I-9 Employment Eligibility Verification: Title 8 CFR 274, U.S. Government Printing Office, P. O. Box 371954, Pittsburgh, PA 15250-7954, Tel. (888) 293-6498, Fax (202) 512-1262 [www.uscis.gov/files/nativedocuments/m-274.pdf](http://www.uscis.gov/files/nativedocuments/m-274.pdf) Price: Free.

### Practice/Trade Examination Study Materials

This examination is CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

(For use by candidates for Part 2 of the Residential Builder examination.)

*Stille-Derossett-Hale Single State Construction Code*, Act 230 of 1972 as amended, Michigan Department of Energy, Labor & Economic Growth, Bureau of Construction Codes and Fire Safety, Office of Management Services P.O. Box 30255, Lansing, MI 48909, (517) 241-9313. [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-230-of-1972.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-230-of-1972.pdf) Purchase Required.

*Michigan Residential Code, 2006*, Michigan Department of Energy, Labor & Economic Growth, Bureau of Construction Codes, Office of Management Services, PO Box 30255, Lansing, MI 48909, (517) 241-9313. [www.michigan.gov/bcc](http://www.michigan.gov/bcc) Purchase required.

*Michigan Occupational Safety and Health Act 154 of 1974* as amended, and *Administrative Rules for All Industries*, Michigan Department of Energy, Labor & Economic Growth, MIOSHA Standards Division, P.O. Box 30643, Lansing, MI 48909, (517) 322-1845. Price: Free. *All MIOSHA standards may be printed from the MIOSHA web site: [www.michigan.gov/mioshastandards](http://www.michigan.gov/mioshastandards)*



*Pipe and Excavation Contracting*, 1987, by Dave Roberts, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, (800) 829-8123, [www.Craftsman-book.com](http://www.Craftsman-book.com) Purchase Required.

*Carpentry & Building Construction*, 6th Edition, 2004, Feirer, Hutchings and Feirer, ISBN 007822702X, Glencoe-McGraw-Hill, (800) 334-7344, P.O. Box 543, Blacklick, OH 43004, <https://www.mcgrawhill.ca/highereducation/php/bookinfo.php?isbn=007822702X&pNumber=336830>. Purchase Required.  
(You may also use the 1997 edition, ISBN 002838699X).

*Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses*, 2006, Wood Truss Council of America, (608) 274-4849, [www.woodtruss.com](http://www.woodtruss.com) Purchase Required.

*The Contractor's Guide to Quality Concrete Construction*, 2nd edition, 1998, American Concrete Institute, PO Box 9094, Farmington Hills, MI 48333, (248) 848-3700, [www.aci-int.org](http://www.aci-int.org) Purchase Required.

*Modern Masonry*, 2010 (Seventh Edition), Clois E. Kicklighter, The Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243, (800) 323-0440, [www.goodheartwilcox.com](http://www.goodheartwilcox.com) Purchase Required.

*Roofing Construction and Estimating* by Daniel Atcheson, 1995, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, (800) 829-8123, [www.Craftsman-book.com](http://www.Craftsman-book.com) Purchase Required.

*Walkers Insulation Techniques and Estimating Handbook*, 1983, by Harry Hardenbrook and Gary D. Cook, Frank R. Walker Company, 1989 University Lane Unit C, Lisle, IL 60532, (800) 458-3737, [www.frankrwalker.com](http://www.frankrwalker.com) Purchase Required.

*Building Trades Print Reading*, 2000, by Thomas E. Proctor, American Technical Publishers, Inc. 1115 W. 175th Street, Homewood, IL 60430, (800) 323-3471 [www.buildersbook.com](http://www.buildersbook.com) Purchase Required.

### Salesperson Examination Study Materials

This examination is CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

*Building Trades Printreading - Part 2 Residential and Light Commercial Construction*, Fourth Edition, 2004, Thomas E. Proctor, ISBN: 0-8269-0425-4, American Technical Publishers, Inc., 1155 W. 175th St., Homewood, IL 60430-4600, (800) 323-3471, [www.go2atp.com](http://www.go2atp.com)

*Michigan Home Solicitation Sales*, Act 227 of 1971 - As Amended, Michigan Legislative Council, 124 West Allegan, Michigan National Tower, Third Floor, PO Box 3-36, Lansing, MI 48909, (517) 373-0212 [www.michiganlegislature.org/mileg.asp?page=print&o](http://www.michiganlegislature.org/mileg.asp?page=print&o)

*Residential Builders Laws and Rules Relating to Residential Builders and Maintenance and Alteration Contractors*, State of Michigan, Residential Builders and Maintenance and Alteration Contractors Board. This will be mailed to first time candidates by PSI with the examination

confirmation notice. You may purchase additional copies of this booklet from PSI for a fee of \$5 per booklet (plus shipping). To order go to PSI's online store at [www.psiolinestore.com](http://www.psiolinestore.com).

*Elliott-Larsen Civil Rights Act, P.A. 453 of 1976*, Michigan Civil Rights Commission, Victor Office Center, Suite 700, 201 N. Washington Square, Lansing, MI 48913, (517) 335-3165. [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-453-of-1976.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-453-of-1976.pdf) Price: Free.

*Construction Contracting*, Seventh Edition, 2005, Richard H. Clough, ISBN: 0-471-44988-1, John Wiley & Sons, Inc., 605 Third Avenue, New York, NY 10158, (800) CALL-WILEY, [www.catalog.wiley.com](http://www.catalog.wiley.com) . Purchase Required.

*Carpentry and Building Construction*, John L. Feirer and Mark D. Feirer, 2010 Edition, Glencoe/McGraw-Hill, PO Box 543, Blacklick, OH 43004, (800) 334-7344, [www.glencoe.com](http://www.glencoe.com), ISBN: 0-07-822702-X Purchase Required.



# COMPLETING THE MICHIGAN RESIDENTIAL BUILDER BOARD EXAMINATIONS REGISTRATION FORM

1. **Legal Name** Print your legal name in the boxes provided, using one box per letter. If your name is longer than the boxes allow, print as many letters as possible. **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 two forms of VALID identification.**
2. **Social Security Number** Your Social Security Number is used for identification purposes only. Print only one number per box.
3. **Physical Address** Your license must include a Michigan physical address. PO Box numbers alone are not acceptable. Print only one letter or number per box. Do not include punctuation marks; leave blank spaces to show spaces. Check the box to alert PSI of any address change.
4. **Mailing Address** **All examination information will be sent to the address you provide here; if different from physical address.** Check the box to alert PSI of any address change.
5. **Telephone** Please provide both home and office telephone numbers (including area codes).
6. **Email Address** Please provide your email address.
7. **Birth Date** Please provide your date of birth (i.e., "09-18-60" for September 18, 1960).
8. **Examination Type** Check the box indicating the examination for which you are registering.  
**Residential Builder** - One who contracts to build or is responsible for building a complete residential structure or combination residential and commercial structure, using many trades. One who manufactures, assembles, constructs, deals in, or distributes a residential or combination residential and commercial structure which is prefabricated, precut, packaged, or shell housing. A licensed residential builder may also do maintenance and alteration work.  
**Maintenance and Alteration Contractor** - One whose contracting activity is limited to specific trades or crafts such as carpentry and masonry. If you are applying for the Maintenance and Alteration Contractor examination, you must select the trade(s) in which you wish to be licensed. If you intend to engage in general remodeling or work in three or more trades, you may wish to register for the Residential Builder examination. **If you are already licensed and are applying for an add-on trade(s), check the appropriate box and write your current license number in the space provided.**  
**Salesperson** - One who is an employee or agent, other than a qualifying officer, of a licensed residential builder or maintenance and alteration contractor, who is compensated for selling the goods and services of a residential builder or maintenance and alteration contractor.
9. **Examination Parts** Check the box(es) indicating which examination part(s) you wish to take. Enter the total number of parts requested in the space provided.  
  
Residential Builder Candidates, First Time Testing and Retesting for Both Parts **MUST** register and sit for both parts, (Part 1, Business & Law AND Part 2, Practice & Trades) during one examination session. Testing for **ONLY** Part 1 or Part 2 during one examination session is restricted to Residential Builder Candidates Retesting because they have previously passed one part, and the passing score is still valid  
  
M&A Candidates First Time Testing **MUST** register and sit for the minimum of the Business & Law and one Trade examination. M&A Candidates may sign up for a maximum of three parts per examination session.
10. **Examination Fees** Check the box in either column 10.a or 10.b indicating first time testing or retesting. Complete the appropriate column and enter the total amount of your examination fee. (Please refer to the Candidate Information Bulletin, "Examination Fees" section, if you have any questions.)
11. **Special Accommodations Requested** If you will require special accommodations because of a disability, please check "YES." Send a letter and the required documentation to PSI (Please refer to page 4 of this Candidate Information Bulletin).
12. **Signature** Sign and date this Examination Registration Form in the space provided.
13. **Registration Procedures** Follow the instructions indicated here to register by mail, telephone, Fax or internet.





11. SPECIAL ACCOMMODATIONS REQUESTED *You must fill out the special arrangement request form found at [www.psiexams.com](http://www.psiexams.com). Select Michigan, and the license type, and the form will be found under "Information Links". A copy of this form may also be obtained by phoning 1-800-733-9267.*  
 Yes     No

12. SIGNATURE  
*I HAVE READ THE CANDIDATE INFORMATION BULLETIN AND UNDERSTAND 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.**

13. REGISTRATION PROCEDURES

To register **BY MAIL**, complete and send this registration form with the applicable fees to the address below.

**PSI LICENSURE: CERTIFICATION**  
ATTN: Examination Registration MI RB  
3210 E Tropicana  
Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)

Fees payable to PSI may be made by (1) cashier's check or (2) money order. Please note the last 4 digits of your Social Security Number on your cashier's check or money order. **Cash and personal or company checks are NOT accepted. Registration fees are not refundable and not transferable.** Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

To register **BY TELEPHONE**, complete this registration form (with credit card information). (For Salesperson Re-take Candidates Only) and call: ..... (800) 733-9267

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

To register **BY INTERNET**, see page 3 of this bulletin. (For Salesperson Re-take Candidates Only)

Credit card (MasterCard or VISA) payment (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: \_\_\_\_\_



PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121

FIRST CLASS MAIL

