



EXAMINATION SCHEDULING PROCEDURES

In order to qualify to take an LSLBC trade examination, you must first submit an application for licensure or a request to add an additional classification or qualifying party to your existing license. To complete an application to go <https://lslbc.gov/apply-for-a-license/> or <https://lslbc.gov/forms/>

**The Louisiana State Licensing Board for Contractors
(LSLBC)**
600 North Street Baton Rouge, LA 70802
225.765.2301
<https://lslbc.gov/>

Once approved, you will receive an email confirmation from PSI. You may click thru to schedule and pay.

The eligibility is valid for one year. If you have not passed the exam within the one-year eligibility period, you must reapply with the Board.

INTERNET SCHEDULING

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/lacon>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now 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 855-539-0708 for help.

TELEPHONE SCHEDULING

Call PSI at 855-539-0708 to schedule an appointment for the test. The times of operation for live operators are as follows:

	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

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 855-539-0708 or use the PSI Website.

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

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 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.

EXAMINATION ACCOMMODATION

All PSI 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Candidates granted accommodation in accordance with the ADA, **MUST** schedule their examination by telephone and speak directly with a PSI registrar.

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 855-539-0708. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at <https://test-takers.psiexams.com/lacon>.

EXAMINATION SITE LOCATIONS

Baton Rouge 10099 N. Reiger Rd Baton Rouge, LA 70809
Baton Rouge Koch Testing Centers of America 6160 Perkins Rd, Suite 133 Baton Rouge, LA 70808
Lafayette Acadian Aviation Testing Center 123 Grissom Road Lafayette, LA 70508

<p>Lake Charles Sulphur - Safety Council of Southwest Louisiana-Sulphur Training Center 3621 E. Napoleon St Sulphur, LA 70663</p>
<p>Metairie 2750 Lake Villa Drive NY II Bldg, Suite 202 Metairie, LA 70002</p>
<p>Monroe Pentecost Properties Univ of Louisiana-401 Bayou DR-Stubbs Hall-RM 206 Monroe, LA 71209</p>
<p>Pineville (Alexandria) Flightline Air Service 200 Lake Buhlow Rd Pineville, LA 71360</p>

Shreveport
910 Pierremont Rd, Suite 216
Shreveport, LA 71106

Additionally, PSI has examination centers in many other regions across the United States. Enter your zip code and the sites nearest to you will appear.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 15 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 1 form of identification. The identification must match the name you scheduled with.

NOTE: ID must contain candidate's signature, photo, be valid and unexpired.

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card (not allowed for remote testing)
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

Failure to bring the proper documentation invalidates your registration. You will not be able to take the examination as scheduled, and you will forfeit your examination fee.

SECURITY PROCEDURES

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.

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

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.

EXAMINATION REVIEW

PSI, in cooperation with the Louisiana State Licensing Board, 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. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, a small number of one 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.

SCORE REPORTING

Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type.

You may request a duplicate score report after your examination by emailing scorereport@psionline.com.

DESCRIPTION OF EXAMINATIONS

Click the Link to View the Louisiana Examination Content Outlines

EXAMINATION	EXAMINATION FEE
<u>AUGER AND DRY CONVENTIONAL BORING</u>	\$125
<u>BUILDING CONSTRUCTION</u>	\$175
<u>CARPENTRY</u>	\$125
<u>COASTAL RESTORATION AND HABITAT ENHANCEMENT</u>	\$125
<u>CONCRETE CONSTRUCTION EXCLUDING HIGHWAYS, STREETS, AND BRIDGES</u>	\$125
<u>CONCRETE REINFORCEMENT AND POST TENSIONING</u>	\$125
<u>CULVERTS AND DRAINAGE STRUCTURES</u>	\$125
<u>CURB, GUTTER, DRIVEWAYS, SIDEWALKS, RETAINING WALLS, PATIOS, FOUNDATIONS</u>	\$125
<u>DREDGING</u>	\$125
<u>DRIVEWAYS, PARKING AREAS, ASPHALT AND CONCRETE</u>	\$125
<u>DRYWALL</u>	\$125
<u>EARTHWORK, DRAINAGE AND LEVEES</u>	\$125

<u>ELECTRICAL CONTROLS, INSTRUMENTATION AND CALIBRATION</u>	\$125
<u>ELECTRICAL STATEWIDE</u>	\$140
<u>ELECTRICAL TRANSMISSION LINES</u>	\$125
<u>ELEVATORS, ESCALATORS, CONVEYORS</u>	\$125
<u>FLOORING AND DECKING</u>	\$125
<u>FOUNDATIONS AND PILE DRIVING</u>	\$125
<u>FOUNDATIONS FOR BUILDINGS, EQUIPMENT, OR MACHINERY</u>	\$125
<u>GLASS, GLAZING, STORE FRONTS, METAL PARTITIONS, PANEL AND SIDING</u>	\$125
<u>HAZARDOUS WASTE TREATMENT OR REMOVAL</u>	\$125
<u>HEAT, AIR CONDITIONING, VENTILATION, DUCT WORK, AND REFRIGERATION</u>	\$140
<u>HEAVY CONSTRUCTION</u>	\$140
<u>HIGHWAY, STREET, AND BRIDGE CONSTRUCTION</u>	\$140
<u>HORIZONTAL DIRECTIONAL DRILLING</u>	\$140
<u>INDUSTRIAL CLEANING AND MATERIAL/WASTE HANDLING</u>	\$125
<u>INDUSTRIAL PIPE WORK AND INSULATION</u>	\$125
<u>INSULATION</u>	\$125
<u>INSULATION FOR COLD STORAGE AND BUILDINGS</u>	\$125
<u>LATHING, PLASTERING, AND STUCCOING</u>	\$125
<u>MASONRY, BRICK, STONE</u>	\$125
<u>MECHANICAL WORK</u>	\$140
<u>MUNICIPAL AND PUBLIC WORKS CONSTRUCTION</u>	\$140
<u>OIL FIELD CONSTRUCTION</u>	\$125
<u>PAINTING, COATING AND BLASTING</u>	\$125
<u>PERMANENT OR PAVED HIGHWAYS AND STREETS (ASPHALT)</u>	\$125
<u>PERMANENT OR PAVED HIGHWAYS AND STREETS (CONCRETE)</u>	\$125
<u>PILE DRIVING</u>	\$125
<u>PIPE WORK (WATER LINES)</u>	\$125
<u>PNEUMATIC TUBES AND CONVEYORS</u>	\$125
<u>RAILROADS</u>	\$125
<u>RESIDENTIAL CONSTRUCTION</u>	\$140
<u>RESIDENTIAL FOUNDATIONS</u>	\$125
<u>RESIDENTIAL ROOFING</u>	\$125
<u>RESIDENTIAL SWIMMING POOLS</u>	\$125
<u>RIGGING, HOUSE MOVING, WRECKING AND DISMANTLING</u>	\$125
<u>ROOFING AND SHEET METAL, SIDING</u>	\$125
<u>SOLAR ENERGY EQUIPMENT</u>	\$140
<u>STEEL ERECTION AND INSTALLATION</u>	\$125
<u>SWIMMING POOLS</u>	\$125
<u>TOWER CONSTRUCTION</u>	\$140
<u>WATER COOLING TOWERS AND ACCESSORIES</u>	\$125
<u>WHARVES, DOCKS, HARBOR IMPROVEMENTS, AND TERMINALS</u>	\$125

