5 Steps to Obtaining Your Florida Sheet Metal Contractor License

Step 1. Sign up for the exam.

To qualify for the examination you must be at least 18 years old. You must also meet one of the following requirements:

- Four-year construction-related degree from an accredited college (equivalent to three years experience), and one year proven related experience;
- One year of experience as a foreman and not less than three years of credits for any accredited college-level courses;
- One year of experience as a workman, one year proven experience as a foreman, and two years of credits for any accredited college level courses;
- Two years' experience as a workman, one year experience as a foreman, and one year of credits for any accredited college level courses;
- Four years' experience as a workman or foreman of which at least one year must have been as a foreman;
- Hold an active certified or registered Florida contractor's license.

Florida Contractor Certified licenses are issued by:

Department of Business & Professional Regulation
Construction Industry Licensing Board
Attention: Examination
1940 North Monroe Street
Tallahassee, FL 32399-1039
(850) 487-1395
Fax: (850) 921-4216
http://www.myflorida.com/dbpr/
callcenter@dbpr.state.fl.us

Testing is administered by Professional Testing Inc. (PTI). Applications are submitted directly to the testing vendor. Contact:

Professional Testing, Inc.
State of Florida Construction Program
P.O. Box 532018
Orlando, FL 32853-2018
(407) 896-4285
http://www.proftesting.com

Exams are held every other month (six times per year) in February, April, June, August, October, and December. Test locations are: Orlando, Tallahassee, and Miami. Completed applications for the Florida Constructions Industry Licensing exam must be received by PTI no later than 30 days prior to the examination date.

The fee for the examination is $138. If you are applying between June 4th of an even year and August 31st of an odd year, the license will be $409. If you are applying between September 1st of an odd year and June 3rd of an even year, the license will cost $309. If you paid $354 and submitted your examination application before February 11, 2003, your fee will be $209 and $109 respectively.

You must include a credit report with your application package.

If you have a trade license from another state, you may qualify for Florida's trade exam if you can prove that you obtained your license by passing an exam, that your license required experience equal to what the Florida Board requires, and that you are in possession of documentation regarding scope of work allowed by the licensee. Aside from this, Florida does not have reciprocity or endorsement agreements other states.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Florida requires for this exam, refer to the list of documents and books on your state's exam page of our website. 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. Follow the rules.

These references are the approved standards issued by the Construction Industry Licensing Board for this exam. The answers to the exam questions will be based on the editions listed. Some of the questions will also be based on field experience and knowledge of trade practices. Editions earlier or later than those listed on our site can be brought to the examination but AT YOUR OWN RISK. However, only one copy of each reference will be allowed into the examination.

Photocopies will not be allowed unless the appropriate authorities (DBPR and the publishers) have given written authorization. Reference materials must remain as published. Hand-written and typewritten notes are NOT allowed. Existing hand-written notes must be blackened out or whitened out completely, by the candidate, prohibiting legibility. Moveable tabs (e.g. Post-it® Flags) are NOT allowed. Permanently attached book tabs with normal chapter headings are permitted; however, tabs must not contain any notes or formulas. References containing underlining with pen or highlighter may be used. You will not be permitted to make any marks in your references during the exam. Bring ONLY approved reference material to the examination session.

Step 4. 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 5. Good luck on the exam!

The exam is two-day, open book and multiple-choice. Part I tests business and finance skills. Part II tests trade knowledge.

To become a licensed certified contractor, an applicant must pass all parts of the exam, meet education/experience requirements, obtain worker's compensation coverage, and demonstrate financial responsibility.

Minimum amounts required for general liability insurance are:
General and building contractors - $300,000 bodily injury, $50,000 property damage
All other categories - $100,000 bodily injury, $25,000 property damage

Make sure to bring the books and materials necessary for your exam on testing day. It is best to arrive at least 15 minutes before your test's scheduled start time. Good luck!