



PSI licensure:certification
 3210 E Tropicana
 Las Vegas, NV 89121
www.psiexams.com



STATE OF ALABAMA HOME BUILDER

CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

FREQUENTLY ASKED QUESTIONS

1. Q: What do I have to do to get a residential builder's license?
A: Apply for the license, pass an examination, provide a satisfactory credit report. For examination fees, see page 2 of the Candidate Information Bulletin.

2. Q: How do I get an application for a license?
A: Send request, with check or money order for \$25.00, to:

Home Builders Licensure Board
445 Herron St
Montgomery, AL 36130

You may also pick up a license packet by coming into the Board's office.

3. Q: Does the application packet contain testing/study materials?
A: No; however, it contains reference lists of materials that are used in developing the test. These may be acquired and used for study prior to the test as well as used by the candidate during the open book test. All questions regarding the examination are addressed on page 6 of the CIB.

4. Q: Do I need to have authorization from the Licensure Board to schedule/take the examination?
A: No.

5. Q: How often is the test given?
A: Almost daily, as space availability permits. PSI has four testing centers in Alabama, located in Birmingham, Huntsville, Mobile and Montgomery. When you call to schedule your test (or use the Internet), you will be able to select an available testing date and time convenient to your schedule.

6. Q: Do I have to apply for a license before I take the examination?
A: No; however, it is helpful to the Board to have an application on file when the test score comes in.

EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a contractor in the State of Alabama.

Alabama state law requires home builders to be licensed and regulated by the Alabama Home Builders Licensure Board. Eligibility for licensure will be determined by the board for all license candidates who have successfully completed their licensing examination.

The Licensure Board has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Alabama. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

HOW TO OBTAIN A PACKET

The state sells a license package, for a small fee, that includes the license application and this Candidate Information Bulletin. Send a written request and a \$25 check or money order to:

Request a license package from:

Home Builders Licensure Board
445 Herron St
Montgomery, AL 36130
(334) 242-2230 • Fax: (334) 263-1397
www.hblb.state.al.us

All questions and requests for information about examinations should be directed to PSI.

www.psiexams.com
PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

ELIGIBILITY AND FEES

- Home Builders are required to pass a home builder examination for licensure.
 - You may take the examination on an unlimited basis.
 - Any passing test score is valid for a period of 3 years from the date it was passed.

Examination Fee	\$98
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REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. REGISTRATION FEES EXPIRE AFTER ONE YEAR OF REGISTERING.

The following fee table lists the applicable fee for the examination. The fee is for each registration, whether you are taking the examination for the first time or repeating.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the examination site.
- You will be asked to select the examination. You will then enter your personal and contact information. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 10:00 am and 4:00 pm, Eastern Time.

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees can be made by VISA, MasterCard, company check, money order or cashier's check, made payable to PSI. Print your name on the check or money order to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**



Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 6:30 am and 7:00 pm and Saturday, between 10:00 am and 4:00 pm, Central Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 4:00pm PT (6:00pm CT). Please be prepared to offer alternate examination appointment choices.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone, fax or by mail. Once registered, you can schedule for your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION SITE LOCATIONS

The PSI Occupational Licensing examinations are administered at the examination centers listed below:

Birmingham

100 Centerview Drive, Suite 121
Birmingham, AL 35216

After you exit I-65 at Hwy 31, turn North on Highway 31 toward Vestavia Hills. Turn right at first traffic light onto Vestavia Parkway. Turn right at first street onto Centerview Drive. Turn left into the first parking lot.

Huntsville

4900 University Square, Suite 4
Huntsville, AL 35816

From Memorial Parkway (US-431/231), take the University Dr (US-72 W) exit. Turn right on The Boardwalk. You will come to a dead end, facing 4900 University Square.

Mobile

6051 - B Airport Blvd.
Mobile, AL 36660

From East or West, take I-10 to I-65. From I-65 take Airport Blvd West exit. The site is approximately 3 miles on Airport Blvd. Look for a small red brick office complex, on the left side of the road called the Reynold's Place. You have to make a U-turn at the next traffic light to get to the complex. Office is in the corner of the "L".



Montgomery
500 Interstate Park Drive
Suite 530
Montgomery, Alabama, 36109

From I-85, take the Perry Hill Road exit (#4). Proceed north on Perry Hill Road for little less than ¼ mile. Interstate Park Drive is located on the right (east) side of Perry Hill Road. Turn right on Interstate Park Road and proceed east for approximately ¼ mile. The office is located on the main road.

Examinations are also available to Alabama candidates in other PSI testing centers located across the U.S. Regionally located sites are found in:

- Jackson, MS
- Metairie, LA
- Baton Rouge, LA
- Shreveport, LA

Please contact PSI for other sites that may be located near you.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

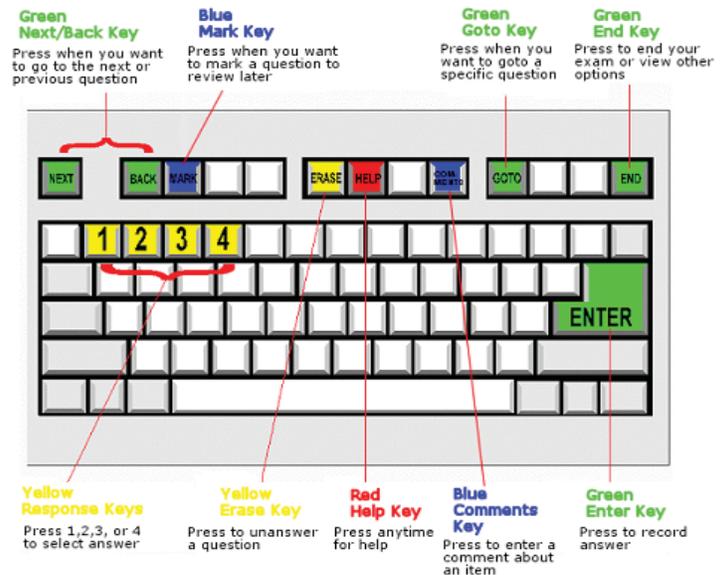
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing

capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.

- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:

Question: 3 of 40 Answered: 2 Unanswered: 1 Marked: 0 View: All Time Left(Min): 359

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

1. Presidents

2. Colonies

3. States

4. Wars

<< Back Next >>

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, a small number of five to ten "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

CANDIDATE COMMENTS

During the test development process, PSI makes every effort to create accurate and fair test questions. However, on occasion a candidate may feel that a particular test question is misleading or is missing information that is needed in order to provide a correct answer. If during the test you believe that a test question needs clarification, we highly recommend that you submit your comments and concerns to PSI while at the test center. Comments may be entered on the computer keyboard during the examination. When submitting comments, please provide as much detail as possible describing what you feel is problematic about the test question.

PSI regularly collects all comments from its test centers and reviews every comment within 20 business days from the date the comment was submitted. If your comments result in the editing or removal of one of your test questions, PSI will re-score your test results to determine if your grade status has changed from fail to pass. If your test result changes from fail to pass, you will be notified of the change. Otherwise, if you do not hear from PSI within 20 business days following your test, please understand that your comments have been reviewed but that they have not impacted your overall passing status. If you feel that you wish to further challenge the test content, we recommend that you register for an examination review.

EXAMINATION REVIEW

Failing candidates will have the option of reviewing their examination in a secure environment and challenging any questions or answers that they feel should be eliminated, changed, or given credit.

The fee for reviewing your examination is the same as your initial examination fee. In order to schedule a review, you must register using the same process used to register for your test.

During the review candidates will be presented with the questions the candidate incorrectly answered during the examination on a desktop computer. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by pressing the "Comment" button on the keyboard. The candidate can then enter any relevant information about the test question.

All comments together with a copy of the challenged test questions, will be submitted directly to PSI's test development staff for review. PSI will contact you within 20 business days if your status changed from fail to pass, and a new score report will be issued. Most test questions are determined to be correct as presented on the examination, so we recommend you NOT wait for a response before preparing for and scheduling to retake the examination.

You may not be permitted to take any notes out of the review sessions. Please call (800) 733-9267 with any questions. The examination review fee is \$98. The length of the examination review is one hour.

SCORE REPORTING

In order to pass the examinations, you must achieve a minimum score of 54 items correct (67.5%).

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.



CHANGE IN REFERENCE MATERIALS

The following changes have been made to the reference list on page 6 of the candidate information bulletin. Two of the reference books have been updated; the test questions derived from these books will be referencing the NEW editions.

Changes are in **bold** print:

1. *Modern Masonry: Brick, Block, Stone*, **7th edition**, Clois E. Kicklighter, **2010**, Goodheart-Willcox Company, Inc., 18604 W. Creek Drive, Tinley Park, IL 60477-6243, (800) 323-0440, www.goodheartwillcox.com.
2. *Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses*, **2013**, Wood Truss Council of America, (608) 274-4849, www.woodtruss.com. You may also follow the link to read or download this reference book online: <http://support.sbcindustry.com/pubs/BCSIED2-D>

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report. The fee for a duplicate score report is \$15. *Money Order or cashier's check ONLY.*

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

REFERENCE LIST

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

1. NASCLA Business and Project Management, Alabama Home Builder Licensure Board Edition, 2nd Edition, 2004, NASCLA Publications, P.O. Box 14941, Scottsdale, AZ 85267, (623) 587-9519, Fax (623) 587-9625, www.nascla.org (See order form at the end of this document).
2. International Residential Code for One- and Two-Family Dwellings, 2006, International Code Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041, (703) 931-4533, www.iccsafe.org.
3. *Code of Federal Regulations - 29 CFR Part 1926 (OSHA)*, with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954,

888-293-6498, <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>

OR

Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, www.psiexams.com (See order form at the end of the Candidate Information Bulletin.)

4. *Contractors Guide to Quality Concrete Construction*, 3rd edition, 2005, American Concrete Institute, 38800 Country Club Drive, Farmington Hills, MI 48331, (248) 848-3700, www.aci-int.org
5. *Carpentry and Building Construction*, 6th edition, 2004, John L. Feirer and Mark D. Feirer, McGraw-Hill Ryerson, (800) 338-3987, www.mcgrawhill.ca (You may also use the 1997 edition).
6. *Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses*, 2006, Wood Truss Council of America, (608) 274-4849, www.woodtruss.com
7. *Pipe and Excavation Contracting*, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, www.craftsman-book.com/products
8. *Modern Masonry: Brick, Block, Stone*, Clois E. Kicklighter, 2003, Goodheart-Willcox Company, Inc., 18604 W. Creek Drive, Tinley Park, IL 60477-6243, (800) 323-0440, www.goodheartwillcox.com

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

REFERENCE SOURCES

The reference materials listed in the content outlines may be found at one of the following locations:

PSI (See order form at the end of this bulletin)
www.psiexams.com

Exam Book Store
Exambookstore.net
888-277-4045

Builders Book Depot
www.buildersbookdepot.com
800-284-3434
Internet www.Amazon.com

AAA Construction School, Inc.
(800) 741-7277 (toll free)
www.aaaconstructionschool.com



LICENSE APPLICATION INSTRUCTIONS

- Upon passing the examination, your results will be sent to the state.
- You must complete the license application in your license packet and send it to the State with the appropriate license fee.
- The State will process the remainder of the license application package and notify you upon license approval.

IMPORTANT: You are not licensed by the State of Alabama until the entire licensing process has been completed, and you have been issued a license.

CERTIFICATE OF ACHIEVEMENT

Once a candidate has passed the examination, they may order a personalized Certificate of Achievement. Please fill out the order form on the following, and mail this, along with the appropriate fee to PSI.

PSI licensure:certification
 3210 E Tropicana
 Las Vegas, NV 89121
 (800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

Once PSI has received your request, the certificate will be mailed out within 2 weeks. Note: the name on the certificate will exactly match the name used on the registration for the examination. Each certificate will be for one examination only.

Many of the reference materials listed are available for purchase at www.psiexamstore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088.

Titles currently in stock are listed on the order form near the end of this candidate information bulletin.

A Practice Examination Is Now Available online at
www.psiexams.com

Now you can take the practice exam online at www.psiexams.com to prepare for your Alabama Home Builder Examination.

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times, however you will need to pay each time.

EXAMINATION CONTENT OUTLINE

HOME BUILDER EXAMINATION

# of Questions	# of Items Correct to Pass	Time Allowed
80	54	4 Hours

CONTENT OUTLINE

Subject Area	# of Items
Sitework, Footings and Foundations	8
Concrete and Concrete Reinforcement	5
Masonry	5
Carpentry	8
Associated Trades and Drywall	6
Roofing	3
Estimating, Plan Reading and General Code Requirements	12
OSHA Safety	3
Licensing	6
Estimating and Bidding	3
Liens	1
Financial	3
Payroll and Taxes	3
Personnel and Labor	3
Project Management	2
Contracts	4
Business Organization	1
Risk Management	2
Safety Recordkeeping and Environmental	2



ALABAMA EXAMINATION PROCEDURE CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

Request an application packet from the state:

- Request a license package from the Alabama Home Builders Licensure Board (see page 3).
 - The package contains this PSI Candidate Information Bulletin, which has the examination registration form and instructions for selecting an examination date.

Prepare for your examination:

- Use the examination content outlines provided in this bulletin as the basis of your study.
- Use the Alabama Home Builders Reference Manual and the other recommended study materials to prepare for the examination.

REGISTER FOR YOUR EXAMINATION:

PRIOR TO SCHEDULING YOUR EXAMINATION, YOU MUST FIRST REGISTER WITH PSI AND MAKE PAYMENT FOR YOUR EXAMINATION. YOU MAY ACCOMPLISH THIS REGISTRATION PROCESS BY USING ONE OF THE FOLLOWING REGISTRATION METHODS.

INTERNET: LOG ONTO WWW.PSIEXAMS.COM AND REGISTER FOR THE ALABAMA HOME BUILDER LICENSING EXAMINATION.

TELEPHONE: CALL PSI'S EXAM REGISTRARS AT (800) 733-9267 (8:00 A.M. TO 7:00 P.M. CT). REGISTRARS CAN BE REGISTER AND SCHEDULE YOU FOR YOUR TEST ON THE SAME CALL.

FAX OR MAIL: COMPLETELY FILL OUT THE PSI REGISTRATION FORM (SEE PAGE 9) AND MAIL OR FAX TO PSI. WHEN FAXING REGISTRATION MATERIALS, PLEASE WAIT FOUR DAYS PRIOR TO CALLING TO SCHEDULE YOUR EXAMINATION. WHEN MAILING, PLEASE ALLOW 2 WEEKS FOR MAIL DELIVERY AND SUBSEQUENT PROCESSING.

Schedule your examination:

- Once you have paid, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet, or schedule over the telephone at (800) 733-9267.
- Scheduled for:
 - Examination Date: _____
 - Examination Time: _____
 - Test Center Location: _____
- To change scheduled date, call back by _____

Take your examination:

- Must bring two forms of identification, which bear your signature. One of these must also have your photograph.
 - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- Arrive 30 minutes prior to appointment.

AFTER YOUR EXAMINATION:

- Upon passing the examination, your results will be sent to the state.
- The State will process the remainder of the license application package and notify you upon license approval.
- You are not licensed by the State of Alabama until the entire licensing process has been completed, and you have been issued a license.





SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____ Social Security or ID#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street Citv. State. Zip Code

Telephone : (____) _____ - _____ (____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: _____)
- Large-Print written examination
- Other _____
- Out-of-State Testing Request (this request does not require additional documentation) _____

Site requested: _____

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call (702) 939-6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.

BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

To place an order for one or more of the following items listed, you may:

- Order online at www.pSIONlinestore.com
- Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.pSIONlinestore.com

<input type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT (You must have passed the exam before ordering the certificate) Certificate of Achievement suitable for framing.	
<input type="checkbox"/>	Alabama Homebuilder Practice Examination	
<input type="checkbox"/>	Business and Project Management for Alabama Home Builders	
<input type="checkbox"/>	Carpentry and Building Construction	
<input type="checkbox"/>	29 CFR Part 1926 Selections	
<input type="checkbox"/>	Pipe & Excavation Contracting	
<input type="checkbox"/>	International Residential Code for One- and Two-Family Dwellings	

Please note: Inventory and pricing subject to change without notice.

- You may also place a checkmark next to the items that you would like to order, and fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.

FAX to:
PSI licensure:certification
Fax (702) 932-2668

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____

PSI licensure:certification
3210 E TROPICANA
LAS VEGAS, NV 89121