



PSI
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.

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 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

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
or email: 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 8th edition, ISBN 1-934234-52-4,
<http://www.nascla.org/virginia-nascla-contractors-guide-business-law-and-project-management-va-8th-edition>

Virginia Uniform Statewide Building Code, 2009 Edition, USBC, Department of Housing and Community Development Office of Training and Certification, (804) 371-7180,
<http://www.dhcd.virginia.gov/index.php/va-building-codes/building-and-fire-codes/regulations/uniform-statewide-building-code-usbc.html>

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, December 1, 2012, 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, 2003, 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/LawsRegulationsGuidance.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/hrq.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>

VA Occupational Safety and Health Program (VOSH) - 16VAC25 (Chapters 60, 140, 150, 160, and 170 excerpts included) the Virginia modifications to the Federal OSHA rules. Virginia Occupational Safety and Health Enforcement, Department of Labor and Industry, 10515 Battleview Parkway,

Manassas, VA 20109, (703) 392-0900, http://www.doli.virginia.gov/vosh_enforcement/vosh_enforcement_intro.html

OSHA Form 200 - Log and Summary of Occupational Injuries and Illnesses, U.S. Department of Labor, <http://www.osha.gov>
OSHA Form Number 101, U.S. Department of Labor, <http://www.osha.gov>

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.irs.gov/publications/p15/>

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), 2008 or 2011, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, (888) 293-6498, <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>

Builders Guide to Accounting, 1996, 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

Construction Contracting, 1994, Sixth Edition, John Wiley and Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6000, <http://www.wiley.com/WileyCDA/WileyTitle/productCd-0471449881.html>

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, http://www.doli.virginia.gov/publications/osha_posters.html

Practice Examinations Are Now Available online at www.psiexams.com

Now you can take practice exams online at 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.

There is an additional charge of \$15 for candidates who wish to register as a Walk-in.

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. 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

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 10:00 am and 4:00 pm, Eastern Time.

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 VISA, MasterCard, 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. **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. If you elect not to disclose your Social Security or DMV number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you **MUST** provide your Social Security or DMV number to the state to complete the licensing process.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax 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 two 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. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

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.

WALK-IN EXAMINATIONS

YOU MUST PRESENT A CONFIRMATION NOTICE OR A FAILING SCORE REPORT TO BE ELIGIBLE FOR A WALK-IN EXAMINATION.

You are strongly encouraged to schedule an examination. However, you may take the examination as a walk-in candidate. Walk-in examinations are available on a space-available, "first-come", "first-served" basis. Walk-in candidates will only be admitted after all scheduled candidates have been admitted. Because of seating limitations at examination centers, admission cannot be guaranteed to walk-in candidates. There is an additional fee of \$15 for walk-in candidates. This fee must be paid by money order, cashier's check, or company check at the examination center. (Personal checks, cash, and credit cards are NOT accepted.)

COMPUTER EXAMINATION CENTER LOCATIONS

The following are the examination centers where you may take the Virginia contractors licensing examination.

FALLS CHURCH LEESBURG PIKE MCILVAINE BUILDING

6201 Leesburg Pike, Suite 404
Falls Church, VA 22044

From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot, then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.

TYSONS CORNER AREA

1651 Old Meadow Rd, Suite B01
McLean, VA 22102

From the Beltway take the McLean Exit (Route 123 North). Turn right on Old Meadow Road (the first traffic light). The site is the first building on the left. Use the back entrance. Visitor parking for Tysons Corner is in the front of the building (closest to Old Meadow Road).

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/Powwhite Pkwy. Merge onto Midlothian Turnpike West. Turn left on Moorefield Park Dr.

PSI Virginia Beach

Pembroke IV Building
291 Independence Blvd, Suite 140
Virginia Beach, VA 23462

From I-264 merge onto Independence Blvd/VA-225 via Exit 17B. Proceed across Va Beach Blvd and make a left turn onto Broad Street (across from Sears). The site is located within the Pembroke Four office building.

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.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by filling out the special accommodation form found at the end of this Candidate Information Bulletin.

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 government-issued identification (Driver's License, State ID, Passport, Military ID) that bears your signature, has your photograph, or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form. If you cannot provide the required identification, you must call (800) 733-9267 1 month 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.*

NOTE: If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your examination registration form and your 2 forms of identification.

SECURITY PROCEDURES

The following items are not permitted in the examination room:

- All personal electronic devices except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or

reading material, music players, radios, electronic games, or briefcases.

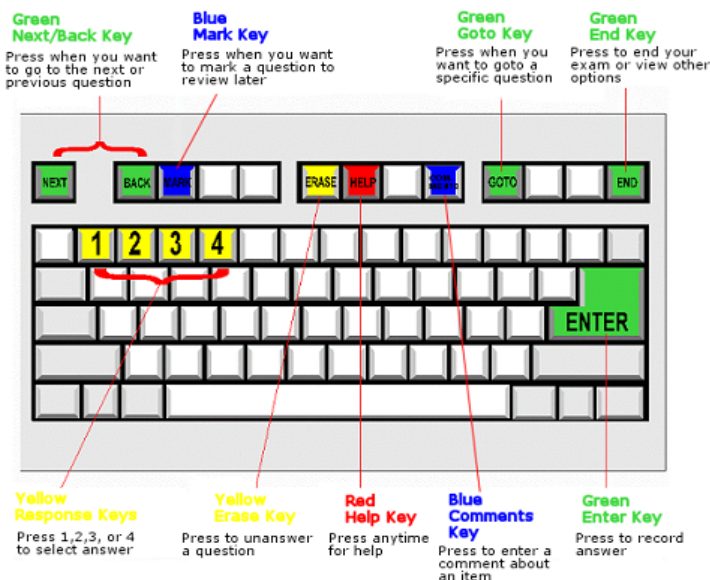
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- Candidates may bring reference books. However, no study guides are allowed. Reference books may be highlighted, underlined, and/or indexed. They must be otherwise UNMARKED (not written in). Sample examinations are not allowed.
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- 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.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI contractor examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard follows. You may also use the mouse.



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 to the computer and keyboard is provided on 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 as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

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

EXAMINATION

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question. You can change your answer as often as you like before pressing ENTER.

The screenshot shows a software interface for an examination. At the top, there is a status bar with icons for Mark, Comments, Goto, Help, and End, along with text: "Question: 3 of 40", "Answered: 2", "Unanswered: 1", "Marked: 0", "View: All", and "Time Left(Min): 359". Below this, the question is displayed: "3. What do the stars on the United States of America's flag represent?". Underneath 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 screen, there are two buttons: "<< Back" and "Next >>".

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

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 on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination 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

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 or call 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 or call 804-367-8511.

VIRGINIA CONTRACTOR EXAMINATION 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				-					-					Office				-					-				
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6. EMAIL @

7. DATE OF BIRTH - - ☐ First Time ☐ Retake
M M D D Y Y

TEST PORTIONS	TEST FEES
<i>(Note: there is no break between portions if you choose to sign up for multiple portions on the same day.)</i>	<i>(Indicate First Time or Retesting)</i>
<input type="checkbox"/> Virginia Portion (Rules & Regs)	<input type="checkbox"/> \$85 (3 Portions)
<input type="checkbox"/> General Portion	or <input type="checkbox"/> \$72 (2 Portions)
<input type="checkbox"/> Advanced Portion	or <input type="checkbox"/> \$40 (1 Portion)

Total Fee (Mastercard, VISA, Money Order, Company or Cashier's Check only. Personal checks are not accepted.)
There is an additional charge of \$15 for candidates who wish to register as a Walk-in.

Credit card (MasterCard or VISA) payment accepted for internet, phone or fax registrations only. (Check one) ☐ MC ☐ VISA

Card No: _____ Exp. Date: _____

Card Verification No: _____

Cardholder Name (Print): _____ Signature: _____

For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.

8. I am faxing the Special Arrangement Request (at the end of this bulletin) and required documentation. ☐ Yes ☐ No

9. **AFFIDAVIT:** *I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.*

Signature: _____ **Date:** _____

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

PSI * ATTN: Examination Registration VA CON

3210 E Tropicana Ave * Las Vegas, NV* 89121

Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com

BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

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"/>	29 CFR Part 1926 Selections
<input type="checkbox"/>	International Residential Code for One- and Two-Family Dwellings
<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.

- You may also place a checkmark next to the items that you would like to order, and mail or fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.

Mail or FAX to:
PSI ** 3210 E Tropicana * Las Vegas * NV * 89121 (Attn Shipping)
Fax (702) 932-2668

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____



SPECIAL ARRANGEMENT REQUEST FORM 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 may request special examination arrangements.

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

Requirements for special arrangement 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 stationary 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 _____

Legal Name: _____
Last Name First Name

SS# or DMV#: _____

Address: _____
Street City, State, Zip Code

Telephone : (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements 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
(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): _____ |
| <input type="checkbox"/> Out-of-State Testing Request (this request does not require additional documentation) | <input type="checkbox"/> Other _____ |

Site requested: _____

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 702-939-6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

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

PSI
3210 E Tropicana
Las Vegas, NV 89121