

# Department of Examinations and Assessment

Louisiana State Licensing Board for Contractors

LSLBC

Candidate Information Bulletin

# Introduction



Welcome. If you are applying for a license 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 process and to answer questions that are most commonly asked.

The first step in obtaining a license from our Board is to complete an 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 exam 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.

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](http://www.lslbc.louisiana.gov/forms)

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

**ALL EXAMS HAVE  
A PASSING  
SCORE OF 70**

## What Can I expect at the Testing Center?

### 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.

### 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.

### 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

**Business and Law** is an open book online exam that you will take from your home or business computer. You will not need to register for this exam. 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.

**Trade examinations** consist of general knowledge questions based on the type of work for which you will be licensed. This office does not provide books to study for the trade exams.

*Study reference lists can be found at [www.lslbc.louisiana.gov/examsclassifications](http://www.lslbc.louisiana.gov/examsclassifications)*



*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 to 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 examination. This letter contains exam ID numbers required to access the computer-based exam.
- Social Security Number The proctor will not have your social security number available, so please make sure that you know it.
- Registration Confirmation The RegisterBlast email sent to you upon successful registration of your 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

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**

Bossier Parish Community College 6220 E. Texas street Building D. Room 203 Bossier City, LA 71111 318.678.6002	Delgado Community College Office of Advising & Testing 980 Navarre Bldg. 2, Room 302 New Orleans, LA 70119 504.671.5084/5085	Fletcher Technical Community College 1407 Highway 311 Shriever, LA 70395 985.448.7942	Louisiana Delta Community College 7500 Millhaven Road Monroe, LA 71203 318.345.9290
Louisiana State Licensing Board for Contractors 2525 Quail Drive Baton Rouge, LA 70808 225.765.2301	LSU-Alexandria Student Center, Room 204 8100 U.S. 71 Alexandria, LA 71302 318.427.4492	Northshore Technical Community College 21454 Koop Drive Mandeville, LA 70471 985.732.6640 x 177	Nunez Community College 3710 Paris Road Chalmette, LA 70043 504.278.6422
SLCC-Lafayette 1101 Bertrand Drive Lafayette, LA70506 337.521.9052 bonnie.derouen@solacc.edu	SOWELA Technical Community College 3850 Senator J. Bennett Johnston Avenue Lake Charles, LA 70615 337.421.6580		

*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](mailto:nlopez@lslbc.louisiana.gov)



**We're on the Web!**

**[www.lacontractor.org](http://www.lacontractor.org)**

## 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.

*After passing an exam, you will need to direct questions about the issuance of the license or additional classifications or qualifying parties to the Applications Department at 225.765.2301 (Choose option 1)*

## 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 program will indicate a PASS or FAIL result. No written results will be provided at the Testing Center or given over the phone. An official grade notification will be mailed.

## 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.

## How much time will I be given for each exam?

- Major Classifications 4 hours
- 7-13 Electrical Transmission Lines 2 ½ Hours
- 7-23 Industrial Pipework & Insulation 3 hours
- 7-24 Industrial Piping 3 hours
- 7-25 Industrial Plants 4 hours
- 7-84 Instrumentation & Calibration 2 ½ hours
- 7-175 Electrical Power substation 4 hours
- *All other subclassification and specialty classification 2 hours*