

## **5 Steps to Obtaining Your Arizona Commercial Steel Contractor's License**

### **Step 1. Sign up for the exam.**

**Qualifications:** In order to qualify to take this exam, an applicant must have four years of verifiable experience in commercial steel work. Qualified candidates must take and pass the Arizona Business Management Exam and the A-11 Exam.

**Registration:** The Arizona Registrar of Contractors has contracted with Thomson Prometric, LLC, to conduct the testing required for a contractor's license. There are several ways to register for your exam:

**ONLINE:** You may register and schedule your examination online at any time using Thomson Prometric's Internet Registration Service at [www.experioronline.com](http://www.experioronline.com).

**TELEPHONE:** If you prefer, you may call Thomson Prometric by telephone at 800.899.4089 between 6 a.m. and 7 p.m. (Mountain time) to register for your examination. Please have your Examination Registration Form and your MasterCard or Visa number available before you call.

**FAX:** You may also fax the Examination Registration form found in the Candidate Information Bulletin, to 800.347.9242. You must include your MasterCard or Visa information.

**MAIL:** If you desire to mail your payment, please mail the completed Examination Registration form with the appropriate fees to:

Thomson Prometric  
ATTN: Arizona Contractors  
1260 Energy Lane  
St. Paul, MN 55108

**Exam and License Fees:** The fee is \$63 for 1 exam, \$120 for 2 exams.

**Locations:** Tests are scheduled in Phoenix, Tempe, Flagstaff, Tucson, Goodyear and Casa Grande. When a sufficient number of testing applicants request to do so, test dates will be scheduled in areas near the Registrar of Contractors branch offices.

If you desire testing in an area other than Phoenix, Tempe, Flagstaff, Tucson, Goodyear or Casa Grande advise Thomson Prometric Assessments, LLC, indicating the approximate date and branch office that you prefer.

### **Step 2. Purchase the required books for your exam.**

To find out what documents and books the State of Arizona requires for this exam, follow this link to the list of documents and books on your state's exam page of our website: <http://www.constructionbook.com/contractor-license/arizona/index.asp>. You must purchase these documents and books in preparation for the exam and bring them with you on testing day for the open book portions of the exam.

### **Step 3. Start studying!**

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time

needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

#### **Step 4. Follow the rules.**

You must bring your admission letter and have pictured identification, such as an Arizona driver's license, an identification card issued by the Dept. of Public Safety, or a passport. (Birth certificates, social security cards, hunting licenses, etc., will not be accepted.) **NO EXCEPTIONS WILL BE ALLOWED!**

You may also bring a silent, battery powered or solar powered calculator. No tape-producing calculators are allowed.

For open book examinations, the testing firm will supply the necessary books. You may not bring anything else into the testing room.

#### **Step 5. Good luck on the exam!**

It is best that you arrive at the examination site at least 30 minutes prior to your scheduled exam time on the day of testing.

There are two parts to the examination. All qualifying parties must pass the business management examination. In addition, the qualifying party must, if required, pass a second test covering the specific trade for which you are applying.

The business management test contains questions on state and federal laws and questions on the management of construction projects and business and financial management. You are allowed 2 1/2 hours to complete the business management examination.

All trade examinations consist of 80 multiple-choice questions. The Commercial Steel Contractor Exam lasts 4 hours and tests on field fabrication, erection, repair and alteration of architectural and structural steel and aluminum materials common to the industry, including field layout, cutting, assembly and erection by welding, bolting, wire typing or riveting. You will be provided with more details on the examination at the time of the test.