

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

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

**Qualifications:** In order to qualify to take this exam, applicants are required to have 4 years of verifiable experience and must pass the Arizona Business Management Exam in addition to the B/B2 exam.

The B/B2 exam allows applicants to apply for the following licenses:

**B GENERAL RESIDENTIAL CONTRACTOR** - Construction of all or any part of a residential structure or appurtenance, except for electrical, plumbing, air conditioning systems, boilers, swimming pools, spas, and roofing (except shingles and shakes), which must be subcontracted to an appropriately licensed contractor. Also included are the scopes of work in B-3 and most of the C scopes except as restricted above.

**B2 GENERAL SMALL COMMERCIAL CONTRACTOR** - Small commercial construction in connection with any new structure or addition built, being built, or to be built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind. This scope includes the supervision of all or any part of the above and includes the management or direct or indirect supervision of any work performed. This scope includes most of the L scopes except as they relate to electrical, plumbing, air conditioning systems, boilers, swimming pools, spas, and roofing (except shingles and shakes) which must be subcontracted to an appropriately licensed contractor.

**KB2 DUAL RESIDENCE AND SMALL COMMERCIAL CONTRACTOR** - This classification allows the scope of work permitted by the B-2 General Small Commercial and the B-General Residential Contractor licenses.

**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.

This trade examination consists of 100 multiple-choice questions. The Residential Contractor Exam lasts 3 hours and tests on Sitework, Concrete, Masonry, Metal Framing, Carpentry,

Thermal & Moisture Protection, Doors & Windows, Finishes, Safety, Plan Reading & Estimating. You will be provided with more details on the examination at the time of the test.