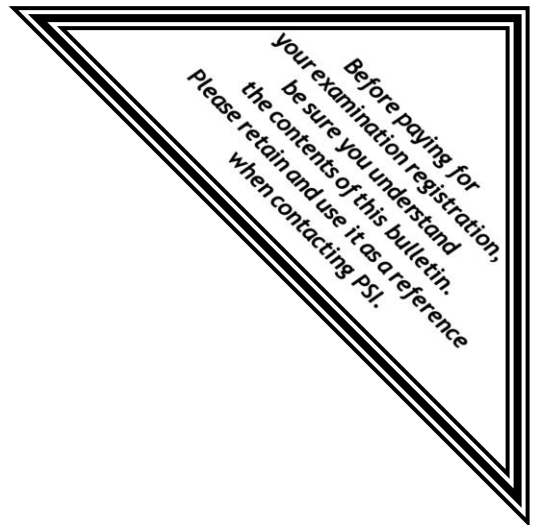




PSI  
 3210 E Tropicana  
 Las Vegas, NV 89121  
 www.psiexams.com



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

**CONTRACTOR EXAMINATION  
 CANDIDATE INFORMATION BULLETIN**

**EXAMINATIONS TO BE TAKEN BY THE COMPANY’S DESIGNATED EMPLOYEE**

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Please refer to [www.psiexams.com](http://www.psiexams.com) for the latest updates to this bulletin.

## EXAMINATIONS BY PSI

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

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

The following is the combination of examinations offered for the Designated Employee by PSI in order to be licensed as a Contractor in the Commonwealth of Virginia (these examinations are not required for a Class C license). For more information on the Class C license, *please see the VA Contractor Specialty Exams for Class A, B, and C* Candidate Information Bulletin.

### Class A

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

### Class B

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

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

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

Questions about applications for licensure should be directed to:

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

## EXAMINATION REFERENCE MATERIALS

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

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

NOTE: All examinations are open-book. You must bring your own references as they are not provided at the test site. No study guides are permitted.

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

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

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

The following list of tabs may be used. These items may be purchased at local office supply stores.

### Acceptable Tabs

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

### Unacceptable Tabs

- Post-It Index Flags
- Post-It Flags

The URL listed for each reference is generated from the most current searches. However placement of material on websites may be modified resulting in some discrepancies. If you are unable to find the reference under the URL listed, it is recommended that you search online via a search engine (i.e., Google).

**NASCLA Contractors Guide to Business Law and Project Management**, Virginia 8<sup>th</sup> edition, <https://nascla.site-ym.com/store/ViewProduct.aspx?id=7560261&hhSearchTerms=%2522business+law+and+project+management%2522>

**Virginia Uniform Statewide Building Code, 2012 Edition**, USBC, Department of Housing and Community Development Office of Training and Certification, (804) 371-7150, [www.dhcd.virginia.gov/index.php/va-building-codes/building-and-fire-codes/regulations/uniform-statewide-building-code-usbc.html](http://www.dhcd.virginia.gov/index.php/va-building-codes/building-and-fire-codes/regulations/uniform-statewide-building-code-usbc.html) (Effective January 1, 2019 the examination will be based on the 2015 Edition)

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

### Alternative References

**VA Board for Contractors Rules and Regulations, 2014**, Virginia Dept. of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, (804) 367-8511, <http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/Contractors/A501-27REGS.pdf>

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

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

**VA Erosion and Sediment Control Law, Regulations and Certification Regulations**, Dept. of Conservation & Recreation, Division of Soil and Water Conservation, 203 Governor Street, Suite 206, Richmond, VA 23219-2094, (804) 371-7533, <http://www.deq.virginia.gov/Programs/Water/StormwaterManagement/ErosionandSedimentControl.aspx>

**VA Underground Utility Damage Prevention Act**, Title 56, Chapter 10.3, Virginia Code of Laws 56-265.14 through 56-265.32, <http://va811.com/lawspolicies/>

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

**Circular E, Employer's Tax Guide**, Department of the Treasury, Internal Revenue Service, Washington, D.C., (703) 368-9694, <http://www.irs.gov/publications/p15/>

**Virginia Mechanics' Lien Law**, Title 43, Chapter 1, Code of Virginia, <http://law.justia.com/codes/virginia/2010/title-43/>

**Virginia Employment Commission Employer Handbook**, Virginia Employment Commission, 703 E. Main Street, Richmond, VA 23219, (804) 786-7554, <http://www.vec.virginia.gov/vecportal/employer/pdf/I9Handbook.pdf>

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

**OSHA Form Number 300 - Log and Summary of Occupational Injuries and Illnesses**, U.S. Department of Labor, <https://www.osha.gov/recordkeeping/RKforms.html>

**OSHA Form Number 301**, U.S. Department of Labor, <https://www.osha.gov/recordkeeping/RKforms.html>

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

Comptroller  
Virginia Workers' Compensation Commission  
1000 DMV Drive Richmond, VA 23220  
<http://www.vwc.state.va.us>

**Form I-9**, Department of the Treasury, Internal Revenue Service, Washington, DC, (703) 368-9694, <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

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

**Code of Federal Regulations, 29 CFR 1926** (OSHA), with latest available amendments, (866) 512-1800, [https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)

**Builders Guide to Accounting**, Revised Edition, Craftsman Book Company, PO Box 6500, Carlsbad, CA 92018, (800) 829-8123, [http://craftsman-book.com/products/index.php?main\\_page=cbc\\_product\\_book\\_info&products\\_id=213](http://craftsman-book.com/products/index.php?main_page=cbc_product_book_info&products_id=213)

**Construction Contracting**, 7<sup>th</sup> Edition, Richard H. Clough, S. Keoki Sears, Glenn A. Sears, <https://www.amazon.com>

**VA Job Safety and Health Protection Poster**, Virginia Department of Labor and Industry, Northrun Office Park, 1570 East Parham Road, Richmond, VA 23228, (804) 371-3104, <https://www.osha.gov/Publications/osha3165.pdf>

**Practice examinations are now available online at [www.psiexams.com](http://www.psiexams.com)**

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

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

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

## EXAMINATION CONTENT OUTLINES

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

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

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

### VIRGINIA PORTION, 24 Items Passing Score: 18

48 Minutes to complete this portion.

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

### PART 2-GENERAL PORTION, 50 Items Passing Score: 35

100 Minutes to complete this portion.

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

### PART 3-ADVANCED PORTION, 24 Items Passing Score: 17

60 Minutes to complete this portion.

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

## REGISTRATION AND SCHEDULING PROCEDURES

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

### EXAMINATION FEE FOR CONTRACTOR A/B

One Portion	\$40
Two Portions	\$72
Three Portions	\$85

**NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.**

### ON-LINE (WWW.PSIEXAMS.COM)

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

PSI registrars are available at (800) 733-9267 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), company check, money order or cashier's check. Make your check or money order 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 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. Applicants with disabilities must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666.

## CANCELING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice* is received 2 days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267 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 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 (800) 733-9267. 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 test only at the examination centers listed below. They are not allowed to test out-of-state.**

### **VIENNA AREA**

**1919 Gallows Rd, Suite 360**

**Vienna, VA 22182**

*From I-495 S - Take exit 47 A-B to merge onto VA-7 W/Leesburg Pike towards Tyson's Corner. Use the left lane to turn left onto Gallows Rd. Turn left at the first cross street onto Boone Blvd. The complex will be your right. The building where the test center is located is on the left side of the circle drive. Take the elevator to the third floor. The test center is in suite 360.*

*Surface and garage parking is available on site. The first hour is free. It is \$4 for 1-2 hours and \$6 for anything above that. Parking will be validated. Please give yourself extra time to park when arriving to take your exam.*



## **RICHMOND**

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

*From I-64E, take the Parham Rd exit and turn right. N Parham Rd/VA-73 S becomes VA-150 S/Chippenham Pkwy. Merge onto VA-76 S/Powhite Pkwy. Merge onto Midlothian Turnpike West. Turn left on Moorefield Park Dr.*

## **VIRGINIA BEACH**

**484 Viking Dr, Suite 105  
Virginia Beach, VA 23452**

*From I-264E - take exit 19A for Lynnhaven Pkwy S. Merge onto Lynnhaven Pkwy S. In about ½ mile turn right onto Viking Dr. The office is in the second building on the right.*

*From VA-615/Princess Anne Rd going north - turn left onto Seaboard Plaza. In about 2.5 miles turn left onto VA-149/Princess Anne Rd. In 1 mile, turn right onto VA-410/Holland Rd. In about 4 miles, turn right onto VA-414N/Lynnhaven Pkwy. In roughly 2.5 miles, turn left onto Viking Dr. The office is in the second building on the right.*

*Suite 105 is located on the first floor. For easiest access, park on the left side of the lot. If you enter on the south side entrance (this would be the entrance on the left side of the building when looking straight at the building at the building), the PSI test center will be the first door on your left once you walk in.*

## **ROANOKE AREA**

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

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

## **EASTERN SHORE AREA**

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

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

## **CHARLOTTESVILLE**

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

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

## **JOHNSON CITY**

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

*Take I-26 to Exit 19 (Old number 36). Go South on Highway*

*381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left-hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.*

## **REPORTING TO THE EXAMINATION CENTER**

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

### **REQUIRED IDENTIFICATION**

**You must provide 2 forms of VALID (not expired) identification.** One must be a 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 2<sup>nd</sup> form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.

Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

### **SECURITY PROCEDURES**

- You will be given a LCD writing tablet at check-in that must be returned at check-out. This is to be used for notes or calculations.
- 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 may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, 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, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **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.

### 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 test question screen provides mouse-click access to the features available while taking the examination.



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. 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.

### EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the evaluation being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered 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, PSI and the department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

## SCORE REPORTING

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

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

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

### IMPORTANT LICENSE INFORMATION:

Class A examination candidates approaching the one year retention of scores deadline who have passed the General Portion and the Virginia Portion, but not the Advanced Portion, may choose to apply for the Class B license and advise PSI to forward their scores to the Board. Those candidates may then continue to apply for the Advanced Portion in order to upgrade the license to Class A.

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

The following summary describes the score reporting process:

- **On screen** - Your result will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your result immediately when you indicate that you have finished and would like to see your results.
  - ✎ If you **pass**, you will immediately receive a successful notification on the screen.
  - ✎ If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination center.
- **On Paper** - An official result report will be printed at the examination center. If you applied for the Class A examination and decide to change to a Class B, you must advise PSI in order for your examination scores to be sent to the Department.

### DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

## 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](mailto:Contractor@dpor.virginia.gov) or call 804-367-8511.







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

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

**Note:** prices are available online at [www.psionlinestore.com](http://www.psionlinestore.com)

<input type="checkbox"/>	29 CFR Part 1926 Selections
<input type="checkbox"/>	Contractors Guide to Business, Law and Project Management - Virginia
<input type="checkbox"/>	Carpentry and Building Construction

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



## EXAM ACCOMMODATIONS REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

### 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 submitted 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

Date: \_\_\_\_\_ Social Security or DMV #: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

Check any exam accommodations you require (requests must concur with documentation submitted):

- |   |   |
|---|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time<br>Additional time requested: _____  |
| <input type="checkbox"/> Large-print written examination  | <input type="checkbox"/> Service animals (other than those required for guidance or mobility assistance due to physical disability):<br>_____ |
|   | <input type="checkbox"/> Other _____  |

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com).
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.**

PSI  
3210 E Tropicana  
Las Vegas, NV 89121