



# 2010 Candidate Information Bulletin State of Alaska

## Residential Contractor Endorsement Examination

The Department of Commerce, Community, and Economic Development (State of Alaska) in the Division of Corporations, Business and Professional Licensing, adopts regulations to carry out laws governing construction contractors in the State of Alaska.

The State of Alaska has contracted with Prometric Inc. to conduct its examination program. Be advised that passing the applicable exam is just one component of the requirements necessary in obtaining an Alaska construction contractors license. The State of Alaska has sole responsibility for making final licensing decisions.

### At a glance

This bulletin is your guide to the process of taking the Alaska residential contractor endorsement examination. The steps below summarize the process. For information about a step, go to the page listed.



#### To take the examination

- 1** Submit your exam registration form and fee to Prometric—Page 2.  
In return, you will receive an admission letter and exam appointment.
- 2** Prepare for your exam, using this bulletin and other materials—Page 6.
- 3** Present your admission letter and required identification; then take your exam—Page 3.



#### To get answers not provided in this bulletin

##### For questions about exams:

Prometric  
 ATTN: AK Residential Contractor Program  
 1260 Energy Lane, St. Paul, MN 55108  
 Phone: 800.280.3926  
 Fax: 800.813.6670  
[www.prometric.com/alaska](http://www.prometric.com/alaska)



##### For questions about eligibility and licensing requirements:

State of Alaska, Department of Commerce,  
 Community and Economic Development,  
 Division of Corporations, Business and  
 Professional Licensing  
 P.O. Box 110806, Juneau, AK 99811-0806  
 Phone: 907.465.2534

[www.commerce.state.ak.us/occ/pcon.htm](http://www.commerce.state.ak.us/occ/pcon.htm)

At a glance.....	1
Registering for your exam(s) .....	2
Special consideration .....	2
Admission letters.....	2
Rescheduling an appointment .....	3
Emergency closings.....	3
What to bring on exam day .....	3
Testing regulations .....	3
Your exam results .....	4
Appeals process .....	5
Optional services.....	5
Exam content outline .....	6
Exam Registration Form .....	7

#### Key

-  Overview information
-  Important note

**Registering for your exam(s)**

Complete the examination registration form on Page 7 and send to Prometric, along with the exam registration fee (\$75), by mail or fax. Seating is limited, so submit your registration form early.

**Registration by mail**

When registering by mail, you may pay the exam fee by including a Visa or MasterCard number, cashier’s check or money order. **Personal checks and cash are not accepted.**

**Registration by fax**

If you are paying with a credit card, you may fax your completed exam registration form (Page 7) to Prometric at 800.813.6670. You must include the Visa or MasterCard number and the cardholder’s signature.

**The exam fee is nonrefundable and nontransferable.**



**Note** Prometric must receive your registration form and fee on or before the cutoff date. If your registration form is received after the deadline, you will be scheduled for the next available date at the selected site.

**Exam dates and registration cutoff dates**

Exams are offered at several locations. These locations are subject to change.

**Alaska exam and registration cutoff dates**

Anchorage		Fairbanks		Juneau	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
01/14/10	02/01/10	12/22/09	01/09/10	01/07/10	01/23/10
02/11/10	03/01/10	02/04/10	02/20/10	03/12/10	03/27/10
03/19/10	04/05/10	04/02/10	04/17/10	05/14/10	05/29/10
04/16/10	05/03/10	04/23/10	05/08/10	07/09/10	07/24/10
05/20/10	06/07/10	05/27/10	06/12/10	08/06/10	08/21/10
06/24/10	07/12/10	07/23/10	08/07/10	09/10/10	09/25/10
07/16/10	08/02/10	08/26/10	09/11/10	10/08/10	10/23/10
09/17/10	10/04/10	09/24/10	10/09/10	11/05/10	11/20/10
11/17/10	12/06/10	10/29/10	11/13/10	12/03/10	12/18/10

**Out-of-state testing.** Outside of Alaska, you can test at a Prometric location on any date when testing is scheduled. Contact Prometric for more information.

**Special consideration**

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.280.3926 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your request form to help us determine the necessary testing arrangements. Thirty days’ advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

**ESL note.** If English is your second language, please note that a language barrier is not considered a disability.

**Admission letters**

If your registration form and payment are received by the cutoff deadline, Prometric will send you an admission letter. This letter provides information regarding the specific date, time and location of your exam. You **must** present this letter at the testing center or you will not be allowed to test.

You should receive your admission letter approximately five business days before the exam. If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 800.280.3926 to provide a fax number. Prometric will fax an admission letter to you. Be sure to notify Prometric and the state of any change of address.

### Rescheduling an appointment

Once your exam has been scheduled, you must take it on the scheduled date or you will forfeit your exam fees. With enough advance notice, though, you may be able to reschedule your exam.

Up to the cutoff date, you can call 800.280.3926 to reschedule if space is available on the new date. The rescheduling fee is \$30. Payment must be received prior to the cutoff date for the exam date for which you are currently registered.



**Note** Once the cutoff date has passed, Prometric is unable to reschedule your exam and fees will not be refunded.

### Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail. However, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you will forfeit your fee. You must then reschedule your exam and pay another full exam fee.

### What to bring on exam day

Exams begin promptly at the time shown on the admission letter. You should arrive at the test center approximately 30 minutes before testing begins. This allows time for you to sign in and for Prometric staff to verify your identification. Only preregistered candidates are admitted to the exam.

Bring all the following items with you to your exam appointment:

- Your admission letter from Prometric.
- A current, valid, government-issued photo identification card, such as a driver's license or a state-issued identification card.
- Two sharpened No. 2 pencils.
- A silent, nonprinting, nonprogrammable calculator (calculators capable of alphabetic entry **cannot** be used). If you are unsure whether your calculator is appropriate, bring a simple six-function calculator to the exam site as a backup.
- *International Residential Code for One- and Two-Family Dwellings*, 2000 Edition.



**Important** Failure to provide appropriate identification and your admission letter at the time of the exam is considered a missed appointment. If you miss an appointment, you forfeit your fees.

### Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

- References**
- Only the *International Residential Code for One- and Two-Family Dwellings* is allowed into the exam. Photocopies of this reference may **not** be used. No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in the reference book. 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 is acceptable. Post-it® notes are not considered permanent tabbing and will not be allowed. Sharing of reference materials is not allowed.
  - No other reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

- Calculators**
- A calculator or slide rule is allowed. Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used.

- Personal items**
- We recommend that you avoid bringing personal items to the testing center. Note the following:
- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing area.
  - Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
  - Other personal items—watches, briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

- Breaks**
- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
  - You are not allowed to use any electronic devices or phones during breaks.

- Visitors**
- No guests, visitors or family members are allowed in the testing area.

- Misconduct or disruptive behavior**
- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

- Weapons**
- Weapons are not allowed at the testing center.

**Copyrighted questions.** All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

**If questions arise.** Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

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## ***Your exam results***

A score of 70 percent or above is required to pass the exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

**Score report.** A score report will be mailed to you four to six weeks after your exam date. To ensure confidentiality, scores will **not** be disclosed over the phone. All score reports are mailed simultaneously.

**Retake information.** If you do not pass the exam, retake procedure information will be included with the score report.

**Note** You cannot reschedule a retake exam within 30 days of the last exam.



## ***Appeals process***

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

**Prometric**  
**ATTN: Appeals Committee**  
1260 Energy Lane  
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

## ***Optional services***

This section describes optional services that Prometric provides.

### **Exam reviews**

If you do not pass your exam, you can register for an optional review of it. The review is a study session that is conducted much like an exam. You must request an exam review within 30 days of the date exam results were mailed. The review must be completed at least 30 days before the same test is retaken. To review an exam, contact Prometric. The fee for an exam review is \$75.

### **Strength and weakness report**

If you do not pass the exam, you may request a strength and weakness report. This report shows how many questions were included in each subject area and how many questions you answered correctly in each area. It is a useful guide to pinpoint where you need to concentrate your study efforts before retaking the exam. Information on obtaining a strength and weakness report will be mailed with your score report. The fee for a strength and weakness report is \$30.

### **Duplicate score report**

You may call or write to Prometric to request a duplicate of your score report. Requests can be made up to three years after the date of your exam. You will be charged a \$30 processing fee per report.

### **Certificate of achievement**

Prometric has prepared an 8.5"×11" certificate of achievement suitable for framing. This certificate contains your name and the name of the exam you successfully

completed in a calligraphy typeface. You will receive a certificate order form with your passing score report. The cost is \$30.

**Exam content outline**

Following is the content outline for the Alaska residential contractor endorsement exam. This outline is the basis of the exam and lists all topics covered in the exam and the approximate percentage of questions asked about each topic.

The exam consists of multiple-choice questions with all questions weighted equally.

**Exam references.** The outline lists all references that were used to develop the exam. While all references may be useful as study tools, only the *International Residential Code for One- and Two-Family Dwellings* is allowed in the exam. **Some information found in the references does not apply to the exam.** For information on how to obtain the exam references, call toll-free 877.624.2562.

<p><b>Residential Contractor Endorsement Exam</b>  <b>Open Book, 100 questions, 4 hours</b></p>
<p><b>Scope</b> – A general contractor may not undertake the construction or alteration, or submit a bid to undertake the construction or alteration, of a privately-owned residential structure of one to four units or advertise or publicly represent that the general contractor may undertake work of this type in the state without a residential contractor endorsement.</p> <p>AS 08.18.025, "Alteration" means changes that have a value of greater than 25 percent of the value of the structure being altered.</p> <p>This exam tests the competence in relation to arctic structural and thermal construction techniques and other matters as determined by the department in consultation with representatives of the construction industry.</p>

Subject Area	Percent
Carpentry	19
Finishes	14
Concrete	11
Thermal and Moisture Protection	11
Masonry	9
Safety	7
Doors and Windows	6
Equipment and Tools	5
Metals	5
Sitework	5
Building Code and Inspection	4
General Plan Reading	4

Reference allowed during the exam	
1	<i>International Residential Code for One- and Two-Family Dwellings</i> , 2000 Edition, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.

References not allowed during the exam	
1	<i>Specifications for the Application and Finishing of Gypsum Board – GA-216-2000</i> , 2000 Edition, Gypsum Association, 810 First Street NE, Suite 510, Washington, DC 20002.
2	<i>Design and Control of Concrete Mixtures</i> , Fourteenth Edition, 2002, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077-1083.

References not allowed during the exam	
3	<i>Excavation and Grading Handbook</i> , Revised Second Edition, 1987, Craftsman Book Company, 6058 Corte del Cedro, Carlsbad, CA 92009, www.craftsman-book.com.
4	<i>Northern Comfort: Advanced Cold Climate Home Building Techniques</i> , 1995 Edition, Alaska Craftsman Home Program, Inc., P.O. Box 241647, Anchorage, AK 99524, www.alaska.net/-achp.
5	<i>Modern Carpentry</i> , 2003 Edition, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, www.goodheartwillcox.com.
6	<i>Carpentry and Building Construction</i> , Sixth Edition, 2003, Glencoe Division of McGraw-Hill, Box 543, Blacklick, OH 43004-0544.

**Sample Questions**

The following samples may be useful to review for the type of questions that may be included in the exam.

- The depth of an excavation for a building footing is accurately measured from the
  - property line.
  - grade line.
  - corner stakes.
  - batter boards.
- Which one of the following staplers requires two hands to operate?
  - Strike tacker
  - Hammer tacker
  - Gun tacker
  - Trammel tacker
- What scale is most commonly used on residential building plans?
  - 1/8" = 1'
  - 1/4" = 1'
  - 1" = 1/8"
  - 1" = 1/4"

**Answers to sample questions:** 1-B; 2-A; 3-B.



# Exam Registration Form

## for Alaska Residential Contractor Endorsement Exam

### Candidate Information

Last Name	First Name	Middle Initial	Social Security Number ____-____-____
Street Address (including Apt. number or P.O. Box, if applicable)			
City		State	ZIP Code
Daytime Phone Number (including area code) (     )		Business Phone Number (including area code) (     )	

### Exam Selection and Fees

Exam Title	Exam Fee	Total
Residential Contractor Endorsement	\$75	\$
	<b>Total Fee</b>	<b>\$</b>

**Payment:** Fee may be paid by cashier's check, money order, MasterCard or Visa, payable to Prometric. Please put your full name on the check. **Personal checks and cash are not accepted. Fees are nonrefundable.** To pay by credit card, please complete the information below. Please see complete registration and scheduling information in this bulletin.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)	Signature of Cardholder	

### Exam Date and Location Selection

**Indicate your preferred testing date and location.** (See schedule of exam dates listed in this bulletin.)

	Exam Date	Location
<b>First Choice</b>		
<b>Second Choice</b>		

By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Keep a copy of this registration form for your records.)

**To register by mail, send this completed form with the appropriate fee to:**

Prometric  
ATTN: AK Residential Contractor Program  
1260 Energy Lane  
St. Paul, MN 55108