Introduction

Welcome. If you are applying for a license from our Board or seeking additional licenses or classifications, we are happy to assist you in every way possible.

This bulletin is intended to guide Qualifying Party candidates through the examination registration and scheduling process and to answer questions that are most commonly asked.

The first step in obtaining a license is to complete an application, which may be found on our website at: [www.lslbc.louisiana.gov](http://www.lslbc.louisiana.gov).

If you hold a commercial license and want to add a new classification or a new qualifier to your company, you may download the appropriate forms at: [www.lslbc.louisiana.gov/forms](http://www.lslbc.louisiana.gov/forms).

After your application for a license, additional classification, or additional Qualifying Party has been approved, you will be sent an “Examination Approval Notice” containing a username, password, and the web address needed to sign in and schedule exams or take the online Business and Law course.
Examination Scheduling

Before Taking the Exam
Shortly after you register, you will receive a confirmation email, which will include the correct location, date and time of exam(s). Please review this information for accuracy so that you do not miss your examination. Only after you have first submitted a Qualifying Party application and have been approved by this agency will you be allowed to take an examination. There will be NO EXCEPTIONS. You may not send anyone else in your place on the day of the exam.

Forfeits
If you fail to appear for a scheduled examination, you will be required to pay forfeit fees as explained on the registration site and on your registration email confirmation.

If you schedule an exam and then do not appear for the exam at the scheduled time, you must pay a $120 examination fee plus a $75 exam re-registration fee for a total of $195 per exam missed, and wait a minimum of 30 days before you may reschedule. This fee can only be paid on the registration site beginning the day after the missed exam.

Canceling a Scheduled Examination

Important: You must contact the Examinations Department at the State Licensing Board for Contractors at least seven (7) calendar days prior to your test date if you are NOT able to view your registration confirmation on the LSLBC Licensing Portal, or if the confirmed date and/or time and/or place shown on the confirmation are incorrect. After that time period, the date, time, and location scheduled will be irrevocable, whether or not you have viewed the confirmation. Do not assumed the examination is scheduled unless the confirmation has been verified.

Business and Law is an online course that you will take from your own computer. It is not necessary to schedule this course.

Trade examinations consist of general knowledge questions based upon the type of work for which you will be licensed. Suggested study reference lists can be found for each examination at www.lslbc.louisiana.gov/examsclassifications. This office does not provide books to study for the trade exams. Diagnostic assessments, which offer study suggestions based on your answers to sample test questions, are also available for some examinations on the examinations/classifications web page.
If you register at a Testing Center other than Baton Rouge, a convenience fee of $75.00 per exam will be assessed, payable by credit card only on the registration website.

Testing Centers

**What to Bring to the Testing Center**

- **Proper Identification** You must have a government-issued ID that shows you in a clear photo.
- **Social Security Number** You must know or have your social security number with you to sign in. The proctor will **not** have your social security number available.

**What NOT to Bring to the Testing Center**

The following unauthorized items must be removed during the check-in process:

- Cellphones
- Calculators
- Books, notes or other reference materials
- Scanning devices
- Cameras
- Pens or pencils
- Watches or large pieces of jewelry
- Purses or other containers
- Food or drinks
- Hats
- Sunglasses
- Any other aid or electronic device without prior approval (except medically necessary devices)
- Calculators, pencils and scratch paper will be provided. If you are taking an open book examination, the books you need will be furnished at the Testing Center. You may not use your own books.

**Approved Testing Centers**

<table>
<thead>
<tr>
<th>Bossier Parish Community College</th>
<th>Delgado Community College</th>
<th>Fletcher Technical Community College</th>
<th>Louisiana Delta Community College</th>
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<tbody>
<tr>
<td>Boisier, LA 71111</td>
<td>6220 E. Texas Street</td>
<td>1407 Highway 311</td>
<td>7500 Millhaven Road</td>
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<tr>
<td>Bossier City, LA 71111</td>
<td>Building D. Room 203</td>
<td>Shreveer, LA 70395</td>
<td>Monroe, LA 71203</td>
</tr>
<tr>
<td>318.678.6002</td>
<td>Bossier City, LA 71111</td>
<td>504.671.5084/5085</td>
<td>318.678.6002</td>
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<tr>
<td>LSU-Baton Rouge, LA 70802</td>
<td>LSU-Alexandria</td>
<td>Northshore Technical Community College</td>
<td>504.278.6422</td>
</tr>
<tr>
<td>225.765.2301</td>
<td>Student Center, Room 204</td>
<td>21454 Koop Drive</td>
<td>Chalmette, LA 70043</td>
</tr>
<tr>
<td>SLCC – Lafayette, LA 70506</td>
<td>8100 U.S. 71</td>
<td>Mandeville, LA 70471</td>
<td>225.765.2301</td>
</tr>
<tr>
<td>337.521.9052</td>
<td>318.427.4492</td>
<td></td>
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<tr>
<td>SOWELA Technical Community College</td>
<td>3850 Senator J. Bennett Johnston Avenue</td>
<td></td>
<td></td>
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<tr>
<td>Lafayette, LA 70506</td>
<td>Lake Charles, LA 70615</td>
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<td>337.421.6580</td>
<td>337.421.6580</td>
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Taking the Examination

Check-In
You must arrive at the Testing Center at least 15 minutes before your scheduled exam time with identification and documents detailed in the “What to Bring to the Testing Center?” section above. After you have confirmed your name and exam by signing a roster, you will be assigned a seat and issued a locker for personal items, if needed. If parking passes are required at your testing location, please ask the proctor for a parking pass.

Starting the Exam
Log-in instructions will be provided by the proctor and additional information will display once you are logged into the computerized test. It is important that you read the instructions carefully before you begin. You must know your social security number in order to log in.

After the Exam
At the end of the exam, the computer screen will indicate a PASS or FAIL result. No written results will be provided at the Testing Center or given over the phone. Official grade notifications are also available via the LSLBC Licensing Portal within 1-2 business days of testing.

Retakes
The fee to retake a failed exam is $120.00. It is not necessary to wait 30 days to schedule a retake but there is 30-day waiting period before you can retake the same exam. All retakes are processed and scheduled through the LSLBC Licensing Portal.

Time limits and other exam-specific information can be found on the Classification Information Bulletins for the relevant classification at www.lslbc.louisiana.gov/examsclassifications/
Additional Testing Information

**Examination Accommodation**
Test centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants requesting accommodations must complete the form at the end of this Candidate Information Bulletin and mail it with the completed application and documentation to the address shown.

**Question Review**
While testing, examinees will have the opportunity to challenge test question(s) by requesting a comment form from the proctor.

All comments will be analyzed; substantive comments are reviewed and grades are adjusted base on comments when warranted. No discussion of comments is allowed.

This is the only opportunity available to candidates to request a review of their grade based on question comments. Comments on questions will not negatively impact anyone’s grade.

**Emergency Office Closures**
The Board will make every effort to notify you if state offices become closed due to hurricane, snow, other inclement weather, acts of God, etc., or other unexpected circumstances, such as power outages or technical failures at the testing center, etc., it is your own responsibility to determine whether state offices will be closed.

Often, local news sources will have information regarding such closures. If the State of Louisiana closes all governmental offices in the parish in which the testing center resides, you may assume that the testing center will be closed. Such situations, or computer malfunctions that cause an examinee to not be able to complete the exam, will require you to be rescheduled. In these types of cases, you will be allowed to reschedule each affected exam one time for each incident without additional charge; however, you will not be compensated by the Board or by any testing center for any inconveniences or expenses arising from such incidences.

**Further Test Security Measures**
All testing centers are monitored at all times by video and audio surveillance, or by proctors seated in the testing room. All questions and answers for any examination given at the testing center are confidential and may NOT be copied by any means or communicated with anyone under penalty of law. Once examination 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. The exam candidate will not receive extra time to complete the examination.

Visit our website! www.lacontractor.org
# REQUEST FOR REASONABLE ACCOMMODATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Address</td>
<td>DOB / / Phone ( )</td>
</tr>
<tr>
<td>City, State</td>
<td>Zip Email</td>
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</table>

**BRIEFLY DESCRIBE THE NATURE OF YOUR DISABILITY AND THE SPECIFIC ACCOMMODATION BEING REQUESTED.**
**ACCOMMODATION MUST BE APPROPRIATE TO THE DISABILITY. ATTACH SEPARATE SHEET IF NEEDED.**

**DOCUMENTATION**

In order to validate a disability as defined by the ADA and to qualify for testing accommodations, provide supporting documentation in accordance with the following guidelines. Review of a request for test accommodations will be deferred until the necessary documentation is submitted.

1. Current (within 2 years) evaluation performed by licensed/certified professional detailing substantial limitation to physical or mental functioning.

2. Documentation must be submitted on official letterhead from a qualified health professional appropriate for evaluating the disability.

3. Submit request at least 3 weeks prior to registering for the exam to allow for staff, material and/or space coordination. Accommodations cannot be added to a previously scheduled exam.

4. (Optional) Any additional information that might be useful in processing your accommodation request.

Please allow 10 business days for your materials to be reviewed and your request processed. You will be contacted regarding the resolution of the request and how to proceed with scheduling. **Accommodation requests that compromise the security of examinations will not be granted.** Mail your completed application and documentation to:

Louisiana Licensing Board for Contractors  
Department of Human Resources & Examinations  
600 North Street  
Baton Rouge, LA 70802

*Some alternative testing arrangements may be available at selected testing locations only.*

I certify that the above information is true and accurate to the best of my knowledge.

**Signature:** ___________________________ **Date:** ___________________________