

INSTRUCTIONS FOR FILING CONTRACTORS EXAM APPLICATION

Applications for a contractor's license cannot be **ACCEPTED** until all testing requirements have been completed.

The study guide "NASCLA CONSTRUCTION MANAGEMENT GUIDE", Arizona Edition, for the business management portion of the test can be purchased from the publisher at Builders' Publishing Company, 1033 E. Jefferson St., Suite 500, Phoenix, Arizona 85034-2255. Phone: (800) 284-3434, (602) 252-4050, Fax: (602) 258-8808. E-mail: bldrsbkdp@aol.com, or copies are available for reference at public libraries.

1. Testing requirements must be completed by the person who will act as the Qualifying Party as defined in Arizona Revised Statute §32-1127. The "Candidate Information Bulletin" includes the application for testing, fee schedule and instructions to schedule your examination(s). To determine which test(s) you are required to pass, refer to the "License Classification Requirements" form included in the Registrar of Contractors license application package. After passing your examination(s), Prometric will give you an "Examination Score Report." Complete the certification of experience section on the "Examination Score Report" prior to submitting your license application.
2. If, within the past 5 years, you were the qualifying party on an Arizona contractor's license, in the **same** classification, you do not have to take the examination. **This waiver does not apply if the license was suspended by disciplinary action or revoked.** (Contact the Registrar of Contractors if you have any questions regarding this.)
3. If you are unsure of which classification to apply for, the licensing department of the Registrar of Contractors will assist you, however, the Registrar of Contractors and the testing firm assume no responsibility for an inappropriate or incorrect choice of classification. Use the attached license classification requirements chart to select the proper classification.
4. When registering for your examination(s), advise Prometric if you require reader/interpreter assistance.
5. Prometric will mail you an examination study guide/content outline at the time you register for your exam(s). You may request a copy from Prometric by calling 800-899-4089, or obtain a copy at the following web sites: Prometric: www.experioronline.com. Registrar of Contractors: www.azroc.gov. Questions concerning study guides, test procedures, areas of study, rescheduling test dates or test scores should be directed to Prometric at the above phone number or by written correspondence to: Prometric, attention: Arizona Contractors, 1260 Energy Lane, St. Paul, MN 55108.
6. You will be admitted for a test only if you provide pictured identification, such as an Arizona driver's license, identification card issued by the Department of Public Safety, or passport. **(Birth certificates, social security cards, hunting licenses, etc., will not be accepted.) NO EXCEPTIONS WILL BE GRANTED!**
7. The qualifying party must take and pass the examination within six months from the date of filing the test application. If a third examination is failed the application becomes null and void.

Testing is scheduled regularly in Phoenix, Tempe, Tucson, Flagstaff, Casa Grande and Goodyear. When at least 10 applicants request to do so, a test date will be scheduled near a Registrar of Contractors branch office. If you desire testing in an area other than those cities listed, advise Prometric indicating the approximate date and branch office that you prefer. The testing firm will notify you of the reporting date and location of testing.

OVER

The following agencies will provide you with business information and or helpful publications.

AZ. Corporation Commission
1300 W. Washington St., Rm. 101
Phoenix, AZ 85007
(602) 542-3135
(AZ. Res.) (800) 345-5819

Secretary of State
Trade Names Division
1700 W. Washington, 7th Fl (Mail in)
14 N 18th Avenue (Walk in)
Phoenix, AZ 85007
(602) 542-6187

Arizona Department of Revenue
Tax Payer Services
1600 W. Monroe
Phoenix, AZ 85007
(602) 255-2060
(800) 843-7196

Department of Economic Security
State Unemployment Insurance
3225 N Central Ave, 14th floor
PO Box 6028
Phoenix, AZ 85005
(602) 248-9354

Internal Revenue Service
Western Area Distribution Center
Rancho Cordova, CA 95743-0001
(800) 829-3676

U.S. Small Business Admin.
Surety Bond Guarantee Program
2828 N. Central Ave., Ste. 800
Phoenix, AZ 85004-1093
(602) 745-7225

Tucson Arizona Department of Revenue
Tax Payer Services
400 W. Congress, South Building
Tucson, AZ 85701
(520) 628-6600
(800) 843-7196
(800) 352-4090

Score (Service Core of Retired Executives)
Call (800) 634-0245 for nearest office
Or E-mail: <http://www.score.org/>

Industrial Commission of Arizona Workers
Compensation Insurance
PO Box 19070
Phoenix, AZ 85005-9070

Industrial Commission of AZ. Occupational
Safety and Health Division
800 W Washington St., Second Floor
Phoenix, AZ 85007
(602) 542-5795

U.S. Department of Labor Wage & Hour Div.
3221 N. 16th Street, Ste 301
Phoenix, AZ 85016
(602) 640-2990

Equal Employment Opportunity Commission
1801 L. Street, NW
Washington, DC 20507
(202) 663-4900
(800) 669-3362

Small Business/Minority and Women Owned
Businesses
1700 W Washington, Ste 600
Phoenix, AZ 85007
(602) 771-1196
(800) 542-5684
www.azcommerce.com

Arizona Blue Stake Inc
4415 S Wendler Dr, Ste 105
Tempe, AZ 85282
(602) 263-1100 (Maricopa County)
(800) STAKE-IT (outside Maricopa County)