



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.*

STATE OF ALABAMA HOME BUILDER

CANDIDATE INFORMATION BULLETIN



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Please refer to our website to check for the most updated information at www.psiexams.com

FREQUENTLY ASKED QUESTIONS

1. Q: What do I have to do to get a residential builder's license?
A: Apply for the license, pass an examination, provide a satisfactory credit report. For examination fees, see page 2 of the Candidate Information Bulletin.

2. Q: How do I get an application for a license?
A: Send request, with check or money order for \$25.00, to:

Home Builders Licensure Board
445 Herron St
Montgomery, AL 36130

You may also pick up a license packet by coming into the Board's office.

3. Q: Does the application packet contain testing/study materials?
A: No; however, it contains reference lists of materials that are used in developing the test. These may be acquired and used for study prior to the test as well as used by the candidate during the open book test. All questions regarding the examination are addressed on page 6 of the CIB.

4. Q: Do I need to have authorization from the Licensure Board to schedule/take the examination?
A: No.

5. Q: How often is the test given?
A: Almost daily, as space availability permits. PSI has four testing centers in Alabama, located in the Birmingham Area (Vestavia), Huntsville, Mobile, and Montgomery. When you call to schedule your test (or use the Internet, you will be able to select an available testing date and time convenient to your schedule.

6. Q: Do I have to apply for a license before I take the examination?
A: No; however, it is helpful to the Board to have an application on file when the test score comes in.

EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a contractor in the State of Alabama.

Alabama state law requires home builders to be licensed and regulated by the Alabama Home Builders Licensure Board. Eligibility for licensure will be determined by the board for all license candidates who have successfully completed their licensing examination.

The Licensure Board has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Alabama. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

HOW TO OBTAIN A PACKET

The state sells a license package, for a small fee, that includes the license application and this Candidate Information Bulletin. Send a written request and a \$25 check or money order to:

Request a license package from:

Home Builders Licensure Board
445 Herron St
Montgomery, AL 36130
(334) 242-2230 • Fax: (334) 263-1397
www.hblb.state.al.us

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

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

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

ELIGIBILITY AND FEES

- Home Builders are required to pass a home builder examination for licensure.
 - You may take the examination on an unlimited basis.
 - Any passing test score is valid for a period of 3 years from the date it was passed.

The following fee table lists the applicable fee for the examination. The fee is for each registration, whether you are taking the examination for the first time or repeating.

Examination Fee	\$98
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REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. REGISTRATION FEES EXPIRE AFTER ONE YEAR OF REGISTERING.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the examination site.
- You will be asked to select the examination. You will then enter your personal and contact information. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover). Call PSI registrars at 800-733-9267 Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time to register and schedule your exam.

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.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), company check, money order or cashier's check, made payable to PSI. Print your name on the check or money order to ensure that your fees are properly assigned. Personal checks and cash 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.



SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time. 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 6:00 pm Central Time. Please be prepared to offer alternate examination appointment choices.

CANCELING AN EXAMINATION 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 or use the PSI website.

Note: A voice mail message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI to 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 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, 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 schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

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.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site 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. You may also check our website at www.psiexams.com.

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 state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATIONS

The PSI Occupational Licensing examinations are administered at the examination centers listed below:

Birmingham (Vestavia Hills)
100 Centerview Drive, Suite 100
Vestavia Hills, AL 35216

After you exit I-65 at Hwy 31, turn North on Highway 31 toward Vestavia Hills. Turn right at first traffic light onto Vestavia Parkway. Turn right at the first street onto Centerview Drive. Turn left into the first parking lot.

Huntsville
4900 University Square, Suite 4
Huntsville, AL 35816

From Memorial Parkway (US-431/231), take the University Dr (US-72 W) exit. Turn right on The Boardwalk. You will come to a dead end, facing 4900 University Square.

Mobile
Dorsey Center
6051-B Airport Blvd.
Mobile, AL 36608

From East or West, take I-10 to I-65. From I-65 take Airport Blvd West exit. The site is approximately 3 miles ahead on Airport Blvd. Dorsey Center is a small red brick office complex on the left side of the road. Make a U-turn at the next traffic light to get to the complex. Office is in the corner of the "L".

Montgomery
500 Interstate Park Drive
Suite 530
Montgomery, Alabama, 36109

From I-85, take the Perry Hill Road exit (#4). Proceed north on Perry Hill Road for little less than ¼ mile. Interstate Park



Drive is located on the right (east) side of Perry Hill Road. Turn right on Interstate Park Road and proceed east for approximately ¼ mile. The office is located on the main road.

Examinations are also available to Alabama candidates in other PSI testing centers located across the U.S. Regionally located sites are found in:

- Jackson, MS
- Metairie, LA
- Baton Rouge, LA
- Shreveport, LA

Please contact PSI for other sites that may be located near you.

REPORTING TO THE EXAMINATION SITE

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

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of 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.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks 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.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- 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.
- 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.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- 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.

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 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

The “Function Bar” at the top of the sample question provides mouse-click access to the features available while taking the examination.



The screenshot shows a computer interface for a test question. At the top, there is a function 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, Time Left(Min): 359. The main question area contains the text: "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 >>".

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 QUESTIONS

In addition to the number of questions per examination, a small number of five to ten “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 non-scored experimental questions is an essential step in developing future licensing examinations.

CANDIDATE COMMENTS

During the test development process, PSI makes every effort to create accurate and fair test questions. However, on occasion a candidate may feel that a particular test question is misleading or is missing information that is needed in order to provide a correct answer. If during the test you believe that a test question needs clarification, we highly recommend that you submit your comments and concerns to PSI while at the test center. Comments may be entered by clicking the Comment link on the function bar of the test question screen during the examination. When submitting comments, please provide as much detail as possible describing what you feel is problematic about the test question.

PSI regularly collects all comments from its test centers and reviews every comment within 20 business days from the date the comment was submitted. If your comments result in the editing or removal of one of your test questions, PSI will re-score your test results to determine if your grade status has changed from fail to pass. If your test result changes from fail to pass, you will be notified of the change. Otherwise, if you do not hear from PSI within 20 business days following your test, please understand that your comments have been reviewed but that they have not impacted your overall passing status. If you feel that you wish to further challenge the test content, we recommend that you register for an examination review.

EXAMINATION REVIEW

Failing candidates will have the option of reviewing their examination in a secure environment and challenging any questions or answers that they feel should be eliminated, changed, or given credit.

The fee for reviewing your examination is the same as your initial examination fee. In order to schedule a review, you must register using the same process used to register for your test.

During the review, candidates will be presented with the questions the candidate incorrectly answered during the examination on a desktop computer. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by clicking the “Comment” link on the function bar of the test question screen. The candidate can then enter any relevant information about the test question.

All comments, together with a copy of the challenged test questions, will be submitted directly to PSI’s test development staff for review. PSI will contact you within 20 business days if your status changed from fail to pass, and a new score report will be issued. Most test questions are determined to be correct as presented on the examination, so we recommend you NOT wait for a response before preparing for and scheduling to retake the examination.

You may not be permitted to take any notes out of the review sessions. Please call (800) 733-9267 with any questions. The examination review fee is \$98. The length of the examination review is one hour.



SCORE REPORTING

In order to pass the examinations, you must achieve a minimum score of 54 items correct (67.5%).

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score 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 score 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.
 - 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 site.
- **On paper** - an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by writing to PSI, by emailing scorereport@psionline.com or by calling 800-733-9267. The fee for a duplicate score report is \$15, payable by credit card (Visa, MasterCard, American Express, or Discover), money order, company check or cashier's check. Personal checks and cash are NOT accepted.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

REFERENCE LIST

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 base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- *NASCLA Contractors Guide to Business Law and Project Management, Alabama Residential Construction, 3rd Edition, <http://www.nascla.org/>, (See order form at the end of this document)*
OR
NASCLA Business and Project Management, Alabama Home Builder Licensure Board Edition, 2nd Edition, <http://www.nascla.org/> (no longer available for purchase)
- *International Residential Code for One- and Two-Family Dwellings, 2006, International Code Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041, (703) 931-4533, www.iccsafe.org*
- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926*
OR
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, www.psiexams.com (See order form at the end of the Candidate Information Bulletin.)
- *Contractors Guide to Quality Concrete Construction, 3rd edition, 2005, American Concrete Institute, 38800 Country Club Drive, Farmington Hills, MI 48331, (248) 848-3700, <http://www.buildersbook.com/ACI-ASCC-1.html>*
- *Carpentry and Building Construction, 2010 edition, John L. Feirer and Mark D. Feirer, Publisher: McGraw-Hill, <http://www.contractorsseminars.com>, 828-277-3999.*
- *BCSI: Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses, 2013, Structural Building Components Association and Truss Plate Institute, (608) 274-4849, www.sbcindustry.com*
- *Pipe and Excavation Contracting, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, www.craftsman-book.com/products*
- *Modern Masonry: Brick, Block, Stone, Clois E. Kicklighter, 7th Edition, 2010, Goodheart-Willcox Company, Inc., 18604 W. Creek Drive, Tinley Park, IL 60477-6243, (800) 323-0440, www.goodheartwillcox.com*



Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

EXAMINATION CONTENT OUTLINE

HOME BUILDER EXAMINATION

# of Questions	# of Items Correct to Pass	Time Allowed
80	54	4 Hours

CONTENT OUTLINE

Subject Area	# of Items
Sitework, Footings and Foundations	8
Concrete and Concrete Reinforcement	5
Masonry	5
Carpentry	8
Associated Trades and Drywall	6
Roofing	3
Estimating, Plan Reading and General Code Requirements	12
OSHA Safety	3
Licensing	6
Estimating and Bidding	3
Liens	1
Financial	3
Payroll and Taxes	3
Personnel and Labor	3
Project Management	2
Contracts	4
Business Organization	1
Risk Management	2
Safety Recordkeeping and Environmental	2

REFERENCE SOURCES

The reference materials listed in the content outlines may be found at one of the following locations:

PSI (See order form at the end of this bulletin)
www.psiexams.com

Builders Book Depot
www.buildersbookdepot.com
 800-284-3434

Internet: www.Amazon.com

AAA Construction School, Inc.
 (800) 741-7277 (toll free)
www.aaaconstructionschool.com

Many of the reference materials listed are available for purchase at www.psiolinestore.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.

Now you can take the practice exam online at www.psiexams.com to prepare for your Alabama Home Builder Examination.

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.

LICENSE APPLICATION INSTRUCTIONS

- Upon passing the examination, your results will be sent to the state.
- You must complete the license application in your license packet and send it to the State with the appropriate license fee.
- The State will process the remainder of the license application package and notify you upon license approval.

IMPORTANT: You are not licensed by the State of Alabama until the entire licensing process has been completed, and you have been issued a license.



ALABAMA EXAMINATION PROCEDURE CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

Request an application packet from the state:

- Request a license package from the Alabama Home Builders Licensure Board (see page 3).
 - ✎ The package contains this PSI Candidate Information Bulletin, which has the examination registration form and instructions for selecting an examination date.

Prepare for your examination:

- Use the examination content outlines provided in this bulletin as the basis of your study.
- Use the Alabama Home Builders Reference Manual and the other recommended study materials to prepare for the examination.

REGISTER FOR YOUR EXAMINATION:

PRIOR TO SCHEDULING YOUR EXAMINATION, YOU MUST FIRST REGISTER WITH PSI AND MAKE PAYMENT FOR YOUR EXAMINATION. YOU MAY ACCOMPLISH THIS REGISTRATION PROCESS BY USING ONE OF THE FOLLOWING REGISTRATION METHODS.

INTERNET: LOG ONTO WWW.PSIEXAMS.COM AND REGISTER FOR THE ALABAMA HOME BUILDER LICENSING EXAMINATION.

TELEPHONE: CALL PSI'S EXAM REGISTRARS AT (800) 733-9267 (8:00 A.M. TO 7:00 P.M. CT). REGISTRARS CAN BE REGISTERED AND SCHEDULE YOU FOR YOUR TEST ON THE SAME CALL.

FAX OR MAIL: COMPLETELY FILL OUT THE PSI REGISTRATION FORM (SEE PAGE 9) AND MAIL OR FAX TO PSI. WHEN FAXING REGISTRATION MATERIALS, PLEASE WAIT FOUR DAYS PRIOR TO CALLING TO SCHEDULE YOUR EXAMINATION. WHEN MAILING, PLEASE ALLOW 2 WEEKS FOR MAIL DELIVERY AND SUBSEQUENT PROCESSING.

Schedule your examination:

- Once you have paid, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet, or schedule over the telephone at (800) 733-9267.
- Scheduled for:
 - Examination Date: _____
 - Examination Time: _____
 - Test Center Location: _____
- To change scheduled date, call back by _____

Take your examination:

- Must bring two forms of identification, which bear your signature. One of these must also have your photograph.
 - ✎ Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- Arrive 30 minutes prior to appointment.

AFTER YOUR EXAMINATION:

- Upon passing the examination, your results will be sent to the state.
- The State will process the remainder of the license application package and notify you upon license approval.
- You are not licensed by the State of Alabama until the entire licensing process has been completed, and you have been issued a license.





ALABAMA HOME BUILDERS EXAMINATION EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

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 REGISTERED FOR THE EXAMINATION BEFORE
REQUESTING EXAMINATION ACCOMMODATIONS**



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>CERTIFICATE OF ACHIEVEMENT</u> - Certificate of Achievement suitable for framing. Note: You must have passed the exam before ordering the certificate. The name on the certificate will exactly match the name used on the registration for the examination. Each certificate will be for one examination only.	
<input type="checkbox"/>	Alabama Homebuilder Practice Examination	
<input type="checkbox"/>	NASCLA Contractors Guide to Business Law and Project Management, Alabama Residential Construction	
<input type="checkbox"/>	Carpentry and Building Construction	
<input type="checkbox"/>	29 CFR Part 1926 Selections	
<input type="checkbox"/>	Pipe & Excavation Contracting	
<input type="checkbox"/>	International Residential Code for One- and Two-Family Dwellings	

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

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