

# Department of Examinations and Assessment

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Louisiana State Licensing Board for Contractors

LSLBC

Candidate Information Bulletin

# Introduction



Welcome. If you are applying for a Mold Remediation License, we are happy to assist you in every way possible.

This bulletin is intended to answer most commonly asked questions for the Qualifying Party candidates.

The first step in obtaining a license from our Board is to complete a Mold Remediation application, which may be found on our website at: [www.lslbc.louisiana.gov](http://www.lslbc.louisiana.gov).

**After** you have applied for a license, you will receive an approval notice which will direct you to go to the website at [www.lslbc.louisiana.gov/exams](http://www.lslbc.louisiana.gov/exams) to register online for the required four hour training course for the *UNFAIR TRADE PRACTICES AND CONSUMER PROTECTION LAW*.

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Properly licensed and  
qualified contractors...It's  
the Law!

**THERE IS NO  
TEST REQUIRED  
FOR THE UNFAIR  
TRADE COURSE**

## What Can I expect at the Testing Center?

### Before the Course

Shortly after you register, you will receive a confirmation e-mail, which will include the correct location, date and time of the course. Please review this information for accuracy so that you do not miss your scheduled date. Only after you have first submitted a Qualifying Party application and have been approved by this agency will you be allowed to sit for the course. There will be NO EXCEPTIONS. You may not send anyone else in your place on the scheduled date.

### Forfeits

If you fail to appear for a registered course, you will be required to pay forfeit fees as explained on the registration site and on your registration email confirmation.

### Reporting a Name Change

Any changes in your personal information such as address, name, social security number, etc. may be made using the Qualifying Party Personal Information Change Request form on our website at [www.lslbc.louisiana.gov/qp\\_info\\_change](http://www.lslbc.louisiana.gov/qp_info_change).



### Study Materials

**Unfair Trade Practices and Consumer Protection Law** course will be offered as a four hour video presentation. Headphones will be provided at the testing center. There will be no written exam given for the Unfair Trade course.

**Business and Law** is an open book online exam that you will take at your own convenience from your home or business computer. The exam consists of multiple choice questions taken from the Contractor's Guide to Business, Law and Project Management, which you should read in its entirety, including the appendices. Follow the directions as given in your approval notice.



*If you register at a Testing Center other than Baton Rouge, a convenience fee of \$75.00 per exam will be assessed, payable by credit card only on the registration website.*

## Testing Centers

### ***What do I bring to the testing center?***

- Proper identification A government-issued ID that has a clear photo of yourself.
- Approval letter The letter sent to you from the LSLBC used to register for your training course.
- Registration Confirmation The RegisterBlast email sent to you upon successful registration of your course.

### ***What NOT to bring to the testing center***

The following unauthorized items must be removed during the check-in process.

Cellphones

Calculators

Scanning devices

Cameras

Pens or pencils

Watches

Purses or other containers

Food or drinks

Hats

Sunglasses

Any other aid or electronic device

without prior approval (except medically necessary devices)

## Approved Testing Centers

LOUISIANA STATE LICENSING BOARD FOR  
CONTRACTORS  
2525 QUAIL DRIVE  
BATON ROUGE, LA 70808  
225.765.2301

BOSSIER PARISH COMMUNITY COLLEGE  
6220 E. TEXAS STREET  
BUILDING D, ROOM 203  
BOSSIER CITY, LA 71111  
318.678.6002

*How do I  
contact the  
Examinations  
and  
Assessment  
Department?*

**LSLBC -  
Examinations**  
2525 Quail Drive  
Baton Rouge, LA 70808

**Phone** 225 765 2301 x259  
**Fax** 225 765 2362  
**E-mail**  
nlopez@lslbc.louisiana.gov



## Check-In

You must arrive at the Testing Center at **least 15 minutes** before your scheduled time with identification and documents detailed in the

***“What do I bring to the testing center?”*** section above. After you have confirmed your name and course by signing a roster, you will be assigned a seat and issued a locker for personal items, if needed. If parking passes are required at your testing location, please ask the proctor for a parking pass.

## Starting the Exam

The proctor will explain some basic instructions prior to the video. After completion of the course, you will receive a notification of completion in the mail.

*After completing the video course, you will need to direct questions about the issuance of the license or additional qualifying parties to the Applications Department at 225.765.2301 (Choose option 1)*

We're on the Web!  
[www.lacontractor.org](http://www.lacontractor.org)