



Contractors Certification Division  
Planning, Zoning & Building  
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## Exam Information for Contractors Certification Licenses

### **Requirements:**

1. Contractors are required to take a Business and Law exam as well as a Construction Trade exam.
2. Journeymen and/or Technicians are required to take only the Trade Exam.
3. Exams may be taken prior to or after the Construction Industry Licensing Board (CILB) approves your Contractors Certification application.

Please note the following:

- All examinations must be taken in Palm Beach County.
- A passing grade of 75% must be achieved on each exam.
- You must have the testing agency(s) notify our office of your passing test scores.
- You must select your testing agency from the approved list below. Please contact the individual testing agency for exam schedules and arrangements.
- **Once you file a Contractors Certification application and it is approved by the CILB:**
  - You must take the exam in Palm Beach County within 60 days of approval by the CILB. A maximum of 4 exams in a category may be taken in 12-month period, but, exams may not be re-scheduled until 60 days have elapsed between exams taken.
  - You must achieve a passing grade of 75% must be achieved on each exam.
  - You must have the testing agency(s) notify our office of all your test results, pass or fail.
  - **You will have thirteen (13) months from the date of approval to meet the remaining licensing requirements. Thereafter, the application becomes null and void.**

### **Where to take the exam:**

Select and contact directly, one of the following CILB approved testing agencies to make arrangements for taking your exam and obtaining study guides. You must inform the testing company of your need to report the results of your exam to our office each time you take the exam

<b>GITS</b> Tel. # (800) 997-2129 Email: <a href="mailto:gitsllc@gitsllc.net">gitsllc@gitsllc.net</a> Website: <a href="http://www.gitsllc.org">www.gitsllc.org</a>	<b>PROV:</b> Tel. # (866) 720-7768 Email: <a href="mailto:Lourdes@provexam.com">Lourdes@provexam.com</a> Website: <a href="http://www.provexam.com">http://www.provexam.com</a>
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### **Exam tips:**

Please note the most common reasons for failing an exam are:

- Not preparing for the exam
- Underestimating what will be tested on the exam
- Not knowing the technical terms as opposed to the common terms in your trade
- Not answering all the questions

Please contact our office should you have any questions regarding the examination process.