

GITS: Gainesville Independent Testing Service
EIS: Examination Information Sheet

Business Procedures Examination – AAE2A
Florida Construction Credentialing

Scope

All candidates applying for contractor level registration must pass a Business Procedures Examination. This examines a candidate's knowledge of taxes, insurance and bond laws, management skills, lien laws, safety regulations, employment laws, and general accounting.

Examination Content Outline

This examines a candidate's knowledge of taxes, insurance and bond laws, management skills, lien laws, safety regulations, employment laws, and general accounting. The examination is a two (2) hour, open book exam that consists of 50 questions. The examination is based upon the following subject areas:

Subjects:	No. of Items
Insurance Laws	10
Tax Laws	10
Safety	6
Management	4
Lien Laws	8
Employment Laws	4
General Accounting	8
Total:	50

Approved References

Florida Contractor's Business Procedures Reference Manual Advanced Home Services, LLC, Ocala, FL
(800) 997-2129

Code of Federal Regulations – Title 29, Part 1926 (OSHA)

License Information

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 operations as contractors.

Examination Outline**Open Book**

50 Questions - Two-hour time limit

75% Correct required to pass

Exam Topic	%
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

References

The following reference is allowed in the testing center.

1. *Florida Contractor's Reference Manual*, Eighth Edition, Prometric, 1260 Energy Lane, St. Paul, MN 55108.

For information on how to obtain this exam reference, please call toll-free 877.624.2562.

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