



PSI licensure:certification  
 3210 E Tropicana  
 Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)

*Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.*

# STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS

## CANDIDATE INFORMATION BULLETIN



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## EXAMINATIONS BY PSI

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

Georgia State law requires contractors to be licensed and regulated by the Professional Licensing Board. Eligibility for examination is determined by the Board.

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

### HOW TO OBTAIN A LICENSE

1. Please print and complete the appropriate application by accessing the Board website:  
[www.sos.ga.gov/index.php/licensing/plb/46](http://www.sos.ga.gov/index.php/licensing/plb/46)

All questions about applications for licensure should be directed to the Board.

State Licensing Board for Residential  
and General Contractors  
237 Coliseum Drive  
Macon, GA 31217  
(478) 207-2440 • Fax (470) 312-2796  
[www.sos.ga.gov/index.php/licensing/plb/46](http://www.sos.ga.gov/index.php/licensing/plb/46)

2. If your completed application is approved by the Board, you will be notified how to contact PSI for registration.
3. Your results will be forwarded to the Board for processing.

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

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

## EXAM PROCESS TIPS

To make the license examination process go smoothly, be certain that you:

1. Send the PSI Registration Form to PSI along with the correct payment for the examination(s).
2. Prepare for the examination by using the examination content outline and the suggested study materials that cover the outline topics.
3. Be sure to take proper identification with you to your scheduled examination appointment.

## EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

### ELIGIBILITY

- You are eligible to take the examination(s) for 1 year from the date of your exam approval letter. If you do not pass the examination(s) within the 1 eligibility year period, you must reapply with the Board.
- You must pass both the Business & Law and the Trade examinations within the 1 year eligibility period. If you fail one examination, and pass the other examination, you will only need to retake the failed examination.
- On your first exam approval, you are given 2 attempts to pass both the Business & Law and the Trade examinations within the 1 year eligibility period. If you fail either of the examinations twice, you will be required to wait at least 1 year after the taking of the last exam prior to taking the exam a third or subsequent time pursuant to O.C.G.A. § 43-41-6(g).
- After failing either of the examinations in your first exam approval eligibility period, you will be given only 1 attempt to pass the exam on your next exam approval eligibility period.

### 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](http://www.psiexams.com). Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information PSI has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
- You will be asked to select the examination and enter your GA ID#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

### TELEPHONE REGISTRATION

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your appointment for the examination.

### 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.



## MISSED APPOINTMENT OR LATE CANCELLATION

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

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:

## 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 credit card (VISA, MasterCard, American Express or Discover), 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.**

- Do not cancel your appointment 2 days before the scheduled 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.

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

## EXAM ACCOMMODATIONS

## 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 with a PSI registrar, call Monday through Friday, between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern 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 7:00 pm Eastern Time. Please be prepared to offer alternate examination appointment choices.

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Qualified candidates with sensory, mental or physical disabilities that would prevent them from taking the examination under standard conditions may request exam accommodations. Candidates should check the appropriate space on the "Examination Scheduling Form," and contact the Board office at the address below, to obtain the "Request for Disability Accommodation Guidelines." Application materials, including information requested in the "Guidelines," must be received by the Board by the application deadline and are available from:

**Georgia State Licensing Board for Residential and General Contractors**  
237 Coliseum Drive  
Macon, GA 31217-3858  
(478) 207-2440  
[www.sos.ga.gov/index.php/licensing/plb/46](http://www.sos.ga.gov/index.php/licensing/plb/46)

## 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. Please use the PSI Website or call PSI at (800) 733-9267.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.**

## 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](http://www.psiexams.com).

## SCHEDULING A RE-EXAMINATION

In order to retest, you must re-register following the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination.

## **EXAMINATION SITE LOCATIONS**

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

**PSI Atlanta (Duluth)**  
3505 Koger Blvd, Suite 175  
Duluth, GA 30096  
*From I-85 N: Use the right lane to take exit 104 for Pleasant Hill Rd. Use the second to the right lane to turn right onto Pleasant Hill Road. Use the left two lanes to turn left onto Breckinridge Blvd. Turn right onto Centerview Dr. NW. Turn right onto Koger Blvd. The building is on the right.*



## SECURITY PROCEDURES

### **Atlanta (Marietta)**

The Pavilions at East Lake Shopping Center  
2100 Roswell Road NE, Suite 2128  
Marietta, GA 30062

*Exit I-75 at North Marietta Parkway (Loop 120/Exit 263). Drive approximately 1.5 miles to the 120 Roswell Road exit (go past Powers Ferry and Lower Roswell Roads). Exit at the 120 East Roswell Road and head east for approximately 1 mile. The Pavilions at East Lake Shopping Center is on the right side of the road.*

### **Macon**

3902 Northside Dr, Suite C5  
Macon, GA 31210

*From the North, take I-75 South to exit 169. Turn right onto Arkwright Road. Turn right at the second traffic light. Turn left at Ashley Park Office Building. You must enter and park from rear of buildings.*

*From the South, take I-75 North to exit 169. Turn left onto Arkwright Road. Turn right at the third traffic light. Turn left at Ashley Park Office Building. You must enter and park from the rear of buildings.*

### **Tifton**

251 Southwell Blvd. Suite A  
Tifton, GA 31794

*I-75 S / GA-401 S. Take the Southwell Blvd exit- Exit 59. Turn Left onto CR-204 / Southwell Blvd. Continue to follow Southwell Blvd.*

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by filling out and faxing the Out-of-State Request form found at the end of this bulletin.

## **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), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form and your Registration Confirmation Notice.*

*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.*

The following security procedures will apply during the examination:

- 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.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.



- Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### 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 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 answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.



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.

**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.

## EXAMINATION REVIEW

PSI, in cooperation with the State Licensing Board for Residential and General Contractors, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidate results and adjust them accordingly.

**This is the only review of examination materials available to candidates.**

## SCORE REPORTING

In order to pass the examinations, you must achieve a minimum score of 70%.

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.

## DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.



## 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.

**Now you can take the practice exam online at [www.psiexams.com](http://www.psiexams.com) to prepare for your Contractor 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; you will need to pay each time.

**Many of the reference materials are available for purchase at [www.psionlinestore.com](http://www.psionlinestore.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.**

## SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the examination. They are intended primarily to familiarize you with the style and format of questions you can expect to find in the examinations. The examples do NOT represent the full range of content or difficulty levels found in the actual examinations.

1. Who is responsible for ensuring the adequacy of personal protective equipment for an employee?  
A. Project owner.  
B. OSHA.  
C. Employer.  
D. Employee.
2. The MINIMUM allowable distance between a water closet centerline and a side wall or partition is  
A. 12 inches.  
B. 15 inches.  
C. 18 inches.  
D. 30 inches.
3. Stumps and roots below an area to be occupied by a building MUST be removed from the soil a MINIMUM depth of  
A. 6 inches.  
B. 12 inches.  
C. 18 inches.  
D. 24 inches.
4. The REQUIRED air space separating masonry veneer from the underlying sheathing shall be a MINIMUM of  
A. 1 inch but not more than 4 1/2 inches.  
B. 1 1/2 inches but not more than 3 1/2 inches.  
C. 1 1/2 inches but not more than 4 inches.  
D. 2 inches but not more than 3 inches.

Answers: 1:C, 2:B, 3:B, 4:A



# EXAMINATION CONTENT OUTLINES

## BUSINESS & LAW EXAM

All candidates must pass the Business & Law Exam for licensure in Georgia as a Residential or General Contractor.

Once a candidate has passed the Georgia Business & Law Exam, he/she has met the Business & Law Exam requirement for all other Residential and General Contractors licenses.

Reference material may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER. References may be tabbed/indexed with permanent tabs only. Tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin.

### SCOPE OF WORK

# of Questions	Minimum Passing Score	Time Allowed
50	70% (35 correct)	120 Minutes

### CONTENT OUTLINE

Subject Area	# of Items
Licensing Requirements	5
Estimating and Bidding	7
Business Organization and Financial Management	7
Tax Laws	5
Labor Laws	5
Project Management and Lien Law	6
Contracts	6
Risk Management	4
Environmental and Safety	5

### 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 material is allowed in the examination center:*

- *Georgia-NASCLA Contractors Guide to Business, Law and Project Management*, Georgia State Licensing Board for Residential and General Contractors, 2nd Edition.  
[store.nascla.org](http://store.nascla.org)



## RESIDENTIAL - BASIC CONTRACTOR EXAM

For licensure in Georgia as a Residential - Basic Contractor (Individual or Qualifying Agent), all candidates must pass the Residential - Basic Contractor Exam and Business & Law Exam.

### scope of work

# of Questions	Minimum Passing Score	Time Allowed
80	70% (56 correct)	200 Minutes

### CONTENT OUTLINE

Subject Area	# of Items
Sitework, Footings and Foundation	8
Concrete and Concrete Reinforcement	8
Masonry	5
Carpentry	16
Roofing	8
General Code and Construction Knowledge	18
Associated Trades	10
OSHA Safety	7

### 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 material is allowed in the examination center:**

- *International Residential Code*, 2006, , International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)  
**Beginning Jan. 1, 2020, International Residential Code, 2018, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org).**
- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA)*, with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
OR  
*Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI*, with latest available amendments, (866) 589-3088, [www.psionlinestore.com](http://www.psionlinestore.com) (See order form at the end of the Candidate Information Bulletin.)

- *Carpentry and Building Construction*, 2010 or 2016 (Student Edition), John L. Feirer and Mark D. Feirer, McGraw-Hill, [www.mheducation.com](http://www.mheducation.com)
- *BCSI: Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses*, 2013 (Updated March 2015), Structural Building Components Association and Truss Plate Institute, (608) 274-4849, [www.sbcindustry.com](http://www.sbcindustry.com)
- *The Contractor's Guide to Quality Concrete Construction*, 2005, 3rd Edition, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org)
- *Modern Masonry - Brick, Block, Stone*, Clois E. Kicklighter, 8<sup>th</sup> edition (2015). The Goodheart-Willcox Company, (800) 323-0440, [www.g-w.com](http://www.g-w.com)
- *Pipe and Excavation Contracting*, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com/products](http://www.craftsman-book.com/products)
- *International Energy Conservation Code*, 2009 Edition, with Georgia Supplements and Amendment 2011, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)
- *Georgia State Amendments to the State Minimum Standard Codes*; Georgia Department of Community Affairs, 60 Executive Park South NE, Atlanta, GA 30329  
Web address: [www.dca.state.ga.us](http://www.dca.state.ga.us)

Reference material may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER. 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.





## RESIDENTIAL - LIGHT COMMERCIAL EXAM

For licensure in Georgia as a Residential - Light Commercial Contractor (Individual or Qualifying Agent), all candidates must pass the Residential - Light Commercial Contractor Exam and Business & Law Exam.

### SCOPE OF WORK

# of Questions	Minimum Passing Score	Time Allowed
90	70% (63 correct)	230 Minutes

### CONTENT OUTLINE

Subject Area	# of Items
Sitework, Footings and Foundation	8
Concrete and Concrete Reinforcement	8
Metals	5
Masonry	6
Carpentry	16
Roofing	10
General Code and Construction Knowledge	20
Associated Trades	10
OSHA Safety	7

### 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 material is allowed in the examination center:**

- *International Building Code*, 2006, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)  
**Beginning Jan. 1, 2020, *International Building Code, 2018*, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org).**
- *International Residential Code*, 2006, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)  
**Beginning Jan. 1, 2020, *International Residential Code, 2018*, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org).**
- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA)*, with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)

OR

*Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI*, with latest available amendments, (866) 589-3088, [www.psionlinestore.com](http://www.psionlinestore.com) (See order form at the end of the Candidate Information Bulletin.)

- *Carpentry and Building Construction*, 2010 or 2016 (Student Edition), John L. Feirer and Mark D. Feirer, McGraw-Hill, [www.mheducation.com](http://www.mheducation.com)
- *BCSI: Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses*, 2013 (Updated March 2015), Structural Building Components Association and Truss Plate Institute, (608) 274-4849, [www.sbcindustry.com](http://www.sbcindustry.com)
- *The Contractor's Guide to Quality Concrete Construction*, 2005, 3rd Edition, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org)
- *Georgia Accessibility Code, latest edition*. A PDF version of the Georgia Accessibility Code may be downloaded from the following: [ada.georgia.gov/georgia-accessibility-code](http://ada.georgia.gov/georgia-accessibility-code)
- Copies of the Georgia Accessibility Code and related material are available upon request by contacting the State ADA Coordinator's Office at 404-657-7313 or e-mail [gaada@gsfic.state.ga.us](mailto:gaada@gsfic.state.ga.us)
- *Modern Masonry - Brick, Block, Stone*, Clois E. Kicklighter, 7<sup>th</sup> edition (2010). This edition may be used only until May 15, 2015. After that date, you must use the 8<sup>th</sup> edition (2015). The Goodheart-Willcox Company, (800) 323-0440, [www.g-w.com](http://www.g-w.com)
- *Pipe and Excavation Contracting*, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, <http://www.craftsman-book.com>
- *Gypsum Construction Handbook*, 7<sup>th</sup> Edition, 2014, United States Gypsum Company (USG), (800) 874-4968, <http://www.usg.com>
- *Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders*, 3rd Edition, 2008, Steel Joint Institute, 234 W. Cheves Street, Florence, SC 29501, Phone: (843) 407-4091, Fax (843) 407-4044, [www.steeljoist.org](http://www.steeljoist.org).
- *SDI Manual of Construction with Steel Deck*, 2006, Steel Deck Institute, (847) 458-4647, [www.sdi.org](http://www.sdi.org)
- *International Energy Conservation Code*, 2009 Edition, with Georgia Supplements and Amendment 2011, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)
- *Georgia State Amendments to the State Minimum Standard Codes*; Georgia Department of Community Affairs, 60 Executive Park South NE, Atlanta, GA 30329  
Web address: [www.dca.state.ga.us](http://www.dca.state.ga.us)

Reference material may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may **not** contain additional papers (loose or attached). **THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER.** 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.



## NASCLA - ACCREDITED EXAMINATION FOR COMMERCIAL GENERAL BUILDING CONTRACTORS (GENERAL CONTRACTOR OR GENERAL CONTRACTOR LIMITED TIER)

For licensure in Georgia as a General Contractor or General Contractor Limited Tier (Individual or Qualifying Agent), all candidates must pass the NASCLA - Accredited Examination for Commercial General Building Contractors and Business & Law Exam.

The NASCLA Accredited Examination Program was designed to assist contractors who wish to be licensed in multiple jurisdictions by offering a streamlined test taking option for the trade portion of the contractor examination. The *NASCLA Accredited Examination for Commercial General Building Contractors* was designed to assist candidates applying within individual state agencies for the general commercial building contractor classification or similar to.

Candidates who take and pass the NASCLA Accredited Examination can access NASCLA's National Examination Database (NED) located on <https://ned.nascla.org> to electronically send their transcripts to jurisdictions that accept the examination in lieu of their state specific trade portion, thereby reducing redundant licensing requirements. Candidates are expected to follow individual state agency applications to become licensed, in addition to taking a business and law examination, etc. If you are unsure if this examination will meet your specific license requirements in a participating state agency, please contact the state agency directly to confirm. A complete list of participating state agencies can be found on NASCLA's website by visiting: [www.nascla.org/page/ParticipatingStateAg](http://www.nascla.org/page/ParticipatingStateAg)

For questions regarding the examination, please contact NASCLA via email to [info@nascla.org](mailto:info@nascla.org) or by phone at (623) 587-9354.

# of Questions	Minimum Passing Score	Time Allowed
115	81 Correct	330 Minutes

### CONTENT OUTLINE

Subject Area	# of Items
Planning and Estimating	21
Financial and Project Management	21
Safety	19
Site Construction	15
Concrete	8
Masonry	3
Metals	5
Wood Foundations and Framing	5
Thermal Moisture Protection	4
Doors, Windows, and Glazing	5
Finishes	7
Specialty Equipment and Conveyance Systems	2

### 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.**

- *Contractors' Guide to Business, Law and Project Management*, Basic 12<sup>th</sup> Edition, National Association of State Contractors Licensing Agencies (NASCLA), 23309 N. 17<sup>th</sup> Dr., Phoenix, AZ 85027, (623) 587-9519, Fax (623) 587-9625, [www.nascla.org](http://www.nascla.org).
- *Construction Jobsite Management*, 4th Edition, 2017, William R. Mincks, Hal Johnston, Delmar/Thomson Learning, PO Box 6904, Florence, KY 41022-6904, Phone (800) 347-7707, Fax (800) 487-8488, [www.delmarlearning.com](http://www.delmarlearning.com).
- *Construction Project Management*, 2014, 4<sup>th</sup> Edition, Frederick Gould, Nancy Joyce, Pearson Education, Inc. publishing as Prentice Hall, One Lake Street, Upper Saddle River NJ, 07458, 800-848-9500. *ACI 318-11 or ACI 318-14 (2011 or 2014): Building Code Requirements for Structural Concrete and Commentary*, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org).
- *BCSI: Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses*, 2013 (Updated March 2015), Structural Building Components Association and Truss Plate Institute, (608) 274-4849, [www.sbcindustry.com](http://www.sbcindustry.com)
- *Erectors' Manual - Standards and Guidelines for the Erection of Pre Cast Concrete Products*, 1999, 2nd Edition, Precast/Prestressed Concrete Institute (PCI), 209 W. Jackson Blvd, Chicago, IL 60606-6938, Phone (312) 786-0300, Fax (312) 786-0353, [www.pci.org](http://www.pci.org)
- *Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals*, 2003, 3rd Edition, Post-Tensioning Institute, 1717 W. Northern Avenue, Suite 114, Phoenix, AZ 85021, Phone (602) 870-7540, Fax (602) 870-7541, [www.post-tensioning.org](http://www.post-tensioning.org)
- *SDI (Steel Deck Institute) Manual of Construction with Steel Deck*, 2006, 2nd Edition, Steel Deck Institute, PO Box 25, Fox River Grove, IL 60021, Phone (847) 458-4647, Fax (847) 458-4648, [www.sdi.org](http://www.sdi.org)
- *Pipe and Excavation Contracting*, 2011, Dave Roberts, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, Phone (800) 829-8123, Fax (631) 924-6580, [www.craftsman-book.com](http://www.craftsman-book.com)
- *Gypsum Construction Handbook*, 7th edition, 2014, United States Gypsum Company (USG), RS Means Publishing, 700 Longwater Drive, Norwell, MA 02061, 800-334-3509, Fax: 800-632-6732, [rsmeans.reedconstructiondata.com](http://rsmeans.reedconstructiondata.com)



- *Placing Reinforcing Bars, Recommended Practices*, 2011, 9th edition, Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd, Schaumburg, IL 60173, Phone (800) 328-6306, [www.crsi.org](http://www.crsi.org)
- *Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders*, 3rd Edition, 2008, Steel Joint Institute, 234 W. Cheves Street, Florence, SC 29501, Phone: (843) 407-4091, Fax (843) 407-4044, [www.steeljoist.org](http://www.steeljoist.org)
- *Modern Masonry - Brick, Block, Stone*, Clois E. Kicklighter, 8<sup>th</sup> edition (2015). The Goodheart-Willcox Company, (800) 323-0440, [www.g-w.com](http://www.g-w.com)
- *Principles and Practices of Commercial Construction*, 2014, 9th Edition, Cameron K. Andres and Ronald C. Smith, <http://www.pearsonconstructionbooks.com>
- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA)*, with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
OR  
*Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI*, with latest available amendments, (866) 589-3088, [www.psonlinestore.com](http://www.psonlinestore.com) (See order form at the end of the Candidate Information Bulletin.)
- *Carpentry and Building Construction*, 2010 or 2016 (Student Edition), John L. Feirer and Mark D. Feirer, McGraw-Hill, [www.mheducation.com](http://www.mheducation.com)
- *ANSI Accessible and Usable Buildings and Facilities*, 2009, American National Standards Institute, 1819 L Street NW, Washington, DC 20036, (202) 293-8020, [www.ansi.org](http://www.ansi.org)
- *Roofing Construction and Estimating*, Daniel Atcheson, 1995, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com/products](http://www.craftsman-book.com/products)
- *The Contractor's Guide to Quality Concrete Construction*, 2005, 3rd Edition, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org)
- *Green Building Fundamentals*, Michael Montoya, 2011, 2nd edition, Pearson Education Publishing, ISBN-10: 0-13-511108-0, Pearson Publishing, [pearsoned.com/store](http://pearsoned.com/store)
- *International Building Code*, 2012 or 2015 Edition, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org).  
**Beginning Jan. 1, 2020, International Building Code, 2015 or 2018 Edition, International Code Council, (800) 786-4452, www.iccsafe.org.**
- *ACI 318-11 or ACI 318-14 (2011 or 2014): Building Code Requirements for Structural Concrete and Commentary*, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org).

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