

# Department of Human Resources & Examinations

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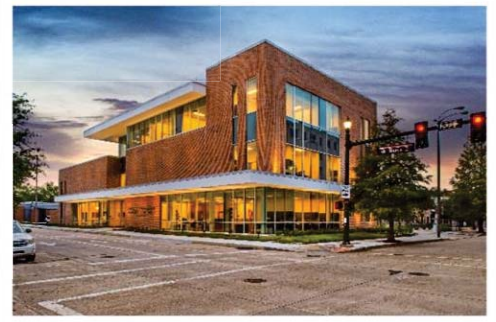
Louisiana State Licensing Board for Contractors

The logo for the Louisiana State Licensing Board for Contractors (LSLBC) consists of the letters "LSLBC" in white, bold, sans-serif font, centered within a dark blue rounded rectangle. To the right of the rectangle is a vertical dark blue bar.

LSLBC

## General Testing Information

# 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.

## Making Changes

Any changes in your personal contact information such as address or telephone number, etc. may be made using the link to the public portal sent to you in the initial approval letter that you will receive after you have submitted your application.

## 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.

## Cancelling a Scheduled Examination

You must print your email confirmation and present it to the test site at the time and date that you are scheduled.

*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 do NOT receive a confirmation, or if the confirmed date and/or time and/or place are incorrect. After that time period, the date, time, and location scheduled will be irrevocable, whether or not you have received a confirmation. Do not assumed the examination is scheduled unless the confirmation email has been received.

**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](http://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.



## Testing Centers

***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.***

### *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.

**Registration Confirmation** You must bring the e-mail sent to you when you registered for the exam.

### *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

**Bossier Parish**

**Community College**

6220 E. Texas Street  
Building D. Room 203  
Bossier City, LA 71111  
318.678.6002

**Delgado Community College**

**Office of Advising & Testing**

980 Navarre Bldg. 2 Rm #302  
New Orleans, LA 70119  
504.671.5084/5085

**Fletcher Technical**

**Community College**

1407 Highway 311  
Shriever, LA 70395

**Louisiana Delta Community**

**College**

7500 Millhaven Road  
Monroe, LA 71203

**LSLBC**

600 North Street  
Baton Rouge, LA 70802  
225.765.2301

**LSU-Alexandria**

Student Center, Room 204  
8100 U.S. 71  
318.427.4492

**Northshore Technical**

**Community College**

21454 Koop Drive  
Mandeville, LA 70471

**Nunez Community College**

3710 Paris Road  
Chalmette, LA 70043  
504.278.6422

**SLCC – Lafayette**

1101 Bertrand Drive  
Lafayette, LA 70506  
337.521.9052

**SOWELA Technical Community College**

3850 Senator J. Bennett Johnston Avenue  
Lake Charles, LA 70615  
337.421.6580

## **How do I contact the Examinations Department?**

Louisiana State  
Licensing Board for Contractors  
600 North Street  
Baton Rouge, LA 70802

Phone 225.765.2301 x1228  
Fax 225.765.2362  
E-mail [stemple@lslbc.louisiana.gov](mailto:stemple@lslbc.louisiana.gov)

## **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.

*After passing an exam, any questions regarding issuance of the license, additional classifications or qualifying parties should be directed to the Applications Department at 225.765.2301 (Choose option 1).*

### **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. You will have the option of receiving the official grade notification by postal mail or e-mail. Grade notifications are also available via public portal within 1-2 days of testing.

### **Retakes**

The fee to retake a failed exam is \$120.00. You must wait at least 30 days before you can retake the same exam. Your official grade notification will include information about registering for a retake.

**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/](http://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](http://www.lacontractor.org)



State of Louisiana  
 State Licensing Board for Contractors  
 600 North Street, Baton Rouge, LA 70802 225.765.2301 x1228



## REQUEST FOR REASONABLE ACCOMMODATIONS

<b>Name</b>		<b>Date</b>			
<b>Address</b>		<b>DOB</b>	/ /	<b>Phone</b>	( )
<b>City, State</b>		<b>Zip</b>		<b>Email</b>	

<b>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.</b>

<b>DOCUMENTATION</b>	
<b>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.</b>	
<b>1.</b>	Current (within 2 years) evaluation performed by licensed/certified professional detailing substantial limitation to physical or mental functioning.
<b>2.</b>	Documentation must be submitted on official letterhead from a qualified health professional appropriate for evaluating the disability.
<b>3.</b>	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.
<b>4.</b>	(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:** \_\_\_\_\_