



EXAMINATIONS BY PSI SERVICES, LLC

NASCLA has contracted with PSI Services, LLC (PSI) to deliver its certification examinations.

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

All scheduling questions should be directed to PSI. You may either schedule via the Internet at www.psiexams.com, or schedule over the telephone at (800) 733-9267.

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

INTERNET SCHEDULING

You may schedule for your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, www.psiexams.com. You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.

TELEPHONE SCHEDULING

PSI has two scheduling methods available for those that wish to schedule by telephone. First, candidates may call PSI at (800) 733-9267, 24 hours a day and schedule using the Automated Registration System. Second, candidates wishing to contact a live operator may use this same telephone number to contact PSI registrars Monday through Saturday to schedule an appointment for the test. PSI has test sites throughout the United States. The times of operation for live operators are as follows:

	Monday thru Friday	Saturday
Eastern Time	7:30am - 8:00pm	11:00am - 5:00pm
Central Time	6:30am - 7:00pm	10:00am - 4:00pm
Pacific Time	4:30am - 5:00pm	8:00am - 2:00pm

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 10 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 (IVR), or call PSI and speak 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 10 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.

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.

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.



EXAMINATION

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:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Please be advised that children, cell phones, pagers, cameras, programmable electronic devices and recording devices of any kind are NOT allowed to enter PSI testing centers. Additionally, NO personal items are to enter the testing centers, including handbags, backpacks, heavy coats, etc.. PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place, of your choosing.
- 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.

EXAMINATION REVIEW

While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. 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.**

NATIONAL COMMERCIAL BUILDING CONTRACTOR NASCLA-ACCREDITED

If you pass the *NASCLA Accredited Examination for Commercial General Building Contractors*, your name will be entered into the NASCLA National Examination Database and you may use this information in other states that accept that NASCLA Accredited Examination.

The NASCLA-Accredited Examination Program was designed to assist contractors who need to be licensed in multiple jurisdictions. Contractors who take the accredited examination can access NASCLA's examination database (NED) and request that their results be sent to other jurisdictions that accept the examination, thereby reducing redundant licensing requirements.

Please visit NASCLA's website at <http://www.nascla.org/exam.php> for a listing of the states that provide this examination.

# of Questions	Minimum Passing Score	Time Allowed
115	81	330 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Estimating, Bidding, and Preconstruction Services	23
Project Management	28
Project Construction	32
Project Closeout	9
Business and Financial Management	23

PRETEST ITEMS

In addition to the number of examination items specified, a small number of 5 to 10 "pretest" questions may be administered to candidates during the examinations. **These questions will not be scored and the time taken to answer them will not count against examination time.** The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

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



This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- The Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses - 2006, Author- Wood Truss Council of America and Truss Plate Institute, Publisher- Wood Truss Council of America, One WTCA Center, 6300 Enterprise Lane, Madison, WI 53719, Phone (608) 274-4849, URL- www.woodtruss.com Contact- wtca@woodtruss.com
- Construction Jobsite Management, 2nd edition, 2003, Author- William R. Mincks, Hal Johnston, Publisher- Delmar/Thomson Learning, PO Box 6904, Florence, KY 41022-6904, Phone (800) 347-7707, Fax (800) 487-8488, URL- www.delmarlearning.com, ISBN: 140180912X
- NASCLA Contractors' Guide to Business, Law and Project Management, Basic Eighth Edition, 2009, Publisher- National Association of State Contractors Licensing Agencies (NASCLA), PO Box 14941, Scottsdale, AZ 85267, Phone (480) 948-3363, Fax (480) 948-411, ISBN: 1-889834-96-3, URL- www.nascla.org
- Erectors' Manual - Standards and Guidelines for the Erection of Pre Cast Concrete Products, 1999, 2nd Edition, Publisher- Precast/Prestressed Concrete Institute (PCI), 209 W. Jackson Blvd, Chicago, IL 60606-6938, Phone (312) 786-0300, Fax (312) 786-0353, URL- www.pci.org, ISBN: 0-937949-56-8
- Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals, 2003, 3rd Edition, Publisher- Post-Tensioning Institute, 1717 W. Northern Avenue, Suite 114, Phoenix, AZ 85021, Phone (602) 870-7540, Fax (602) 870-7541, URL- www.post-tensioning.org, ISBN: 1931085250
- Management of Construction Projects - A Constructor's Perspective, 2002, 1st Edition, Author- John E. Schaufelberger, Len Holm, Publisher- Prentice-Hall PTR, 200 Old Tappan Road, Old Tappan, NJ 07675, Phone (800) 382-3419, (800) 922-0579, Fax (201) 236-7141, URL- www.prenhall.com, ISBN: 0130846783
- SDI (Steel Deck Institute) Manual of Construction with Steel Deck, 2006, 2nd Edition, Publisher- Steel Deck Institute, PO Box 25, Fox River Grove, IL 60021, Phone (847) 458-4647, Fax (847) 458-4648, URL- www.sdi.org
- Pipe and Excavation Contracting, 1987; 2004 reprint, Author- Dave Roberts, Publisher- Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, Phone (800) 829-8123, Fax (631) 924-6580, URL- <http://craftsman-book.com/products/>, Contact- www.Craftsman-book.com, ISBN: 0-934041-22-9
- *Gypsum Construction Handbook*, 2009 Edition, Publisher- United States Gypsum Company (USG), 125 S. Franklin Street, Chicago, IL 60606, Phone (800) 874-4968, URL- <http://www.usg.com>, ISBN: 0-9636862-2-4
- Placing Reinforcing Bars, Recommended Practices, 2005, 8th edition, Author- Concrete Reinforcing Steel Institute, Publisher- Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd, Schaumburg, IL 60173, Phone (800) 328-6306, URL- <http://www.crsi.org/>
- Handling and Erection of Steel Joists and Joist Girders, 2006, 2nd Edition, Author- Steel Joist Institute, Publisher- Steel Joist Institute, 3127 10th Avenue North Extension, Myrtle Beach, SC 29577-6760, Phone (843) 626-1995, Fax (843) 626-5565, URL- www.steeljoist.org/publications
- *Modern Masonry - Brick, Block, Stone*, Clois E. Kicklighter, 2010 (Seventh Edition), The Goodheart-Willcox Company, (800) 323-0440, www.goodheartwillcox.com, ISBN 1-56637-962-8
- Principles and Practices of Commercial Construction, 2008, 8th Edition, Author- Cameron K. Andres and Ronald C. Smith, Publisher- Pearson Education, Inc., One Lake Street, Upper Saddle River, NJ 07458, Phone (201) 236-7000, URL- pearsoned.com, ISBN: 0-13-048292-7
- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA)*, 2008, 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> OR Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, 2008, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, www.psiexams.com, (See order form at the end of the Candidate Information Bulletin.
- Carpentry and Building Construction, 6th edition, 2004, Author- John L. Feirer and Mark D. Feirer, Publisher- Glencoe/McGraw-Hill, PO Box 543, Blacklick, OH 43004, Phone (800) 334-7344, Fax (614) 755-5682, URL- www.glencoe.com, ISBN: 0-07-822702-X
- ANSI Accessible and Usable Buildings and Facilities, 2003, American National Standards Institute, 1819 L Street NW, Washington, DC 20036, (202) 293-8020, www.ansi.org
- *Roofing Construction and Estimating*, Daniel Atcheson, 1995, Craftsman Book Company, (800) 829-8123, www.craftsman-book.com/products, ISBN 1-57218-007-2
- *The Contractor's Guide to Quality Concrete Construction*, 2005, 3rd Edition, American Concrete Institute, (248) 848-3700, www.aci-int.org, ISBN: 0-87031-167-0

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 have been entered in the National Examination Database (NED) that will allow you to transfer your results to other states. Even if you are not interested in transferring your results at this time, you might want to go to <https://ned.nascla.org> and view the tutorial. You will not need a login or password to access the video. Just click on the message "To view an instructional video on registering and transcript purchasing" and you will be taken to the video. Once you have viewed the video, you may want to register so that an account can be established; there is no charge to register on NED.

You may also contact any jurisdiction/state agency to inquire if they will accept this passing score.

For a complete listing of agencies that will accept your results, please visit the National Association of State Contractors Licensing Agencies' (NASCLA) website at <http://www.nascla.org/exam.php>.





NATIONAL COMMERCIAL BUILDING CONTRACTOR NASCLA-ACCREDITED

MAIL OR FAX PAYMENT FORM

(Please print all information clearly)

If all information is not completed and legible, your check and form will be returned to you.

Legal Last Name _____ *Legal First Name _____

Home Address _____

City _____ *State _____ *Zip _____

Daytime Phone # (_____) _____ - _____

Social Security # _____ (FOR IDENTIFICATION PURPOSES ONLY)

Email Address (For registration confirmation) _____ @ _____

If you are faxing this form you must pay by credit card.

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. EXAMINATION FEES ARE VALID FOR ONE YEAR.

Examination Fee is \$106. (Acceptable forms of payment: Mastercard, VISA, Money Order, Personal Check, Company Check, or Cashier's Check)

Credit card payment (Check one)

MC VISA

Card No: _____ Exp. Date: _____

Card Verification No: _____ *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.*

Cardholder Name (Print): _____ Signature: _____

Please make check payable to PSI. Complete and forward this registration form with the applicable examination fee to:

PSI
3210 E Tropicana
Las Vegas, NV 89121
Fax 702-932-2666
www.psiexams.com

A Customer Service Representative will contact you when your payment has been received and processed. Please allow a minimum of 10 days for processing.





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 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 _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

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

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
Extended Time (Additional time requested: _____)
Large-Print written examination
Other _____

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
After 4 business days, please call 800-733-9267 x6750 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.



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