

## 5 Steps to Obtaining Your Hawaii Roofing Contractor's License

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

**Qualifications:** Eligibility to sit for a license qualification exam is determined by the State of Hawaii Contractors License Board. For an application and detailed information about eligibility requirements, write or phone:

Contractors License Board  
Department of Commerce and Consumer Affairs  
Professional & Vocational Licensing  
335 Merchant Street  
P.O. Box 3469  
Honolulu, HI 96813  
(808) 586-3000  
<http://www.state.hi.us/dcca>

To be licensed in Hawaii you need:

- proof of workers' compensation insurance
- bodily injury liability – \$100,00 each person, \$300,000 each occurrence
- property damage liability – \$50,000 each occurrence
- place of business in Hawaii – post office box not accepted
- pass an exam on business, law, and a trade

To qualify for the exam the Department requires for licensing, you need four years of full-time supervisory work experience as a journeyman, foreman, supervisor, or contractor within the last ten years. You can use Board-approved technical or business administration training for up to one year of work experience.

**Registration:** The State of Hawaii Contractors License Board has contracted with Thomson Prometric to administer exams. To register, please contact Thomson Prometric via website, telephone, or mail:

Thomson Prometric  
354 Uluniu Street, Suite 308  
Kailua, HI 96734  
Phone: 808-261-8182  
Web: [www.experioronline.com](http://www.experioronline.com)

**Exam Fees:** It will cost \$50 to file an application. Each part of the exam costs \$65.

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

To find out what documents and books the State of Hawaii 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/hawaii/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.

Candidates should bring the following items to the examination:

- Admission Letter;
- Current, government-issued photo ID, such as a driver's license or passport;
- Silent, battery powered or solar powered calculator. No tape-producing calculators are allowed;
- Two sharpened No. 2 pencils;
- Approved reference materials.

### 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.

The exam has two parts -- Part One is the Business and Law and Part Two concerns the specific trade you want to be licensed in. The **Business and Law** part of the exam covers:

<u>Subject</u>	<u>% of Questions</u>
Contract management	18
Estimating & bidding	12
Licensing	10
Risk management	10
Project management	9
Financial management	9
Safety	7
Labor laws	7
Tax laws	6
Public works law	5
Lien law	4
Business organization	3

Part two trade specific exams may contain questions on reading and interpreting construction codes and regulations, knowledge of building codes, trade materials, tools, equipment and methods.