



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.

PSI
3210 E Tropicana
Las Vegas, NV 89121
<https://test-takers.psiexams.com/vacon/test>
Email: DPORSupport@psionline.com

COMMONWEALTH OF VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

CONTRACTOR SPECIALTY EXAMINATION CANDIDATE INFORMATION BULLETIN

EXAMINATIONS TO BE TAKEN BY THE COMPANY'S QUALIFIED INDIVIDUAL

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Please refer to <https://test-takers.psiexams.com/vacon/test> 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 in the Commonwealth of Virginia. To be licensed or certified, the Qualified Individual must pass an examination to confirm that you have attained a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Department of Professional and Occupational Regulation (the Department) has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer 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.

Effective March 1, 2016, all Contractor Exam Accommodations will require pre-approval from the Department prior to taking the examination. Candidates will need to apply for eligibility with the Department before being allowed to take an examination. Eligibilities are good for one year. If you fail, you may test unlimited during that one-year period.

Following are the examinations for the Qualified Individual offered by PSI:

- Alternative Energy Systems
- Asphalt Paving and Sealcoating
- Billboard/Sign Contracting
- Commercial Building Technical Contractor
- Commercial Improvement Contracting
- Concrete Contracting
- Drywall Contracting
- Electronic/Communication Service Contracting
- Environment Monitoring Well Contracting
- Environmental Specialties Contracting
- Equipment/Machinery Contracting
- Farm Improvement Contracting
- Finish Carpentry
- Fire Alarm Systems Contracting
- Fire Suppression Contracting
- Floor and Floor Covering
- Framing Subcontractor
- Glass and Glazing
- Highway Heavy Contracting
- Home Improvement Contracting
- Industrial Building Contracting
- Insulation and Weather Stripping
- Landscape Irrigation Contracting
- Landscape Service Contracting Endorsement
- Marine Facility Contracting
- Masonry Contracting
- Painting and Wallcovering Contracting
- Recreational Facility Contracting
- Refrigeration Contracting
- Residential Building Contractor
- Roofing Contracting
- Steel Erection
- Swimming Pool Construction Contracting
- Tile, Marble, Ceramic and Terrazzo
- Underground Utility and Excavating
- Vessel Construction Contracting

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

PSI
3210 E Tropicana
Las Vegas, NV 89121
(855) 340-3910 • Fax (702) 932-2666
<https://test-takers.psiexams.com/vacon/test>

Questions about eligibility, licensure or certification should be directed to the:

Commonwealth of Virginia
Department of Professional and
Occupational Regulation
Board for Contractors
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8511
<http://www.dpor.virginia.gov/Boards/Contractors/>
email: contractor@dpor.virginia.gov

EXAMINATION CONTENT OUTLINES AND REFERENCE MATERIAL

Individual examination content outlines are available from PSI for each examination. Content outlines indicate the examination time limit, minimum score required to pass, subject area, number of items in each area, and reference material used to prepare the questions on the examination. **To obtain a content outline for your specific examination, please see page 6 of this Candidate Information Bulletin.**

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.

REGISTRATION AND SCHEDULING PROCEDURES

Once you are approved by the Department, it is your responsibility to contact PSI to pay and schedule for the examination. Eligibilities are good for one year. If you fail, you may test unlimited during that one-year period.

Examination Fee	\$85
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ON-LINE ([HTTPS://TEST-TAKERS.PSIEXAMS.COM/VACON/TEST](https://test-takers.psiexams.com/vacon/test))

For the fastest and most convenient examination scheduling process, PSI recommends that you pay and register for your examination using the Internet. You pay and register online by accessing PSI's registration website at <https://test-takers.psiexams.com/vacon/test>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

TELEPHONE

PSI registrars are available at (855) 340-3910 Monday through Friday, between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

For telephone registration, you will need you will need a valid credit card (VISA, MasterCard, American Express, or Discover).

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees can be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check, or cashier's check. Make your money order or check payable to PSI and print your name on it to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.** Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

SOCIAL SECURITY OR DMV NUMBER CONFIDENTIALITY

PSI will use your Social Security or DMV Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. You **MUST** provide your Social Security or DMV number to the state to complete the licensing process.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin

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 (855) 340-3910 or use the PSI website.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI and speak directly 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 and follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone, by fax, or by mail. Once registered, you can schedule for your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

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 two days before the scheduled examination date; or
- Do not appear for your examination appointment; or
- Arrive after Examination Start Time; 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 an 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 (855) 340-3910. Every effort will be made to reschedule your examination at a convenient time as soon as possible.



COMPUTER EXAMINATION CENTER LOCATIONS

Following are the examination centers where you may take the Virginia licensing examinations. Virginia candidates can only test at the examination centers listed below. They are not allowed to test out-of-state.

ALEXANDRIA AREA

205 S. Whiting St
The Landmark Building, Suite 608
Alexandria, VA 22304

FREDERICKSBURG AREA

2020 Lafayette Blvd
Fredericksburg, VA 22401

HARRISONBURG AREA

2322 Blue Stone Hills Drive, Suite 280
Harrisonburg, VA 22801

CHARLOTTESVILLE

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

SALISBURY AREA

1322 Belmont Avenue, Bldg #2, Suite 203
Salisbury, MD 21801

JOHNSON CITY

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

RICHMOND

Moorefield VI Building
620 Moorefield Park Drive
Suite 205
Richmond, VA 23236

ROANOKE

5115 Bernard Dr, Suite 104
Roanoke, Virginia 24018

STAFFORD

1010 Corporate Drive, Suite 103
Stafford, VA 22554

TAZEWELL

165 Chamber Drive
Tazewell, VA 24651

VIENNA AREA

1919 Gallows Rd, Suite 360
Vienna, VA 22182

VIRGINIA BEACH

484 Viking Dr, Suite 105
Virginia Beach, VA 23452

You cannot take the following out-of-state due to handouts being needed.

- Electronic/Communication Service Contracting
- Commercial Building Technical Contractor

- Drywall Contracting

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 VALID form of government-issued identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the legal name that you registered under to take the examination. If the name in the PSI system does not match the name on your government-issued ID and 2nd form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.

Failure to provide ALL 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.

SECURITY PROCEDURES

- Candidate will be given an LCD Writing tablet at check-in that must be returned at check-out. This is to be used for notes.
- Candidates may bring reference books. However, no study guides are allowed. Reference books may be highlighted, underlined, and/or indexed prior to the exam. They must be otherwise UNMARKED (not written in). Sample examinations are not allowed.
- Candidates are allowed to bring a word-to-word translation dictionary. Word-to-word language translation dictionaries are not to contain pictures or definitions.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
 - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.



- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
- **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, 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 examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.
-

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer 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 following the tutorial so that you may practice answering questions and reviewing your answers.

TEST QUESTION SCREEN

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

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.

EXPERIMENTAL ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" 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. Please note: time has been added to the Commercial Building Technical Contractor examination for experimental items, see the content outline link on page 6.

EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

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

Your score will be given to you immediately following completion of the examination. 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 **pass**, you will immediately receive a successful notification.

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.



DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 340-3910.

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/Boards/Contractors/>

NOTE: YOU MUST USE THE SAME NUMBER (SS OR DMV) WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.

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



Click the link to view your Virginia Contractor Specialty Outline

[VA Alternative Energy System Contracting](#)

[VA Asphalt Paving and Sealcoating Contracting](#)

[VA Billboard/Sign Contracting](#)

[VA Commercial Building Technical Contractor](#)

[VA Commercial Improvement Contracting](#)

[VA Concrete Contracting](#)

[VA Drywall Contracting](#)

[VA Electronic/Communication Service Contracting](#)

[VA Environmental Monitoring Well Contracting](#)

[VA Environmental Specialties Contracting](#)

[VA Equipment and Machinery Contracting](#)

[VA Farm Improvement Contracting](#)

[VA Finish Carpentry Contracting](#)

[VA Fire Alarm Systems Contracting](#)

[VA Fire Suppression Contracting](#)

[VA Flooring and Floor Covering Contracting](#)

[VA Framing Subcontractor](#)

[VA Glass and Glazing Contracting](#)

[VA Highway Heavy Contracting](#)

[VA Home Improvement Contracting](#)

[VA Industrialized Building Contracting](#)

[VA Insulation and Weather Stripping Contracting](#)

[VA Landscape Irrigation Contracting](#)

[VA Landscaping Service Contracting](#)

[VA Marine Facility Contracting](#)

[VA Masonry Contracting](#)

[VA Painting and Wallcovering Contracting](#)

[VA Recreational Facility Contracting](#)

[VA Refrigeration Contracting](#)

Click the link to view your Virginia Contractor Specialty Outline

[VA Residential Building Contracting](#)

[VA Roofing Contracting](#)

[VA Steel Erection Contracting](#)

[VA Swimming Pool Construction Contracting](#)

[VA Tile, Marble, Ceramic, and Terrazzo Contracting](#)

[VA Underground Utility and Excavating Contracting](#)

[VA Vessel Construction Contracting](#)

VIRGINIA EXAM ACCOMMODATION REGISTRATION FORM

Before you begin...

Be sure to read the Candidate Information Bulletin before filling out this registration form. PLEASE TYPE OR PRINT LEGIBLY.

Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed.

1. LEGAL NAME

Last Name																								(Jr/III)		
First Name												Middle Name														

2. SOCIAL SECURITY NUMBER OR DMV NUMBER

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YOU MUST USE THE SAME NUMBER (SS OR DMV) WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.

3. MAILING ADDRESS

Number, Street																								Apt No		
City												State		Zip Code				-								

4. PHYSICAL ADDRESS (must complete)

Number, Street																								Apt No		
City												State		Zip Code				-								

5. TELEPHONE

Cell

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 Office

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6. EMAIL _____@_____

7. DATE OF BIRTH

		-			-			
M	M		D	D		Y	Y	

8. EXAMINATION NAME

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First Time Retake

9. Total Fee \$85.

You may pay fees by credit card, money order, company check or cashier's check. Make your money order or check payable to PSI and note your name on it. Cash and personal checks are NOT accepted. **Registration fees are not refundable or transferable.**

If you wish to pay by credit card, check one: VISA MasterCard American Express Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Bill Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

10. I am submitting the Exam Accommodation Request Form (at the end of this bulletin) and required documentation.

Yes No

Complete and forward this registration form with the applicable examination fee to:

PSI * ATTN: Examination Registration VA SP
3210 E Tropicana Ave * Las Vegas, NV* 89121
Fax (702) 932-2666 * (855) 340-3910 * TTY (800) 735-2929 * <https://test-takers.psiexams.com/vacon>



EXAM ACCOMMODATIONS REQUEST FORM INSTRUCTIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

**MAKE SURE YOU ARE ELIGIBLE FOR THE EXAMINATION BEFORE
REQUESTING EXAMINATION ACCOMMODATIONS**

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3210 E Tropicana
Las Vegas, NV 89121