



STATE OF MINNESOTA

CONSTRUCTION CONTRACTOR LICENSING CANDIDATE HANDBOOK

SEPTEMBER 2009

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QUICK REFERENCE

STATE LICENSING INFORMATION

Candidates may contact the Minnesota Department of Labor and Industry with questions about obtaining or maintaining a license after the examination has been passed.

Minnesota Department of Labor and Industry
443 Lafayette Road N.
St. Paul, MN 55155

Phone

(651) 284-5034

Toll-free phone

1-800-DIAL-DLI
(1-800-342-5354)

TTY

(651) 297-4198

Website

<http://www.dli.mn.gov>

EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

**Pearson VUE
Minnesota Contractor
Licensing**

PO Box 8588
Philadelphia, PA 19101-8588
(877) 258-9221

Website

www.pearsonvue.com

RESERVATIONS

Before making an exam reservation

Candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process.

Making an exam reservation

Candidates may make a reservation by:

- calling (877) 258-9221
- faxing the *Fax Reservation Form*, found in the back of the handbook, to Pearson VUE at (888) 204-6291
- visiting the website at www.pearsonvue.com

Candidates should make a reservation by phone at least twenty-four (24) hours before the desired examination date, by fax at least four (4) business days in advance, or on the Web at least twenty-four (24) hours before the desired examination date. All candidates **must** take the Business and Law examination, plus a specialty Trade examination. **Walk-in examinations are not available.**

SCHEDULES & FEES

Test Center locations

A list of test centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and examination schedules.

Exam fees

The examination fee of \$51 per exam must be paid at the time of reservation by credit card, debit card, or voucher. **Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy* (page 10).**

EXAM DAY

What to bring to the exam

Candidates should bring to the examination the confirmation number they received when they made the examination reservation, proper identification, and other materials as dictated by the state licensing agency. A complete list appears in *What to Bring* (page 12).

Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins to complete registration. The time allotted for each examination is two (2) hours, and each candidate will leave the test center with an official score report in hand.

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The candidate handbook is a useful tool in preparing for an examination.

It is highly recommended that the Minnesota Construction Contractor Licensing handbook and the appropriate content outlines specific to the license that you are pursuing be reviewed before taking the examination. *(Individual content outlines for each Trade examination can be found on www.pearsonvue.com.)*

Individuals who wish to obtain a contractor license in the state of Minnesota must:

1. Meet all licensing requirements for your specific Trade examination. *(See pages 2-8.)*

2. Make a reservation and pay the examination fee.

Make a reservation (online, or by phone or fax) with Pearson VUE for the examination. *(See page 9.)*

3. Go to the test center to take the examination.

Go to the test center on the day of the examination, bringing along all required materials. *(See page 12.)*

4. Apply for a license.

After passing the examination, you will be given instructions at the test center concerning the next step in the licensure process. *(See page 8.)*

For more information regarding obtaining a license go to <http://www.dli.mn.gov>.

CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination. Candidates may contact the Minnesota Department of Labor and Industry with questions about obtaining or maintaining a license after the examination has been passed.

FOR EXAMINATIONS

Pearson VUE

Minnesota Contractors
PO Box 8588
Philadelphia, PA 19101-8588
(877) 258-9221

Website

www.pearsonvue.com

FOR STATE LICENSING

Minnesota Department of Labor and Industry

443 Lafayette Road N.
St. Paul, MN 55155

Phone

(651) 284-5034

Toll-free phone

1-800-DIAL-DLI
(1-800-342-5354)

TTY

(651) 297-4198

Website

<http://www.dli.mn.gov>

THE LICENSURE PROCESS

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing a particular profession, vocation, or occupation. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The State of Minnesota has retained the services of Pearson VUE to develop and administer its contractor licensing examination program. These examinations are based on the 2006 International Residential Code and statutes, rules, regulations, and building codes pertaining to the practice of contracting residential construction services in Minnesota and have been reviewed and approved by the Minnesota Department of Labor and Industry. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

MINNESOTA CONSTRUCTION CONTRACTOR LICENSING REQUIREMENTS

GENERAL LICENSING GUIDELINES

The Minnesota Department of Labor and Industry has statutory responsibility to assure the competency of individuals seeking licensing as a construction professional in the state of Minnesota. The Department uses licensure examinations to determine whether or not candidates for licensing meet appropriate standards and possess the required minimum knowledge of their respective craft.

The Department requires that each candidate take and pass two examinations before applying for a license: one **must** be the Minnesota Business and Law examination; and the other must be a specific Trade examination, depending on what type of construction license the candidate is pursuing.

The Trade examinations are:

- Manufactured Home Installer
- Residential Building Contractor
- Residential Remodeler
- Residential Roofer

Under Minnesota law, all contractors are subject to the requirements of the Residential Building Contractor and Remodeler Licensing Law. However, there are separate Manufactured Home Installer and Residential Roofer license, bond, and examination requirements. See pages 2-8 for more details concerning specific Trade guidelines.

The Minnesota Department of Labor and Industry requires that companies, not individuals, obtain a license. Each company, regardless of whether the company is an individual proprietorship, partnership, or corporation, limited liability company, and limited liability partnership, must assign one person to serve as a **qualifying person** who takes the examination for the specific Trade, as well as the Business and Law examination. The qualifying person must also meet all necessary continuing education requirements.

If a sole proprietor, the proprietorship is licensed. The qualifying person for a sole proprietor must be either the owner or a managing employee. In a partnership, the qualifying person must be one of the partners or a managing employee. A managing employee is defined as a person regularly employed by the company who is actively engaged in the specific Trade.

Each exam, excluding the Business and Law Exam, is open-book. References will be provided to each candidate at the test center. See page 12 for more information on examination procedures.

If a candidate fails either exam portion, they will need only to take, or re-take, and pass the failed portion. All documentation verifying their previously passed portion is required for verification to obtain a license.

INDIVIDUAL TRADE LICENSE & EXAMINATION GUIDELINES

Manufactured Home Installer

A manufactured home installer is defined as any person, firm, or corporation that installs or repairs a manufactured home for others at the site of occupancy. All manufactured home installers practicing in Minnesota must be licensed unless they meet one of the exemptions listed below.

PLEASE NOTE MANUFACTURED HOME INSTALLERS

A manufactured home installer license only allows a person to install or repair a manufactured home. Similarly, the installation or repair of a manufactured home may only be completed by a licensed manufactured home installer. An installer who also practices the alteration of manufactured homes or the installation or repair of prefabricated dwellings would be required to obtain a residential building contractor or remodeler license.

Manufactured home installers who install anchoring and support systems must obtain the required seals and certificates from the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, Manufactured Structures Section (651-284-5058).

License Exemptions

All manufactured home installers must be licensed unless they meet one of the following exemptions, which does not necessitate a license:

- employees of a licensed manufactured home installer
- material suppliers who do not install or attach the items
- owners doing work on their own property

License Eligibility

The following eligibility requirements must be met in order to obtain a Manufactured Home Installer license:

- MN Department of Labor and Industry application and fee.
- \$2,500 Surety Bond.
- documentation that shows the legal entity and/or assumed name (dba) of the business is properly registered and active with the Minnesota Secretary of State.
- information regarding the candidate's organizational structure, including names and addresses of all owners, partners, officers and members who exercise management or policy control in the company
- qualifying person (QP) personal information including employment history
- a certificate of liability insurance that shows commercial general liability insurance, which includes premises and operations insurance and products and completed operations insurance, with limits of at least \$100,000 per occurrence, \$300,000 aggregate limit for bodily injury, and property damage insurance with limits of at least \$25,000 or a policy with a single limit for bodily injury and property damage of \$300,000 per occurrence and \$300,000 aggregate limits." (326B.)
- Minnesota Worker's Compensation Insurance Certificate or proof that the candidate is exempt from Workers' Compensation requirements
- background disclosure and Bureau of Criminal Apprehension (BCA) criminal background check authorization
- proof that the qualifying person passed the required examinations

Examination Requirements

In addition to passing the Manufactured Home Installer examination, the candidate must also pass the Minnesota Business and Law examination. A passing scaled score of at least **70** must be met for both examinations. A candidate's knowledge of state laws, rules, and the construction business is tested. See page 14 in this handbook for a detailed explanation about scoring.

The Manufactured Home Installer examination is open-book and all necessary references will be provided at the test center. Candidates **may not** bring their own material into the examination room. See page 12 for additional examination information.

Residential Building Contractor

A residential building contractor is defined as a person (or company) in the business of contracting or offering to contract with an owner to build residential real estate by providing two or more special skills. A residential building contractor also may contract or offer to contract with an owner to improve existing residential real estate.

All residential building contractors who contract with an owner to construct or improve dwellings for habitation by one to four families and who provide more than one special skill (service) for a consumer must be licensed, unless they meet one of the exemptions listed below. This requirement also applies to anyone engaged in building on speculation.

If an individual or company offers or contracts to provide two or more of the following skills, a residential building contractor license must be obtained:

- Excavation
- Masonry/Concrete
- Carpentry
- Interior Finishing
- Exterior Finishing
- Drywall and Plaster
- Roofing*
- Installation Specialties

**There is a separate license requirement for any person (or company) who engages in the business of working on residential real estate (one- to four-family dwellings) in roof coverings, roof sheathing, roof weatherproofing, and insulation and repair of roof systems. Any person (or company) involved in these activities must obtain a residential roofer license. For information regarding residential roofer license requirements, see page 6.*

License Exemptions

All residential building contractors must be licensed unless they meet one of the following exemptions, which does not necessitate a license:

- individuals who offer or contract to provide only one special skill (except residential roofers and manufactured home installers)
- employees of a licensed residential building contractor, residential remodeler, residential roofer, or manufactured home installer
- materials suppliers who do not install or attach the items
- owners doing work on their own property (not including spec home builders)
- architects or engineers doing work within the scope of their practice
- plumbers, electricians, and mechanical contractors
- school districts or technical colleges
- any person whose gross annual receipts* from residential building contractor activities is less than \$15,000**

**Gross annual receipts are the total amount derived from residential contracting activities, regardless of where the activities are performed, and must not be reduced by cost of goods sold, expenses, losses, or any other amount.*

***Note: Any person claiming this exemption must obtain a certificate of exemption from the Minnesota Department of Labor and Industry by filing an affidavit stating the person has not nor do they expect to exceed \$15,000 in gross annual receipts during the calendar year from which the exemption is requested. Once the person exceeds \$15,000, the certificate of exemption must be surrendered immediately and an application for a license must be filed. The exemption certificate must be renewed annually.*

License Eligibility

The following eligibility requirements must be met in order to obtain a residential building contractor license:

- MN Department of Labor and Industry application and fee.
- documentation that shows the legal entity and/or assumed name (dba) of the business is properly registered and active with the Minnesota Secretary of State.
- information regarding the candidate's organizational structure, including names and addresses of all owners, partners, officers and members who exercise management or policy control in the company
- qualifying person (QP) personal information including employment history
- a certificate of liability insurance that shows commercial general liability insurance, which includes premises and operations insurance and products and completed operations insurance, with limits of at least \$100,000 per occurrence, \$300,000 aggregate limit for bodily injury, and property damage insurance with limits of at least \$25,000 or a policy with a single limit for bodily injury and property damage of \$300,000 per occurrence and \$300,000 aggregate limits." (326B.)
- Minnesota Worker's Compensation Insurance Certificate or proof that the candidate is exempt from Workers' Compensation requirements
- background disclosure and Bureau of Criminal Apprehension (BCA) criminal background check authorization
- proof that the qualifying person passed the required examinations

Examination Requirements

In addition to passing the Residential Building Contractor examination, the candidate must also pass the Minnesota Business and Law examination. A passing scaled score of at least **70** must be met for both examinations. A candidate's knowledge of state laws, rules, and the construction business is tested. See page 14 in this handbook for a detailed explanation about scoring.

The Residential Building Contractor examination is open-book and all necessary references will be provided at the test center. Candidates **may not** bring their own material into the examination room. See page 12 for additional examination information.

Residential Remodeler

A residential remodeler is defined as a person (or company) in the business of contracting or offering to contract with an owner to improve existing residential real estate by providing two or more special skills.

A residential remodeler may **only** work on existing structures, whereas a residential building contractor may construct new structures and work on existing structures.

All residential remodelers who contract with an owner to construct or improve dwellings for habitation by one to four families and who provide more than one special skill (service) for a consumer must be licensed, unless they meet one of the exemptions listed below. This requirement also applies to anyone engaged in building on speculation.

If an individual or company offers or contracts to provide two or more of the following skills, a residential building contractor license must be obtained:

- Excavation
- Masonry/Concrete
- Carpentry
- Interior Finishing
- Exterior Finishing
- Drywall and Plaster
- Roofing*
- Installation Specialties

**There is a separate license requirement for any person (or company) who engages in the business of working on residential real estate (one- to four-family dwellings) in roof coverings, roof sheathing, roof weatherproofing, and insulation and repair of roof systems. Any person (or company) involved in these activities must obtain a residential roofer license. For information regarding residential roofer license requirements, see page 6.*

License Exemptions

All residential remodelers must be licensed unless they meet one of the following exemptions, which does not necessitate a license:

- individuals who offer or contract to provide only one special skill (except residential roofers and manufactured home installers)
- employees of a licensed residential building contractor, residential remodeler, residential roofer, or manufactured home installer
- materials suppliers who do not install or attach the items
- owners doing work on their own property (not including spec home builders)
- architects or engineers doing work within the scope of their practice
- plumbers, electricians, and mechanical contractors
- school districts or technical colleges
- any person whose gross annual receipts* from residential building contractor activities are less than \$15,000**

**Gross annual receipts are the total amount derived from residential contracting activities, regardless of where the activities are performed, and must not be reduced by cost of goods sold, expenses, losses or any other amount.*

***Note: Any person claiming this exemption must obtain a certificate of exemption from the Minnesota Department of Labor and Industry by filing an affidavit stating the person has not nor do they expect to exceed \$15,000 in gross annual receipts during the calendar year from which the exemption is requested. Once the person exceeds \$15,000, the certificate of exemption must be surrendered immediately and an application for a license must be filed. The exemption certificate must be renewed annually.*

License Eligibility

The following eligibility requirements must be met in order to obtain a residential remodeler license:

- MN Department of Labor and Industry application and fee.
- documentation that shows the legal entity and/or assumed name (dba) of the business is properly registered and active with the Minnesota Secretary of State.
- information regarding the candidate's organizational structure, including names and addresses of all owners, partners, officers and members who exercise management or policy control in the company
- qualifying person (QP) personal information including employment history

- a certificate of liability insurance that shows commercial general liability insurance, which includes premises and operations insurance and products and completed operations insurance, with limits of at least \$100,000 per occurrence, \$300,000 aggregate limit for bodily injury, and property damage insurance with limits of at least \$25,000 or a policy with a single limit for bodily injury and property damage of \$300,000 per occurrence and \$300,000 aggregate limits.” (326B.)
- Minnesota Worker’s Compensation Insurance Certificate or proof that the candidate is exempt from Workers’ Compensation requirements
- background disclosure and Bureau of Criminal Apprehension (BCA) criminal background check authorization
- proof that the qualifying person passed the required examinations

Examination Requirements

In addition to passing the Residential Remodeler examination, the candidate must also pass the Minnesota Business and Law examination. A passing scaled score of at least **70** must be met for both examinations. A candidate’s knowledge of state laws, rules, and the construction business is tested. See page 14 in this handbook for a detailed explanation about scoring.

The Residential Remodeler examination is open-book and all necessary references will be provided at the test center. Candidates **may not** bring their own material into the examination room. See page 12 for additional examination information.

Residential Roofer

A residential roofer is defined as a person or company engaged in the business of doing work on residential real estate (one- to four-family dwellings) in roof coverings, roof sheathing, roof weatherproofing and insulation, and repair of roof systems (but not construction of new roof systems).

All residential roofers practicing in Minnesota must be licensed unless they meet one of the exemptions listed below.

License Exemptions

All residential roofers must be licensed unless they meet one of the following exemptions, which does not necessitate a license:

- employees of a licensed residential roofer
- materials suppliers who do not install or attach the items
- owners doing work on their own property
- any person whose gross annual receipts* from their residential roofer activities are less than \$15,000**

**Gross annual receipts are the total amount derived from roofing activities, regardless of where the activities are performed, and must not be reduced by cost of goods sold, expenses, losses, or any other amount.*

***Note: Any person claiming this exemption must obtain a certificate of exemption from the Minnesota Department of Labor and Industry by filing an affidavit stating the person does not expect to exceed \$15,000 in gross annual receipts during the calendar year from which the exemption is requested. Once the person exceeds \$15,000, the certificate of exemption must be surrendered immediately and an application for a license must be filed.*

The exemption certificate must be renewed annually.

License Eligibility

The following eligibility requirements must be met in order to obtain a Residential Roofer license:

- MN Department of Labor and Industry application and fee.
- \$15,000 Surety Bond.
- documentation that shows the legal entity and/or assumed name (dba) of the business is properly registered and active with the Minnesota Secretary of State.
- information regarding the candidate's organizational structure, including names and addresses of all owners, partners, officers and members who exercise management or policy control in the company
- qualifying person (QP) personal information including employment history
- a certificate of liability insurance that shows commercial general liability insurance, which includes premises and operations insurance and products and completed operations insurance, with limits of at least \$100,000 per occurrence, \$300,000 aggregate limit for bodily injury, and property damage insurance with limits of at least \$25,000 or a policy with a single limit for bodily injury and property damage of \$300,000 per occurrence and \$300,000 aggregate limits." (326B.)
- Minnesota Worker's Compensation Insurance Certificate or proof that the candidate is exempt from Workers' Compensation requirements
- background disclosure and Bureau of Criminal Apprehension (BCA) criminal background check authorization
- proof that the qualifying person passed the required examinations

Examination Requirements

In addition to passing the Residential Roofer examination, the candidate must also pass the Minnesota Business and Law examination. A passing scaled score of at least **70** must be met for both examinations. A candidate's knowledge of state laws, rules, and the construction business is tested. See page 14 in this handbook for a detailed explanation about scoring.

The Residential Roofer examination is open-book and all necessary references will be provided at the test center. Candidates **may not** bring their own material into the examination room. See page 12 for additional examination information.

APPLICATION FOR LICENSURE

To apply for a license, candidates must first pass the required examinations. Upon passing, candidates will receive instructions at the test center concerning the next step in the licensure process. The Minnesota Department of Labor and Industry website has a complete description of the procedures and requirements for obtaining a license: <http://www.dli.mn.gov>.

Licensure questions should be directed to the Minnesota Department of Labor and Industry at (651) 284-5034.

PHONE RESERVATIONS

Candidates may call Pearson VUE at (877) 258-9221* to make a reservation.

CALL CENTER HOURS	
Monday – Friday	7 a.m. – 10 p.m.
Saturday	7 a.m. – 4 p.m.
Sunday	9 a.m. – 3 p.m.

Central Standard Time

Before calling, candidates should have the following:

- legal name, address, Social Security number, daytime telephone number, and date of birth
- the names of the examination(s)
- the preferred examination date and test center location
- a failing score report (*if retaking an examination*)

Candidates are responsible for knowing which examination they need to take. A representative will help candidates select a convenient examination date and location. Candidates must make a phone reservation at least twenty-four (24) hours before the desired examination date.

ONLINE RESERVATIONS

Candidates must go to www.pearsonvue.com to make an online reservation for an examination. First-time users are required to create an account. The candidate will need to fill in all required fields, which are listed in bold, on the online form in order to create an ID and be assigned a password. Step-by-step instructions will follow on how to make a reservation for an examination.

Candidates **must** make an online reservation at least twenty-four (24) hours before the desired examination date.

FAX RESERVATIONS

Candidates may fax the *Fax Reservation Form*, in the back of the handbook, to Pearson VUE at (888) 204-6291, 24 hours a day, 7 days a week. The completed form should be faxed at least four (4) business days before the desired examination date. A confirmation of the reservation will be returned by fax within twenty-four (24) hours of receipt of the faxed request.

CONFIRMATION NUMBER

Candidates will be provided with a confirmation number, which should be written down in the space provided below. This number should be used for any contact with Pearson VUE.

Confirmation Number:
Examination Date:
Test Center:
Representative:

WALK-IN EXAMINATIONS ARE NOT AVAILABLE. ALL CANDIDATES MUST BE AT LEAST 18 YEARS OF AGE.

PHONE RESERVATIONS

(877) 258-9221

*TELECOMMUNICATION DEVICES FOR THE DEAF

Pearson VUE is equipped with TDD (Telecommunication Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available 8:00 am to 5:00 pm (EST) Monday through Friday, toll-free at (866) 274-4777.

This TDD phone option is for individuals equipped with compatible TDD machinery.

EXAM FEES

The examination fee (\$51 per exam) must be paid at the time of reservation by credit card, debit card, or voucher. **Payment will not be accepted at the test center.** Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy*.

Electronic Checks

Candidates who choose to pay the fees by electronic check must have a personal checking account, and must be prepared to provide to Pearson VUE at the time of reservation the following information:

- bank name
- account number
- social security number, state ID number, or driver's license number
- name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Vouchers

Candidates may pre-pay fees and receive a voucher to use when they contact Pearson VUE to make an examination reservation. The number listed on the voucher will be accepted by Pearson VUE as payment for the examination fee. Vouchers may be purchased for one fee or many; therefore, companies may buy vouchers in bulk and distribute them to candidates as desired.

Those who wish to purchase a voucher should send a *Voucher Request Form* (found in the back of this handbook) along with proper payment. Pearson VUE will process voucher requests within one (1) week of receipt. Vouchers are valid for one (1) year from the issue date.

CHANGE/CANCEL POLICY

Candidates should call (877) 258-9221 at least forty-eight (48) hours before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may transfer the fee to a new reservation or may request a refund. **Candidates who change or cancel a reservation without proper notice will forfeit the fees.** Refunds for credit/debit cards are immediate, while refunds for electronic checks and vouchers will be processed in 2-3 weeks.

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether paid individually or by a third party.

ABSENCE/LATENESS POLICY

Candidates who are late to or absent from an examination may be excused for the following reasons:

- illness of the candidate or of the candidate's immediate family member
- death in the immediate family
- disabling traffic accident
- court appearance or jury duty
- military duty
- weather emergency

Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to the *Change/Cancel Policy* will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination may be delayed or canceled. Candidates may call (800) 274-2615 for details on cancellations during severe weather.

SPECIAL EXAM REQUESTS & SERVICES

Pearson VUE complies with the provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e *et seq.*), in accommodating disabled candidates who need special arrangements to take an examination.

Candidates who require special arrangements due to impaired sensory, manual, or speaking skills or other disability should fax the *Special Accommodations Request Form* (found in the back of the handbook) to Pearson VUE.

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Pearson VUE will provide auxiliary aids and services, except where such may fundamentally alter the examination or results, or result in an undue burden. The examination will be scheduled upon receipt of all required information by Pearson VUE.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at (800) 274-3707. However, the *Special Accommodations Request Form*, along with the required supporting documentation, **must** be submitted to Pearson VUE before any special arrangements can be finalized.

Pearson VUE will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to retake the examination should notify Pearson VUE that special arrangements were used for the prior examination.

Due to the unique nature of each special request, Pearson VUE recommends that candidates request special services as early as possible. Pearson VUE will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and individual test center capabilities.

NON-SATURDAY EXAMS

Candidates who for religious reasons cannot take an examination offered only on Saturdays may request a non-Saturday examination date. Such a request must be put in writing on official stationery by the candidate's religious advisor and faxed to (610) 617-9397 or mailed to:

Pearson VUE Special Accommodations

3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004

Non-Saturday examinations are available only on a prearranged basis.

REQUIRED ITEMS

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee and licensure fee.

WHAT TO BRING

Required Materials

All candidates are required to bring identification that is deemed acceptable, listed under *Acceptable Forms of Candidate Identification*, to the test center on the day of examination.

All candidates must also bring certain items, based on their particular situation, to the test center on examination day, as detailed below.

- the confirmation number provided when the reservation was made
- failing score report (if the candidate is retaking an examination)

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee and licensure fee.

Acceptable Forms of Candidate Identification

Candidates must present two forms of current signature identification. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English.

Primary ID (photograph and signature, not expired)

- government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- national/state/country identification card
- passport
- passport card
- military ID
- military ID for spouses and dependents
- alien registration card (green card, permanent resident visa)

Secondary ID (signature, not expired)

- U.S. Social Security card
- debit (ATM) card
- any form of ID on the primary ID list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and he/she will be photographed for the score report. Candidates will be required to review and sign a *Candidate Rules Agreement* form.

If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as decertification.

Test center administrators will then give candidates all necessary references for the open-book examinations. **The Minnesota Business and Law examination is not open book and references will not be provided nor allowed for use during the exam.**

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Once candidates are familiar with the PC, they may begin the examination. The examination begins the moment a candidate looks at the first examination question. **The time allotted for each examination is two (2) hours.** After the examination time has expired, the examination will automatically end. Candidates will leave the test center with their official scores in hand.

Candidates are responsible for providing the original score report to DLI as verification that the candidate passed the applicable exams.

ABOUT THE EXAMS

The examinations have been developed to reflect the statutes, rules, regulations, and building codes pertaining to the practice of contracting residential construction services in Minnesota and have been reviewed and approved by the Minnesota Department of Labor and Industry.

Each examination is given in a multiple-choice format. The Business and Law, Residential Roofer, Residential Remodeler, and Residential Building Contractor examinations contain fifty (50) questions each; the Manufactured Home Installer examination contains forty (40) questions. Candidates have two (2) hours to complete each examination.

The passing score for the examination is determined by the Minnesota Department of Labor and Industry. Through standardization and control, Pearson VUE ensures that no individual has an unfair disadvantage or advantage because of a particular examination format.

EXAM SECURITY

Pearson VUE maintains examination administration and examination security standards designed to ensure that all candidates are given the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others because of irregularities or misconduct. Pearson VUE routinely reviews irregularities and examination scores believed to be earned under unusual or nonstandard circumstances.

Pearson VUE maintains the right to question any examination score whose validity is in doubt because the score may have been obtained unfairly. Pearson VUE first undertakes a confidential review of the circumstances contributing to the questions about score validity. If there is sufficient cause to question the score, Pearson VUE will refer the matter to the Minnesota Department of Labor and Industry, which will make the final decision on whether or not to cancel the score.

The performance of all candidates is monitored and may be analyzed statistically for the purpose of detecting and verifying fraud. If it is determined that a score has questionable validity, the Minnesota Department of Labor and Industry will be so notified and will determine whether the candidate's scores will be released.

SCORE REPORTING

When candidates complete the examination, they will receive a score report marked "pass" or "fail". Candidates who pass the examination will receive a score report that includes a numeric score and diagnostic information as well as on how to apply for a license.

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information as well as information about reexamination.

EQUATING AND SCALING

There are multiple versions of each examination, known as *forms*. While all these forms are developed from the content outlines found on the Pearson VUE website at www.pearsonvue.com, the levels of difficulty of the forms may vary slightly because different questions appear on different forms. Since it would be unfair to require a candidate taking a slightly more difficult form to answer as many questions correctly in order to pass as a person taking an easier form, a statistical procedure known as *equating* is used to correct for differences in form difficulty.

Example: It is established that a candidate must answer 30 questions correctly to pass Form A. Form B, which is slightly more difficult, was administered, and when equated to Form A it was found that 28 correct answers on Form B represent the same level of knowledge as do 30 correct answers on Form A.

If the number of questions answered correctly (the *raw score*) were reported to candidates, there would be a different passing score for each form. In order to keep the passing score constant for all forms while the number of correct answers necessary for passing may vary from form to form, a second procedure called *scaling* is used. In the above example, a candidate with a raw score of 30 on easier Form A and a candidate with a raw score of 28 on more difficult Form B would both receive the same scaled score, because they have demonstrated equal amounts of knowledge.

For the residential contractor licensing examinations, the range in which scaled scores can fall is between a low of 50 and a high of 100. **These scaled scores are neither the number of questions answered correctly nor the percentage of questions answered correctly.**

DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report from Pearson VUE by completing the form in the back of this handbook and submitting it along with the correct fees.

QUESTIONS OR COMMENTS ABOUT THE EXAM

It is Pearson VUE's goal to provide a pleasant testing experience and a quality exam to all candidates. Candidates who have questions, comments, or concerns or are dissatisfied with their testing experience are asked to submit written inquiries to Pearson VUE at the address provided on the inside of the front cover of this handbook. For security reasons, examination material is not available to candidates for review.

Written correspondence should include the following items:

- 1) candidate name
- 2) candidate address
- 3) candidate phone number
- 4) name and/or type of examination
- 5) date examination was taken or scheduled
- 6) location of test center
- 7) Pearson VUE confirmation number
- 8) all relevant documents and facts

Pearson VUE will review the correspondence and will send a written response within fifteen (15) business days of receipt.

RETAKE THE EXAM

Candidates who want to retake the exam must follow instructions found on their score report.

If a candidate passes either portion, he/she will need only to take, or re-take, and pass the failed portion. All documentation verifying his/her previously passed portion is required for verification to obtain a license. Reservations for reexamination are not made at the test center, and **candidates must wait twenty-four (24) hours before making one.**

TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to cellular phones, hand-held computers/ personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens, or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family, or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise his/her hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building he/she will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to cellular phones, PDAs, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

PRETEST QUESTIONS

The examination will contain “pretest” questions. Pretest questions are questions on which statistical information is being collected for use in constructing future examinations. Responses to pretest questions do not affect a candidate’s score. Pretest questions are mixed in with the scored questions and are not identified.

CONTENT OUTLINES

Each examination is based on a detailed content outline of topics, subtopics, and references to applicable state laws, statutes, and regulations. These content outlines are provided to publishers of study materials and to state-approved education providers for their use in developing and updating their educational materials and programs. Content outlines are updated periodically to reflect changes in practice, state laws and regulations. **Candidates may view or print content outlines for each examination at the Pearson VUE website at www.pearsonvue.com.**

Scores on each examination are based on the number of questions answered correctly. Candidates who are uncertain about the correct answer to a question may be able to eliminate one or more of the answer choices as incorrect. It is always better to guess at the correct answer than to not answer a question because there is no penalty for incorrect answers.

STUDY MATERIALS

Applicants taking any of the examinations should familiarize themselves with the International Residential Code and Minnesota statutes, rules, and regulations pertaining to residential construction contracting. The most current Minnesota statutes and rules may be found on the state’s website, www.leg.state.mn.us, or at most public libraries or law libraries.

Neither the Minnesota Department of Labor and Industry nor Pearson VUE specifically endorses any particular study materials.

A copy of the following codes, laws, and rules may be purchased from the State of Minnesota’s bookstore, which may be contacted at (651) 297-3000 (Twin Cities) or (800) 657.3757 (nationwide toll free) and is also available online at www.comm.media.state.mn.us/bookstore/bookstore.asp.

Residential Builder and Remodeler Trade Exam International Residential Code for One and Two Family Dwellings, 2006 Addition Residential Energy Code Minnesota State Building Code	Manufactured Home Installer Trade Exam International Residential Code for One and Two Family Dwellings, 2006 Addition Manufactured Home Rules 24 Code of Federal Regulations 3280 24 Code of Federal Regulations 3282
Residential Roofer Trade Exam International Residential Code for One and Two Family Dwellings, 2006 Addition Minnesota State Building Code	Business and Law Exam Minnesota Statutes Chapter 326B (Construction Codes and Licensing) Minnesota Statutes Chapters 327A and Chapter 394 Minnesota Rules, Chapter 1300 International Zoning Code, 2006

EXAMINATION QUESTIONS

All examination questions, each form of the examination, and any other examination materials are copyrighted and are the property of Pearson VUE. Consequently, any distribution of the examination content or materials through any form of reproduction or oral or written communication is strictly prohibited and punishable by law.



FAX RESERVATION FORM

Today's Date:		Time of Day:	
Candidate/Sponsor Signature:			
Last Name:			
First Name:			
Date of Birth:	Social Security Number:	Your Fax Number:	
Address:			
City:	State:	Zip:	Telephone:
Exam Name:			
Exam Session: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		Exam Date:	
2 nd Choice: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		2 nd Date:	
May we register you for the next exam date if your two choices are taken? <input type="checkbox"/> Yes <input type="checkbox"/> No			
May we email your confirmation? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, include email address:			

Credit Card Payments:	Electronic Check Payments:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AmExpress <input type="checkbox"/> Discover	Bank Name:
Card Number:	Next Available Check Number:
Expiration Date:	Account Number:
Signature:	Routing Number:
	Name/Address on Account (<i>if different from above</i>):

FOR PEARSON VUE USE ONLY

Pearson VUE ID# Assigned:		
Reservation Date:	Time:	TC#:
Pearson VUE Representative:		

Fax to Pearson VUE at (888) 204-6291.

DUPLICATE SCORE REQUEST FORM



DIRECTIONS: You may use this form to request that Pearson VUE send a duplicate copy of your score to you. Please print all information on this form.

Please enclose cashier's check or money order made payable to "Pearson VUE." **DO NOT SEND CASH.**

FEE: For scores less than one year old there is a \$10.00 charge.
For scores one or more years old there is a \$25.00 charge.

SEND TO: Pearson VUE
MINNESOTA CONTRACTORS
DUPLICATE SCORE
PO Box 8588
Philadelphia, PA 19101-8588

Amount Enclosed: \$ _____

I hereby authorize Pearson VUE to send to me at the address below a duplicate of my scores from the contractor examination(s).

Signature	Date
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Please complete the following form with your current name and address.

Name:		
Address:		
City:	State:	Zip:

If the above information was different at the time you tested, please indicate original information.

Name:		
Address:		
City:	State:	Zip:

Exam Taken:	Date Taken:
Date of Birth:	Confirmation Number:
Licensing Jurisdiction:	



VOUCHER REQUEST FORM

PLEASE PRINT CLEARLY

Date:		
Last Name:		
First Name:		M.I.:
Address:		
City:		State: Zip:
Daytime Phone:		Evening Phone:
Email Address (if you would like Pearson VUE to email the voucher number):		
Payment Type: <input type="checkbox"/> Money Order <input type="checkbox"/> Company Check <input type="checkbox"/> Cashier's Check		
Amount Paid:		Number of Vouchers:
Name of Examination:		
Do you want to be digitally fingerprinted after you take the examination, for an additional \$15? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p style="text-align: center;">Make all checks payable to Pearson VUE and mail this form to: Pearson VUE, c/o AP Voucher Program, PO Box 41508, Philadelphia, PA 19101-1508. Overnight Address: Pearson VUE, c/o AP Voucher Program, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004.</p>		

SPECIAL ACCOMMODATIONS REQUEST FORM



Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special examination arrangements.

Candidates who wish to request special accommodations for ADA should fax this form to Pearson VUE at (610) 617-9397. Certain documentation must be faxed along with this form, as detailed on page 11.

All requests must first be approved by Pearson VUE. Candidates must wait for confirmation of the approval before scheduling an examination.

PLEASE PRINT CLEARLY

Date:			
Last Name:			
First Name:		M.I.:	
Address:			
City:		State:	Zip:
Daytime Telephone:		Email address:	
Description of Disability:			
<input type="checkbox"/> Large-print written exam <input type="checkbox"/> Marker <input type="checkbox"/> Additional time <input type="checkbox"/> Reader <input type="checkbox"/> Separate testing room <input type="checkbox"/> Sign language interpreter			
<input type="checkbox"/> Other equipment or accommodation (please explain):			
Accommodations previously provided to you (<i>list accommodation and purpose, such as "sign language interpreter for SAT examination"</i>):			
Candidates should contact Pearson VUE with questions about special accommodations. Pearson VUE Special Accommodations • 3 Bala Plaza West, Suite 300 • Bala Cynwyd, PA 19004 Phone (800) 274-3707 • TDD (866) 274-4777 • Fax (610) 617-9397			

Note: Only candidates who require special examination accommodations should use this form.

GENERAL INFORMATION

CANDIDATES MAY CALL (877) 258-9221 TO MAKE AN EXAM RESERVATION.

TEST CENTER LOCATIONS		
LOCATION	STATE	SCHEDULE
Hermantown/Duluth	MN	1 day per week
Rochester	MN	1 day per week
Wilmar	MN	2 days per week
Edina	MN	Tuesday through Saturday
W Fargo/Moorhead	ND	3 days per week

Locations and schedules are subject to change.

AVAILABLE EXAMINATIONS AND FEES	
Business and Law	\$51
Manufactured Home Installer	\$51
Residential Building Contractor	\$51
Residential Remodeler	\$51
Residential Roofer	\$51

Only one (1) examination may be taken during each session.

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

New Year's Day

Martin Luther King, Jr. Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

