

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

NOTE: The following references were used to develop this exam. You may use older editions of references at your own discretion. However, older editions may or may not contain applicable information to the content on the exam. You assume the risk of using an older reference than that listed below.

The following references **are allowed** in the test center.

1. *Florida Contractor's Reference Manual*, Ninth Edition, 2011, Prometric, Inc., 1260 Energy Lane, St. Paul, MN 55108; 877.624.2562.
2. *IRS Circular E, Employer's Tax Guide, Publication 15*, Current Year Edition, 800.TAX.Form, www.irs.gov/publications/. This reference may be brought into the exam room in loose-leaf format.

NOTE: No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in any reference materials. Any reference material that has been written in during the exam will be confiscated. Highlighting and permanent tabbing added before your arrival at the test center are acceptable. Post-it® notes are not considered permanent tabbing and are not allowed. Sharing reference materials is not allowed.

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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

Business Procedures Reference Manual for Florida Contractors, GITS, LLC, 3rd Ed.

Code of Federal Regulations – Title 29, Part 1926 (OSHA), 2010

Business and Law

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.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Business Organization	2
Licensing	3
Lien laws	2
Tax Laws	5
Safety Reporting Regulations	3
Labor Laws	8
Contract Management	9
Project Management	6
Estimating & Bidding	4
Financial Management	5
Risk Management	3

References

- **Florida Business & Law Study Guide for Contractors**, 2012. Prov, 13614 Progress Blvd., Alachua, FL 32615. Available at www.provbookstore.com.

Business and Law (Spanish)

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.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Business Organization	2
Lien laws	2
Labor Laws	8
Tax Laws	5
Safety OSHA	3
Licensing	3
Contract Management	9
Project Management	6
Estimating & Bidding	4
Financial Management	5
Risk Management	3

References

- **Florida Business & Law Study Guide for Contractors**, 2012. Prov, 13614 Progress Blvd., Alachua, FL 32615. Available at www.provbookstore.com.