

FLORIDA CONTRACTOR LICENSING INFORMATION

State Requirements for Licensure

1. Submittal of the application for Initial Issuance of License for Certified or Registered Contractors. Or, the application could be for Initial Issuance of License for a Qualified Business.
2. Passing Grade on Licensure exam.
CHAPTER 61G4-16
3. Proof of **four years** of construction related experience. The license application requires a notarized signature from a State Certified Florida Contractor, a licensed Architect, a licensed Building Official, or a licensed Engineer. The Architect, Building Official, or the Engineer can be from any State. The person signing must describe the applicant's duties, including any hands-on/supervisory responsibilities.
CHAPTER 61G4-15.001(1)
 - a. In lieu of the actual experience, college course work in Architecture, Civil Engineering or Construction Management/Technologies can be substituted for experience. A bachelor's degree in the above is equivalent to **three years** of experience.
CHAPTER 61G4-15.001(4)
 - b. At least **one year** of experience must be in a supervisory capacity (superintendent, project manager, foreman, etc.).
 - c. For **general contractor** license applicants, **one year** of experience must be on four stories (40 feet) or higher. For **building contractor** applicants, experience must be on commercial.
4. License applicants must submit a credit report from a state-approved agency.
CHAPTER 61G4-15.005(1)
5. Proof of satisfaction of liens, judgments and discharge of bankruptcy, if applicable. Listing of machinery and equipment, if applicable.
CHAPTER 61G4-15.005(3)
6. Personal and background information. This includes, but is not limited to being convicted of a crime and having any other licenses revoked or denied.
CHAPTER 61G4-15.005(3)
7. CASH IN BANK AND NET WORTH REQUIREMENTS: An applicant must submit a financial statement demonstrating that he/she meets the necessary cash in bank and net worth requirements. The required cash in bank and net worth requirements for each licensure category are:
CHAPTER 61G4-15.005(2)
 - General, Building, Residential Contractors: \$10,000 Cash in Bank / \$20,000 Net Worth**
 - Roofing, Underground Utility & Plumbing: \$5,000 Cash in Bank / \$10,000 Net Worth**

“Cash in Bank” can include a line of credit. However, a line of credit CANNOT be used to meet the minimum net worth amount requirements. A Bank verification letter will be required if CASH is included on your financial statement.
8. License applicants must certify that they have General Liability Insurance in the following minimum amounts:
CHAPTER 61G4-15.003
 - General and building Contractors-**\$300,000 bodily injury; \$50,000 property damage.
 - All other Contractor-** \$100,000 bodily injury; \$25,000 property damage.

Licensing Exam Information:

1. The State Exam is an open book, multiple choice exam.
 - a. The Gen/Builder/Residential State Exam has 3 parts: Business & Finance (1st day), Contract Administration and Project Management (2nd day). The exam is 18 hours long, with 9 hours of testing each day, plus up to 2 additional hours of waiting time.
 - b. The Roofing State Exam has 2 parts: Business & Finance (1st day) and Roofing Trades (2nd day). The exam is 9 hours long on the first day and 4 ½ hours long on the second day.
 - c. The Underground Utility State Exam has 2 parts: Business & Finance (1st day) and Underground Trades (2nd day). The exam is 9 hours long on the first day and 4 ½ hours long on the second day.
 - d. The Plumbing State Exam has 2 parts: Plumbing Trades (1st day) and Business & Finance (2nd day). The exam is 18 hours long, with 9 hours of testing on each day, plus up to 2 additional hours of waiting time.
2. The exam is offered 6 times per year, for most licensees, every other month beginning in February. The permanent site where the exam can be taken is in Orlando, Miami, or Tallahassee. Lately, Tampa and Palmetto have also been available.
3. The following dates are the 2006 State Exam Dates: Jun 20-21, Aug 15-16, Oct 17-18 and Dec 19-20.
4. The State Testing application must be completed and filed at least 30 days prior to the exam date of your choice. If you want to make changes to your exam application (e.g. location, test date, etc.), then these changes must be submitted by or before this 30 day deadline.
5. Professional Testing, Inc (PTI) sets up the exam. They charge a \$135.00 fee to sit for the exam. PTI is based in Orlando and their phone number is 1-407-264-0562.
6. Required books for the exam:
General/Builder/Residential: 14 books, cost \$710 + shipping, tax & handling
Underground Utilities: 17 books, cost \$615 + shipping, tax & handling
Roofing: 12 books, cost \$995 + shipping, tax & handling
Plumbing: 13 books, cost \$610 + shipping, tax & handling
7. You are not allowed to write or use post-it notes in any of your books. You are allowed to highlight and use permanent book tabs (or labels).
8. On the morning of the exam, make sure that you bring a #2 pencil and a noiseless calculator. Additionally on the Trades day (2nd day) for **General/Builder/Residential** you may bring a highlighter. On the Trades day (1st day) for **Plumbers** you must also bring a 30-60 triangle.
9. The overall State pass rate is only 32%. However, the exam is very passable, **if you are prepared.**

Our Exam Preparation Course:

1. We offer a guaranteed exam preparation course for \$895. Alternatively, we offer two day courses for \$450.
2. Our guarantee is a 3-return policy. You may come to our classes up to three times without paying for the class again. There are two ways that our students have used this policy before.
 - a. In example #1, let's say that you are scheduled for the exam in August. To use our policy, you are allowed to come in June and return in August. Here we have students that are hearing the information a second time before taking the exam.
 - b. In example #2, let's say that you are scheduled for the exam in August. You take our class in August and narrowly miss one part of the State Exam. Now you are welcome to come back in October to retake the exam a second time.
3. The course material that we use is changed from class to class. We have three sets of material that we are constantly checking to ensure that it is current.
4. All of our classes are taught by a qualified instructor that discusses the books (not just highlighting), shows how to do various math problems and quizzes the students during class. We, currently, offer Exam Prep Courses for general, builder, residential, underground utility, plumbing and roofing contractors. All of our classes are tailored to a specific license and other license types are not included. (We do not mix licenses in the same class) Our schedule is as follows:
 - a. Our 4-day General/Builder/Residential course is always held Monday-Thursday (8:00-5:00), the week prior to the State Exam. This course is held in Tallahassee, Orlando, Naples and Sarasota.
 - b. Our 4-day Roofing course is always held on Wednesday-Saturday (8:00-5:00), also the week prior to the State Exam. This course is held in Orlando and Sarasota only.
 - c. Our 4-day Underground Utility course is always held Wednesday-Saturday (8:00-5:00), two weeks prior to the State Exam. This course is held in Sarasota only.
 - d. Our 4-day Plumbing course is always held Monday-Thursday (8:00-5:00), two weeks prior to the State Exam. This course is held in Sarasota only.
5. Instead of taking the entire 4-day course, you could take either a 2-day course of Trades only or a 2-day course of Business & Finance only. For **General/Builder/Residential**, the Trades portion covers both Contract Administration and Project Management portions of the State Exam.
6. We limit seating to 25 – 30 students to better interact with our students and to prepare them for the State Exam.
7. Our passing rate varies from 90% to 95%.
8. Our specific quizzes and simulated exams will make sure you are prepared for all of the possibilities you may encounter on the exam.
9. We have all of the required books in stock and can ship them UPS for approximately \$23-\$33. (There are 45+ lbs of required books.)
10. Our teaching skills, knowledge of the exam and enthusiasm make our exam prep course the best in Florida.