EXAMINATION APPLICATION

The NASCLA Accredited Examination Program was designed to assist contractors who wish to be licensed in multiple jurisdictions by offering a streamlined test taking option for the trade portion of the contractor examination. The **NASCLA Accredited Examination for Commercial General Building Contractors** was designed to assist candidates applying within individual state agencies for the general commercial building contractor classification or similar to.

Candidates who take and pass the NASCLA Accredited Examination can access NASCLA’s National Examination Database (NED) located on [https://ned.nascla.org](https://ned.nascla.org) to electronically send their transcripts to jurisdictions that accept the examination in lieu of their state specific trade portion, thereby reducing redundant licensing requirements. Candidates are expected to follow individual state agency applications to become licensed, in addition to taking a business and law examination, etc. If you are unsure if this examination will meet your specific license requirements in a participating state, please contact the state agency directly to confirm. A complete list of participating state agencies can be found on NASCLA’s website by visiting: [www.nascla.org/page/ParticipatingStateAg](http://www.nascla.org/page/ParticipatingStateAg).

For questions regarding the examination, please contact NASCLA via email to [info@nascla.org](mailto:info@nascla.org) or by phone at (623) 587-9354.

NASCLA has contracted with PSI Services LLC (PSI) to deliver its certification examination. Effective 11/1/2016, you must be pre-approved by NASCLA before you may take the examination. An application must be filed with NASCLA and they must approve the application. Once an individual is approved, the individual’s name is forwarded from NASCLA to PSI. PSI will then send the applicant an email confirmation with information to register to take the examination.

Candidates will have one (1) year from the application approval date to take the exam. There is a maximum limit of three (3) times an eligible candidate can sit for the exam within the one (1) year period. If the candidate has not passed the exam within these three (3) attempts, he/she can reapply to take the exam once their one (1) year of eligibility from the application approval date has expired.

To apply online, please visit: [https://ned.nascla.org](https://ned.nascla.org).

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**EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES**

Once approved by NASCLA, it is your responsibility to contact PSI to pay and schedule for the examination. You may either schedule via the Internet at [www.psiexams.com](http://www.psiexams.com), or schedule over the telephone at (800) 733-9267. The examination fee is valid for one year from the date of payment.

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

**INTERNET SCHEDULING**

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You 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 SCHEDULING**

Call PSI at (800) 733-9267 to schedule an appointment for the examination. The times of operation for live operators are as follows:

<table>
<thead>
<tr>
<th>Time Zone</th>
<th>Monday - Friday</th>
<th>Saturday - Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Time</td>
<td>7:30am - 10:00pm</td>
<td>9:00am - 5:30pm</td>
</tr>
<tr>
<td>Central Time</td>
<td>6:30am - 9:00pm</td>
<td>8:00am - 4:30pm</td>
</tr>
<tr>
<td>Mountain Time</td>
<td>5:30am - 8:00pm</td>
<td>7:00am - 3:30pm</td>
</tr>
<tr>
<td>Pacific Time</td>
<td>4:30am - 7:00pm</td>
<td>6:00am - 2:30pm</td>
</tr>
</tbody>
</table>

**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 or email message is **NOT** an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

** 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.

**EXAMINATION ACCOMMODATION**

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.

**EXAMINATION SITE LOCATIONS**

There are nationwide examination centers. You will be provided with the locations upon scheduling for your examination. Go to www.psiexams.com for a listing of sites.

**REPORTING TO THE EXAMINATION SITE**

On the day of the examination, you should arrive 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**

You must provide 1 form of identification. This must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph.

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 at that time.**

**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.
- 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 sample question 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.

### EXAMINATION REVIEW

While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the test question screen. These comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. This is the only review of examination materials available to candidates.

### NASCLA-ACCREDITED EXAMINATION - COMMERCIAL GENERAL BUILDING CONTRACTOR

The NASCLA Accredited Examination Program was designed to assist contractors who wish to be licensed in multiple jurisdictions by offering a streamlined test taking option for the trade portion of the contractor examination. The NASCLA Accredited Examination for Commercial General Building Contractors was designed to assist candidates applying within individual state agencies for the general commercial building contractor classification or similar to.

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For questions regarding the examination, please contact NASCLA via email to info@nascla.org or by phone at (623) 587-9354.

### CONTENT OUTLINE

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Site Construction</td>
<td>15</td>
</tr>
<tr>
<td>Concrete</td>
<td>6</td>
</tr>
<tr>
<td>Masonry</td>
<td>4</td>
</tr>
</tbody>
</table>
PRETEST ITEMS

In addition to the number of examination items specified, 10 non-scored “pretest” questions will be administered to candidates during the examinations. These questions will not be scored, and the time taken to answer them has been added to the time allowed. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

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. Exception 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.


Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800. Online version: https://www.osha.gov/lawsregs/regulations/standardnumber/1926; This may also be purchased from various vendors including Amazon, OR


Metals 6
Wood 5
Thermal and Moisture Protection 5
Doors, Windows, and Glazing 4
Finishes 5
Mechanical and Plumbing Systems 6
Electrical Systems 3
Procurement and Contracting Requirements 31
Reference material may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER. 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.

AFTER PASSING THE EXAMINATION

Your results will be sent to the NASCLA National Examination Database (NED) located at https://ned.nascla.org which will allow you to electronically send your transcript to other state agencies accepting the examination; please allow 48 hours for your results to be entered. In order to access this information, you must have an account within NED Database.

Transcript Registration Process on https://ned.nascla.org

- **Create an Account** - Candidate will create an account online.
- **Account Linked** - NASCLA will link the candidate’s test results to their account within 48 hours.
- **Purchase Transcripts** - Candidate can login to electronically purchase and send transcripts to the accepting state agencies as they apply for licensure.
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