

Exam information

If an examination is required for your license or certification, indicate your choice of a testing location on your application.

Letter of Authorization

When your application is approved, the division mails you a *Letter of Authorization*. The letter includes the telephone contact number for the examination location and a list of approved testing material to take into the exam.

Schedule the exam

It is your responsibility to schedule the examination date and time with the testing location. The examination must be taken within 60 days of the date of the *Letter of Authorization*.

Take the exam

You must provide both your *Letter of Authorization* and photo identification at the testing location. Examinations are not given without these two documents. You must also provide your own pencil(s) and calculators. If you bring a calculator, it must be a silent, non-programmable, non-printing calculator. Scratch paper is provided in your test packet.

Cheating on an examination includes:

- Providing untrue information regarding qualifications to take an examination.
- Using unauthorized notes, devices or information during an examination.
- Copying from another person.
- Allowing another person to copy from your examination.
- Providing answers or assistance to another person.
- Taking or copying examination questions or answers from the testing location.

The passing score for all licensing exams is 75 percent correct or better.

Getting the results

Do not contact the testing location for examination results. The examination location forwards the exam to the Building Codes Division for grading. Please allow two weeks to receive your results. Examination results are not given over the telephone. Applicants who pass the exam will receive the license in the mail along with the results.

Applicants who fail the exam will receive the results in the mail along with a strength / weakness report and a license reapplication form to test again. All applicants must wait 30 days after each failure before retaking an exam. *In-person exam review is eliminated.

Once you pass all required examinations, the division will mail your license to you.