

Candidate Information Bulletin

State of Arkansas

CONTRACTOR BUSINESS AND LAW EXAMINATION

PROMETRIC



The Arkansas Contractors Licensing Board (Board) is responsible for the administration of Arkansas' laws governing the licensing of contractors. The Board has contracted with Prometric to conduct its business and law examination.

This bulletin is your guide to the process of taking the Arkansas contractor business and law exam. The steps below summarize the process. For information about a step, go to the page listed.



To obtain your license

- 1 Submit your exam registration form and fee to Prometric.
- 2 Prepare for your exam using this bulletin and other materials—Page 6.
- 3 Present the required identification; then take the exam—Page 3.
- 4 Apply for your license with the Board. Licensure packages are available from the Board.



To get answers not provided in this bulletin

For questions about exams:

Prometric
ATTN: AR Contractor Program
7941 Corporate Drive
Nottingham, MD 21236
Phone: 888.763.0131
Fax: 800.813.6670

www.prometric.com/arkansas

For questions about licensing requirements:

Arkansas Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72117
Phone: 501.372.4661
Fax: 501.372.2247

www.arkansas.gov/clb

Registering For an Exam

Before you can take an exam, you must complete the following steps:

- 1** Register for your exam.
- 2** Pay the exam fee using Visa or MasterCard.
- 3** Schedule an appointment to take your exam.

You are encouraged to complete all three steps at one time using Prometric's Internet registration and scheduling system. Registration and scheduling are also available by phone.

Online registration and scheduling

Register and schedule your exam online at any time by accessing Prometric's Internet Registration Service at www.prometric.com/arkansas/construction. **Before going online to register**, be prepared to provide the information listed on the Exam Registration Information form on Page 8.

Registering and scheduling by phone

You may register for your exam by calling 888.763.0131 between 7 a.m. and 7 p.m. (Central time), Monday through Friday, and paying the exam fee (\$80) with a Visa or MasterCard; or a check can be drafted from your checking account. The exam fee is nonrefundable and nontransferable. **Before calling to register**, be prepared to provide the information listed on the Exam Registration Information form on Page 8.

Confirmation number

At the end of the scheduling process, you will be given a number confirming your appointment. Record and keep this confirmation number. You **must** provide this number at the test center or you will not be allowed to test.

Test centers

Your exam will be given by computer at a Prometric test center. You may test at any Prometric test center in the United States. A complete list of test centers is available at www.prometric.com/arkansas.

Rescheduling an exam

To reschedule or cancel an exam at no additional charge, please contact Prometric no later than noon 2 business days before the scheduled exam appointment. If you need to reschedule within 2 business days of your appointment, you will be charged \$40. Failing to reschedule within the allowed timeframe will result in forfeiture of exam fees if you do not appear for your exam.

Special Testing Considerations

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Preparing For Your Exam



Preparing can help you pass your exam and possibly save time and money needed to take it again.

The exam is in an open-book, multiple-choice format. You can use the content outline in this bulletin (beginning on Page 6) to prepare for your exam.

Note Do not schedule your exam until you are familiar with all subject areas in the content outline.

Online practice exam. To help alleviate anxiety, Prometric has prepared a business and law practice exam. The practice exam is available at www.prometric.com/arkansas/construction. It was created using the same question types as the actual exam.

During the practice exam, you will get immediate feedback to correct and incorrect responses as well as overall feedback at the end of the session. You may even print out the final practice exam results to help you with further test preparation.

The fee for the practice exam is \$30 and is payable online at the time you purchase the practice exam.

Sample questions. A list of the type of questions that may be included in the exams can be found on Page 6.

What to Bring on Exam Day



You should arrive at the test center at least **30 minutes** before your scheduled appointment. This allows time for you to sign in and for Prometric staff to complete the admission procedures required before your test begins.

Bring all the following items with you to your exam appointment:

- Your appointment confirmation number from Prometric.
- A current, valid, government-issued photo identification card, such as a driver's license or passport.
- A silent, nonprinting, nonprogrammable calculator (calculators capable of alphabetic entry **cannot** be used).
 - *The Contractor's Guide to Business, Law and Project Management, Arkansas Sixth Edition, 2018.*

Important Failure to provide appropriate identification and your admission letter or confirmation number at the time of the exam is considered a missed appointment. If you miss an appointment, you forfeit your fees.

If you do not appear for your scheduled exam or arrive late and are not admitted, you will forfeit all exam fees and must re-register for another exam date.

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

- The *Contractor's Guide to Business, Law and Project Management, Arkansas Sixth Edition, 2018*



Important *Note: If you attempt to take the exam with a different version of the reference, you will be doing so at your own risk. Exam content reflects the version above.*

- No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in the reference book. Highlighting and permanent tabbing added before your arrival at the test center is acceptable. Post-it® notes are not considered permanent tabbing and are not allowed.
- Reference materials will be checked at the test site before and after the examinations. Any reference material that has been written in during the exam will be confiscated.
- Sharing reference materials is not allowed.
 - No other references, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Calculators

- You should bring a silent, handheld, solar or battery-operated, nonprogrammable calculator (without paper tape-printing capabilities or alphabetic keypads). Construction or electrician's calculators are **not** allowed.

Personal items

- You **must not** bring any personal/unauthorized items into the testing room. Such items include but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cellular telephones, recording devices, and photographic equipment.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
 - You are not allowed to use any electronic devices or phones during breaks.

Visitors

- Persons not scheduled to take a test **are not permitted** to wait in the test center. To protect the privacy of all testers, the test center administrator can neither confirm nor deny if any particular individual is present or scheduled at the test center.

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Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing. Exhibiting abusive behavior towards the test center administrator, or any other staff member of the test center, may result in criminal prosecution

Weapons

- Weapons are not allowed at the test center.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the property of Prometric and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Your Exam Results

A score of 70 percent or above is required to pass the exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. The report indicates your overall score and grade and whether you passed or failed.

If you do not pass, you will need to re-register for the exam following the registration procedures in this bulletin.

Duplicate score report

You may request a duplicate of your score report by calling Prometric. You will be charged a \$30 processing fee per report.

Appeals Process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address.

**CONTRACTOR BUSINESS AND LAW EXAM
AR 04**

Please mail your appeal letter to:

Prometric
ATTN: Appeals Committee
7941 Corporate Drive
Nottingham, MD 21236

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

**Exam Content
Outline**

Following is the content outline for the Arkansas Contractor Business and Law exam. This outline is the basis of the exam. It lists all subjects covered in the exam and the percentage of questions asked about each topic. There are 50 questions on the exam and you will have two hours to complete it.

The Contractor Business and Law examination is designed to ensure that contractors have a basic understanding of business and financial management, as well as familiarity with state and federal laws governing contractors.

Business and Law (100AR04)
Open Book, 50 questions, 2 hours

Scope – Tests a candidate’s knowledge of payroll taxes, Workers’ Compensation, Unemployment Compensation, Lien Laws, and other laws or subjects that will affect their daily operation as a contractor.

Subject Area	Percentage
Business Organization	2
Licensing	8
Estimating and Bidding	8
Contract Management	16
Project Management	12
Insurance and Bonding	6
OSHA Recordkeeping	6
Personnel Regulations	16
Financial Management	10
Tax Laws	10
Lien Laws	6

Reference allowed during the exam

- Contractor’s Guide to Business, Law and Project Management, Arkansas Sixth Edition, 2018, National Association of State Contractor’s Licensing Agencies (www.nascla.org), and Builders’ Publishing Company (www.buildersbookdepot.com), 1001 East Jefferson Street, Suite 5, Phoenix, AZ 85034.*

Sample Questions

The following samples may be useful to review for the type of questions that may be included in the exam.

- All of the following are advantages of a corporation except
 - double taxation.
 - easier to obtain financing.
 - limited liability.
 - the corporation survives the incorporates.
- A contractor’s monthly invoice from a supplier is \$5,238.55. The contractor pays the invoice on the 8th of the month, and the terms are 3 percent by the 10th, net 30. How much will the contractor pay?
 - \$5,081.39
 - \$1,571.57
 - \$3,666.99
 - \$5,393.71
- What provision gives the owner the right to require the contractor to repair and correct defective work?
 - Conformity provision
 - Warranty provision
 - Aesthetics provision
 - Indemnification provision
- Sales for the year totaled \$935,000. Direct costs equaled \$623,000 and indirect costs equaled \$22,000. What is the gross profit on the income statement?
 - \$290,000
 - \$312,000
 - \$645,000
 - \$913,000

Answers to sample questions: 1-A; 2-A; 3-B; 4-A.



Exam Registration Information Arkansas Contractor Exam

To take the Arkansas Contractor Business and Law exam, you may register and schedule your exam online at www.prometric.com/arkansas/construction or by calling **888.763.0131** between 7 a.m. and 7 p.m. (Central time), Monday through Friday.

Before scheduling your appointment, you should be prepared to provide the following information:

- 1 Program Name: **AR04** - Arkansas Contractors Licensing Board
- 2 Three-digit exam code and name of exam you wish to take.

Exam Code and Name
100 - Business and Law

- 3 Your **name, address, email address** and **phone number**.
- 4 Your **applicant number** (it may be your Social Security number).
- 5 Your **company name**.
- 6 The **location** where you wish to take your exam.
- 7 The **date and time** you would like to test.
- 8 Your **Visa or MasterCard information** or, if paying by check, your **checking account routing numbers**.
(The computerized exam fee is \$80.)

Confirmation Number

At the end of the appointment scheduling process, you will be given a number confirming your appointment. Write your appointment confirmation number, the date and time of your appointment, and the address (and directions) to the test center in the chart below. Bring this completed page with you to the test center.

Confirmation number*	
Appointment date	
Appointment time	
Appointment location	
Directions to the test center	

*You **must** provide this number at the test center or you will not be allowed to test.

Candidate Name: _____

Company: _____