Introduction

Welcome. If you are applying for a license from our Board or seeking additional licenses or classifications, we are happy to assist you in every way possible.

This bulletin is intended to guide Qualifying Party candidates through the examination registration and scheduling process and to answer questions that are most commonly asked.

The first step in obtaining a license is to complete an application, which may be found on our website at: www.lslbc.louisiana.gov.

If you hold a commercial license and want to add a new classification or a new qualifier to your company, you may download the appropriate forms at: www.lslbc.louisiana.gov/forms

After you have applied for a license, applied for an additional classification, or applied to be an additional Qualifying Party, and you have been approved, you will be sent an “Examination Approval Notice” which will show your username, password, and the URL (weblink) needed to register for the examination and to sign in to take the exam.

Where do I park if testing at the Baton Rouge Board Offices (600 North Street)?

Parking is available at the building on a first come, first served basis. Additional parking is available in the lot directly south of the LSLBC parking lot at the rate of $5 per day. Metered street parking is available on surrounding streets and the nearby Galvez Parking Garage offers parking Monday – Friday from 5 AM to 9 PM (cash only). Please note that LSLBC is unable to validate parking.
**Examination Registration and Scheduling**

**Before Taking the Exam**
Shortly after you register, you will receive a confirmation e-mail, which will include the correct location, date and time of exam(s). Please review this information for accuracy so that you do not miss your examination. Only after you have first submitted a Qualifying Party application and have been approved by this agency will you be allowed to take an examination. There will be NO EXCEPTIONS. You may not send anyone else in your place on the day of the exam.

**Making Changes**
Any changes in your personal information such as address, name, social security number, etc. may be made using the link to the public portal sent to you in the initial approval letter that you will receive after you have submitted your application.

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

If you schedule an exam and then do not appear for the exam at the scheduled time, you must pay a $120 examination fee plus a $75 exam re-registration fee for a total of $195 per exam missed, and wait a minimum of 30 days before you may reschedule. This fee can only be paid on the registration site beginning the day after the missed exam and by using the same identification numbers and website link contained in the Exam Approval Letter that was used for the original registration.

**Cancelling a Scheduled Examination**
You must print your e-mail confirmation and present it to the test site at the time and date that you are scheduled. **Important:** You must contact the examinations department at the State Licensing Board for Contractors at least seven (7) calendar days prior to your test date if you do NOT receive a confirmation, or if the confirmed date and/or time and/or place are incorrect. After that time period, the date, time, and location scheduled will be irrevocable, whether or not you have received a confirmation. Do not assumed the examination is scheduled unless the confirmation e-mail has been received.

**Business and Law** is an open book online course that you will take from your own computer. You will not need to register for this course. The course is based on content from the Contractor’s Guide to Business, Law and Project Management, which will be mailed to you at the time you are approved for the course. There is no examination for Business and Law. You will also be sent instructions on how to access the course. We recommend waiting until you receive the study guide before starting the course. Further information on the Business and Law course may be found at [http://www.lslbc.louisiana.gov/wp-content/uploads/cib/Business_and_Law.pdf](http://www.lslbc.louisiana.gov/wp-content/uploads/cib/Business_and_Law.pdf).

**Trade examinations** consist of general knowledge questions based upon the type of work for which you will be licensed. Suggested study reference lists can be found for each examination at the examinations/classifications web page at [www.lslbc.louisiana.gov/examsclassifications](http://www.lslbc.louisiana.gov/examsclassifications). This office does not provide books to study for the trade exams. On the examinations/classifications web page, there are diagnostic assessments available for some examinations, which give study suggestions based on your answers to sample questions.
Testing Centers

What to Bring to the Testing Center

Proper identification You must have a government-issued ID that shows you in a clear photo.

Social Security Number You must know or have your social security number with you to sign in. The proctor will not have your social security number available.

Registration Confirmation You must bring the e-mail sent to you when you registered for the exam.

What NOT to Bring to the Testing Center

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

- Cellphones
- Calculators
- Books, notes or other reference materials
- Scanning devices
- Cameras
- Pens or pencils
- Watches or large pieces of jewelry
- Purses or other containers
- Food or drinks
- Hats
- Sunglasses
- Any other aid or electronic device without prior approval (except medically necessary devices)

Calculators, pencils and scratch paper will be provided. If you are taking an open book examination, the books you need will be furnished at the Testing Center. You may not use your own books.

Approved Testing Centers

<table>
<thead>
<tr>
<th>Bossier Parish Community College</th>
<th>Delgado Community College</th>
<th>Fletcher Technical Community College</th>
<th>Louisiana Delta Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>6220 E. Texas street Building D. Room 203 Bossier City, LA 71111 318.678.6002</td>
<td>Office of Advising &amp; Testing 980 Navarre Bldg. 2, Room 302 New Orleans, LA 70119 504.671.5084/5085</td>
<td>1407 Highway 311 Shreveport, LA 70395 985.448.7942</td>
<td>7500 Hillhaven Road Monroe, LA 71203 318.345.9290</td>
</tr>
<tr>
<td>Louisiana State Licensing Board for Contractors 600 North Street Baton Rouge, LA 70802 225.765.2301</td>
<td>LSU-Alexandria Student Center, Room 204 8100 U.S. 71 Alexandria, LA 71302 318.427.4492</td>
<td>Northshore Technical Community College 2144 Koop Drive Mandeville, LA 70471 985.732.6640 x 177</td>
<td>Nunez Community College 3710 Paris Road Chalmette, LA 70043 504.278.6422</td>
</tr>
<tr>
<td>South Louisiana Community College-Lafayette 1101 Bertrand Drive Lafayette, LA 70506 337.521.9052</td>
<td></td>
<td>SOWELA Technical Community College 3850 Senator J. Bennett Johnston Avenue Lake Charles, LA 70615 337.421.6580</td>
<td></td>
</tr>
</tbody>
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General Candidate Information Bulletin Louisiana State Licensing Board for Contractors
Revised 5/29/2019
Taking the Examination

Check-In
You must arrive at the Testing Center at least 15 minutes before your scheduled exam 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 exam 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 exam. Once you log into your computerized exam, more detailed instructions will be provided. It is important that you read the instructions carefully before you begin.

At the student login screen you will be asked to enter the EXAM ID from your approval letter and your SOCIAL SECURITY NUMBER.

After the Exam
At the end of the exam, the computer screen will indicate a PASS or FAIL result. No written results will be provided at the Testing Center or given over the phone. You will have the option of receiving the official grade notification by postal mail or e-mail. Grade notifications are also available via public portal within 1-2 days of testing.

Retakes
The fee to retake a failed exam is $120.00. You must wait at least 30 days before you can retake the same exam. Your official grade notification will include information about registering for a retake.

The amount of time allowed to take an exam, and other specific information for each exam is shown on the Classification Information Bulletin for the relevant classification, found at:
http://www.lslbc.louisiana.gov/examsclassifications/
**Additional Information**

**Examination Accommodation**
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every examination accommodation possible will be made in meeting an examinee’s needs.

Applicants requesting such accommodations must fill out the form at the end of this Candidate Information Bulletin and mail it with the completed application and documentation to the address shown.

**Question Review**
While taking the examination, examinees will have the opportunity to provide comments on any question(s) that they would like to challenge, by asking the proctor for the proper form.

These comments will be analyzed, and all substantive comments are reviewed and grades are adjusted based on these comments when warranted. No discussion of the comments is allowed.

This is the only opportunity available to candidates to request a review of their grade based on question comments. Comments on questions will **not** negatively impact anyone’s grade.

**Examination Site Closing for an Emergency**
Although the Board will make every effort to notify you if state offices become closed due to hurricane, snow, other inclement weather, acts of God, etc., or other unexpected circumstances, such as power outages or technical failures at the testing center, etc., it is your own responsibility to determine whether state offices will be closed.

Often, local news sources will have information regarding such closures. If the State of Louisiana closes all governmental offices in the parish in which the testing center resides, you may assume that the testing center will be closed. Such situations, or computer malfunctions that cause an examinee to not be able to complete the exam, will require you to be rescheduled. In these types of cases, you will be allowed to reschedule each affected exam one time for each incident without additional charge; however, you will not be compensated by the Board or by any testing center for any inconveniences or expenses arising from such incidences.

**Further Test Security Measures**
All testing centers are monitored at all times by video and audio surveillance, or by testing proctors seated in the testing room.

All questions and answers for any examination given at the testing center are confidential and may NOT be copied by any means or communicated with anyone under penalty of law.

Once examination 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. The exam candidate will not receive extra time to complete the examination.
Specifically About the NASCLA Accredited Examination for Electrical Contractors

IMPORTANT: Beginning May 1, 2019, contractors applying for the classification of Electrical Work (Statewide) may take the National Association of State Contractors Licensing Agencies (NASCLA) Accredited Trade Examination for Electrical Contractors, which is linked to the 2014/2017 National Electrical Codes.

The current examination is linked to the 2008 National Electrical Code. Beginning August 1, 2019, all contractors applying for Electrical Work (Statewide) will be required to take the NASCLA examination.

Acceptance in Other States

The NASCLA Accredited Electrical Examination Program was designed in part to assist contractors who wish to be licensed in multiple jurisdictions.

NOTE: If you are taking the NASCLA Accredited Trade Examination for Electrical Contractors with the purpose of applying in another state to obtain an Electrical Contractor’s license (or a license for Master Electrician, Unlimited Electrician, Electrician Administrator, etc.), you should check with that state’s Board to find out whether you qualify for their license, and whether they will accept the examination results based upon your specific circumstances. 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 e-mail to info@nascla.org or by phone at (623) 587-9354.
Taking the NASCLA Accredited Trade Examination for Electrical Contractors

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, enter your exam ID, 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. Please see the end of this bulletin for example instructions on what will be visible on the testing screen.

After Passing The Examination
You will receive your grade results within 3 working days via e-mail. If you have not passed the examination, a diagnostic report will be included showing your strong and weak areas.

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 72 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 his/her 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.
What to Expect When Taking an Examination through the NASCLA Accredited Electrical Examination Program

The proctor will assist you in signing on to the system.

Once you have successfully logged in, please review the following instructional items:

1. Test questions will be presented to you in the middle of the screen. Mark your answers by selecting the button next to your answer choice.
2. Images
   a. Images may be embedded throughout questions during the examination. They will show in the body of the question. Click on the hyperlink at the top of the question to make the image bigger.

1. Refer to the image (Image 1), what color is the sun?

   Image 1

   ![Image 1]

   - A. Blue
   - B. Green
   - C. Yellow
   - D. Red
What to Expect When Taking an Examination through the
NASCLA Accredited Electrical Examination Program

3. A test map is provided at the top of the screen to help navigate and track your progress throughout the test.

[Diagram showing navigation options: completed, skipped, current question, instructions, review]

- Click to go back to previous question
- Click to go to next question
- Click to highlight a question you want to check later
- Click when you have completed all answers
What to Expect When Taking an Examination through the NASCLA Accredited Electrical Examination Program

4. PDF Documents
   a. Questions that refer to the “Reference Library” are directing you to open the Reference Library link to view additional documents pertaining to that question. *Please note there are multiple PDFs in the Reference Library; it is important to make sure you select the correct document.
   b. These PDF documents will also be embedded into the question as an image for another viewing option. Click on the hyperlink at the top of the question to make the image bigger.
What to Expect When Taking an Examination through the NASCLA Accredited Electrical Examination Program

5. The examination contains additional tools for you to use. These features include a calculator and optional Feedback button.
   a. The capabilities of these tools are:
      i. The calculator can be moved around on the screen throughout the test section.

         ![Calculator](image)

         Items that are marked for Review (at the bottom of the screen) will show highlighted here.

         ![Items Highlighted](image)

   ii. The Feedback function is most often used for item review. Comments on items could include things such as noting typographical errors, unclear directions, alternative arguments, disputes, etc. Feedback will be submitted to NASCLA. Questions that you have left feedback for will not be marked in the test map, such as items you have marked for review. You can edit or delete your feedback by going back into the question and re-clicking the Feedback button.

         ![Feedback](image)

         You can also mark items for review by clicking Send Feedback between the Back and Next buttons at the bottom of the page.
What to Expect When Taking an Examination through the
NASCLA Accredited Electrical Examination Program

6. After you have answered all questions, you will be notified that all questions have been completed, and asked to review items before clicking the button “I Am Done”. After you press “OK”, another screen will appear stating “Are you sure?”, when you select “Yes”, your answers will be submitted.

When you reach the last item in the test, the following popup screen will appear.

You are then able to review your answers to the test questions as long as you have time left, by clicking BACK to see the other pages or, to go to a specific question, click the number at the top in the test map. When you are satisfied, click the I AM DONE button that appears in the lower right corner of your screen to submit your answers.
What to Expect When Taking an Examination through the NASCLA Accredited Electrical Examination Program

7. After the answers are submitted, will be shown a screen informing you that the test has been completed, and whether you have passed or failed.
8. Score reports with pass or fail information will be emailed to you.
**STATE OF LOUISIANA**

State Licensing Board for Contractors

**Baton Rouge, Louisiana 1-800-256-1392 Fax (225) 765-2362**

REQUEST FOR REASONABLE ACCOMMODATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Date / /</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>Date of Birth / / Phone ( )</td>
</tr>
<tr>
<td>City, State</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

Briefly describe the nature of your disability and the specific accommodation being requested. Accommodation must be appropriate to the disability. Attach separate sheet if needed.

**DOCUMENTATION**

In order to validate a disability as defined by the ADA and to qualify for testing accommodations, provide supporting documentation in accordance with the following guidelines. Review of a request for test accommodations will be deferred until the necessary documentation is submitted.

1. Current (within 2 years) evaluation performed by licensed/certified professional detailing substantial limitation to physical or mental functioning.

2. Documentation must be submitted on official letterhead from a qualified health professional appropriate for evaluating the disability.

3. Submit request at least 3 weeks prior to registering for the exam to allow for staff, material and/or space coordination. Accommodations cannot be added to a previously scheduled exam.

4. (Optional) Any additional information that might be useful in processing your accommodation request.

Please allow 10 business days for your materials to be reviewed and your request processed. You will be contacted regarding the resolution of the request and how to proceed with scheduling. Accommodation requests that compromise the security of examinations will not be granted. Mail your completed application and documentation to:

**Louisiana State Licensing Board for Contractors**

Department of Examinations and Assessment

Attention: Testing Requests

600 North Street

Baton Rouge, LA 70802

Some alternative testing arrangements may be available at selected testing locations only.

I certify that the above information is true and accurate to the best of my knowledge.

Signature: __________________________ Date: ___________