

EXAMINATION APPLICATION

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.

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

NASCLA has contracted with PSI Services LLC (PSI) to deliver its certification examination. Effective 11/1/2016, you must be pre-approved by NASCLA before you may take the examination. An application must be filed with NASCLA and they must approve the application. Once an individual is approved, the individual's name is forwarded from NASCLA to PSI. PSI will then send the applicant an email confirmation with information to register to take the examination.

Candidates will have one (1) year from the application approval date to take the exam. There is a maximum limit of three (3) times an eligible candidate can sit for the exam within the one (1) year period. If the candidate has not passed the exam within these three (3) attempts, he/she can reapply to take the exam once their one (1) year of eligibility from the application approval date has expired.

To apply online, please visit: https://ned.nascla.org.

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

Once approved by NASCLA, it is your responsibility to contact PSI to pay and schedule for the examination. You may either schedule via the Internet at https://test-takers.psiexams.com/nascla, or schedule over the telephone at (855) 746-8177. The examination fee of $130 is valid for one year from the date of payment.

PSI Services LLC
(855) 746-8177
https://test-takers.psiexams.com/nascla

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/nascla. 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 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 (855) 746-8177 for help.

TELEPHONE SCHEDULING

Call PSI at (855) 746-8177 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) 746-8177 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 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 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) 746-8177. 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/nascla.

EXAMINATION SITE LOCATIONS

There are nationwide examination centers. You will be provided with the locations upon scheduling for your examination. Go to https://test-takers.psiexams.com/nascla for a listing of sites.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 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

To gain admission to the Test Center, you must present (1) form of identification. The form of identification must be government issued, current and include your name, signature, and photograph. No form of temporary identification will be accepted.

- Primary ID (photograph and signature, not expired)
- 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
- Foreign Government Issued Passport
- Foreign Government Issued ID

Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the test is considered a missed booking. There will be no refund of test fees.

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 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. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
  - **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.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- 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

While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on 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. **This is the only review of examination materials available to candidates.**

EXAMINATION

NASCLA-ACCREDITED EXAMINATION - COMMERCIAL GENERAL BUILDING CONTRACTOR

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

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

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

CONTENT OUTLINE

Subject Area	# of Items
General Requirements	25
Site Construction	15
Concrete	6
Masonry	4
Metals	6
Wood	5
Thermal and Moisture Protection	5
Doors, Windows, and Glazing	4
Finishes	5
Mechanical and Plumbing Systems	6
Electrical Systems	3
Procurement and Contracting Requirements	31

PRETEST ITEMS

In addition to the number of examination items specified, 10 non-scored "pretest" questions will be administered to candidates during the examinations. **These questions will not be scored, and the time taken to answer them has been added to the time allowed.** The administration of such non-

scored experimental questions is an essential step in developing future licensing examinations.

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 earlier or later editions of references as they become available. Candidates who use an older or newer version of these references do so at their own risk, and any resulting conflicts in answers will not be considered grounds for appeal. For Code questions, the examinations will be based only on the editions of the Code book that are 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.

Physical Diagram/Blueprint Packet to be handed out onsite at the testing center.

- Mechanical and Electrical Systems for Construction Managers, 4th Edition, 2024, American Technical Publishers, 10100 Orland Parkway, Suite 200 Orland Park, IL 60467-5756; 800-323-3471 https://www.atplearning.com/product/2317/mechanical-and-electrical-systems-for-construction-managers
- ICC A117.1-2017 Standard for Accessible and Usable Buildings and Facilities; International Code Council; 500 New Jersey Avenue, NW 6th Floor, Washington, DC 20001; [P] 888-ICC-SAFE (888-422-7233); [F] (202) 783-2348; International: (202) 370-1800; www.ansi.org; https://shop.iccsafe.org/icc-a117-1-2017-standard-and-commentary-accessible-and-usable-buildings-and-facilities-1.html
- BCSI: Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses, 2018 (Updated March 2020), OR 2025 edition. Structural Building Components Association and Truss Plate Institute, (608) 274- 4849, https://www.sbcindustry.com/building-component-safety-information-bcsi
- Carpentry and Building Construction, 2016 edition, John L. Feirer and Mark D. Feirer, Publisher: McGraw-Hill, 828-277-3999, https://www.psionlinestore.com/carpentry-and-building-construction-2016/
- Code of Federal Regulations - 29 CFR Part 1926 (OSHA), 1926-2023 Edition, with latest available amendments, U.S. Government Printing Office, (866) 512-1800. Online version: https://www.osha.gov/laws-regs/regulations/standardnumber/1926; This may also be purchased from various vendors including Amazon.
  ---OR --
  PSI, OSHA Excerpts 2025 , Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250- 7954- (888)293-6498, http://bookstore.gpo.gov ---OR--- -PSI, https://www.psionlinestore.com/ or call (866) 589- 3088.
- Construction Jobsite Management, 2017, 4th edition OR 2024, 5th edition. William R. Mincks, Hal Johnston, Delmar/Thomson Learning, PO Box 6904, Florence, KY 41022-6904, Phone (800) 347-7707, Fax (800) 487-8488, https://www.amazon.com/Construction-Jobsite-Management-William-Mincks/dp/130508179X
- Construction Project Management, 2014, 4th edition OR 2022, 5th edition. Frederick Gould, Nancy Joyce, Pearson Education, Inc. publishing as Prentice Hall, One Lake Street, Upper Saddle River NJ, 07458, 800-848-9500, https://www.amazon.com/Construction-Project-Management-Frederick-Gould/dp/0132877244
- NASCLA Contractors Guide to Business, Law and Project Management, Basic 14th Edition, National Association of State Contractors Licensing Agencies (NASCLA), Telephone: (623) 587-9354, www.nascla.org
- Erectors' Manual - Standards and Guidelines for the Erection of Pre-Cast Concrete Products, 1999, 2nd Edition, Publisher- Precast/Prestressed Concrete Institute (PCI), 209 W. Jackson Blvd, Chicago, IL 60606-6938, Phone (312) 786-0300, https://www.amazon.com/Erectors-manual-Standards-guidelines-erection/dp/0937040568
- Green Building Fundamentals, Michael Montoya, 2011, 2nd edition, Pearson Education Publishing, IBSN-10: 0-13-511108-0, Pearson Publishing, https://www.amazon.com/Green-Building-Fundamentals-Mike-Montoya/dp/0135111080
- 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, https://www.rsmeans.com/products/books/reference-books/commercial-construction/the-gypsum-construction-handbook-7th-edition.aspx?gclid=EAIaIQobChMIh5Pn_byG6AIVlONkCh1TzgUQEAQYBCABEgLAbvD_BwE
- 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
- International Building Code, 2021 or 2024, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, www.intlcode.org/
- ACI 318-14 or ACI 318-19 (2022): Building Code Requirements for Structural Concrete and Commentary, American Concrete Institute, (248) 848-3700, https://www.concrete.org/topicsinconcrete/topicdetail.aspx?search=aci%20318
- 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
- Modern Masonry - Brick, Block, Stone, Clois E. Kicklighter, 9th edition (2020). The Goodheart-Willcox Company, (800) 323-0440, www.g-w.com
- 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.
- Principles and Practices of Commercial Construction, 2024, 11th edition. Cameron K. Andres and Ronald C. Smith, Pearson Education, Inc., One Lake Street, Upper Saddle River, NJ 07458, Phone (201) 236-7000.
- Roofing Construction and Estimating, Daniel Atcheson, 1995, (Reprinted 2022), Craftsman Book Company, (800) 829-8123, www.craftsman-book.com/products
- Placing Reinforcing Bars, Recommended Practices, 2019 or later printing, 10th edition, Concrete Reinforcing Steel Institute, Publisher- Concrete Reinforcing Steel Institute,

933 North Plum Grove Rd, Schaumburg, IL 60173, Phone (800) 328-6306, http://www.crsi.org/

- SDI (Steel Deck Institute) Manual of Construction with Steel Deck, 2016, Publisher-Steel Deck Institute, PO Box 25, Fox River Grove, IL 60021, Phone (847) 458-4647, Fax (847) 458-4648, https://www.sdi.org/publications-2/publications/
- The Contractor's Guide to Quality Concrete Construction, 2018, 4th Edition, American Concrete Institute, (248) 848-3700, https://www.amazon.com/Contractors-Guide-Quality-Concrete-Construction/dp/1641950471
- Developing Your Stormwater Pollution Prevention Plan – A Guide for Construction Sites, United States Environmental Protection Agency, 2007; EPA Document number 833R06004; EPA National Service Center for Environmental Publications, PO Box 42419 Cincinnati, OH 45242-3408; 800-490-9198
  This document can be downloaded as a pdf for free or it can be ordered as a hard copy through the EPA for free.

  To order online for free, do a Google search for the EPA document number 833R06004. Enter into the search bar ONLY the document number 833R06004 and no other characters.

  Then select the website option: nepis.epa.gov, then scroll down and choose the document title Developing Your Stormwater Pollution Prevention Plan – A Guide for Construction Sites, then choose the USPS icon and fill out the form with name and address.

  ANSI/EIMA 99-A-2017: Standard for Exterior Insulation and Finish Systems (EIFS) and EIFS with Drainage, 2017, ANSI/EIMA, https://www.mycontractorslicense.com/ANSI-EIMA-99-A-2017-p/ansi-eima-1book.htm

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.

AFTER PASSING THE EXAMINATION

Your results will be sent to the NASCLA National Examination Database (NED) located at https://ned.nascla.org which will allow you to electronically send your transcript to other state agencies accepting the examination; please allow 48 hours for your results to be entered. In order to access this information, you must have an account within NED Database.

Transcript Registration Process on https://ned.nascla.org

- **Create an Account** - Candidate will create an account online.
- **Account Linked** - NASCLA will link the candidate's test results to their account within 48 hours.
- **Purchase Transcripts** - Candidate can login to electronically purchase and send transcripts to the accepting state agencies as they apply for licensure.

For a complete listing of state agencies that will accept the examination results, please visit the National Association of State Contractors Licensing Agencies' (NASCLA) website at www.nascla.org.