

LICENSE REQUIREMENTS – Who Must Be Licensed?

ACCORDING TO ALA. CODE § 34-14A-2:

“One who constructs a residence or structure for sale or who, for a fixed price, commission, fee, or wage, undertakes or offers to undertake the construction or superintending of the construction, or who manages, supervises, assists, or provides consultation to the homeowner regarding the construction or superintending of the construction, of any residence or structure which is not over three floors in height and which does not have more than four units in an apartment complex, or the repair, improvement, or reimprovement thereof, to be used by another as a residence when the cost of the undertaking exceeds ten thousand dollars (\$10,000.00). Nothing herein shall prevent any person from performing these acts on his or her own residence or on his or her other real estate holdings. Anyone who engages or offers to engage in such undertaking in this state shall be deemed to have engaged in the business of residential home building.”

LICENSE FORMS

Licenses will be issued only to individuals, partnerships, corporations, limited liability companies, and non-profit organizations. The extent to which a residential home builder may engage in the residential home building business depends upon the type of license held.

DESIGNATED QUALIFYING REPRESENTATIVE

1. Individuals applying for a license personally must satisfy all of the licensure requirements including experience and ability.
2. Partnerships, corporations, limited liability companies, and non-profit organizations must designate a qualifying representative who must satisfy the experience and ability requirements for licensure. The Designated Qualifying Representative (DQR) must be a general partner if the applicant is a partnership, an officer if the applicant is a corporation, a member if the applicant is a member-managed limited liability company, or a manager if the applicant is a manager-managed limited liability company.

INSTRUCTIONS

1. APPLICATION

All applicants must file an accurate, complete and notarized application for license with the Board.

2. BUSINESS-RELATED FINANCIAL REQUIREMENTS

All applicants must order a business-related credit report, including a public records search, to be submitted directly to the Board by a credit reporting agency. An applicant whose application is pending for more than 90 days may be required to file an updated credit report. An order form is enclosed for your convenience.

3. FEES

The annual license fee is \$250.00. A non-refundable \$100.00 new license application processing fee must also accompany applications for a new license. Please make checks, in the amount of \$350.00 payable to the Home Builders Licensure Board. The Board accepts personal or company checks, cashier's checks, certified checks, or money orders. The Board does not accept cash payments or credit cards. **All fees must be paid before the application is processed.** Upon written request, the annual license fee will be refunded in the event an application is rejected or denied.

4. WRITTEN EXAMINATION

All applicants will be required to pass a written examination testing experience and ability prior to licensure. Testing information is enclosed. Additional information regarding the written examination is available on the Board's website: www.hblb.alabama.gov. All testing fees will be paid directly to the testing agency.

(Continued on back)

APPLICATION CHECKLIST

- Application completed, signed and notarized. (**Corporation, partnership and limited liability company applications must have signatures notarized in both Sections 6 and 7.**)
- Check, cashier's check, certified check, or money order in the amount of \$350.00 made payable to Home Builders Licensure Board enclosed. The Board does not accept cash payments or credit cards.
- Ordered Business-Related Credit Report
- Attach Certificate of Good Standing from the Alabama Department of Revenue if a corporation, limited liability company, or limited partnership.
- Attach Certificate of Existence from the Alabama Secretary of State if a foreign (out-of-state) corporation, limited liability company, or limited partnership.
- Attach a copy of the Articles of Incorporation, Partnership Agreement, or Articles of Organization, **WHICH HAVE BEEN FILED WITH THE PROBATE JUDGE**, if a corporation, limited liability company, or limited partnership. Additionally, if applying as a corporation, attach a separate listing of officers, i.e., copy of signed minutes, amendment to articles, or other signed document reflecting the current officers.



HOME BUILDERS
LICENSURE BOARD

www.hblb.alabama.gov

P.O. Box 303605 • Montgomery, Alabama 36130-3605 / **Overnight Delivery:** 445 Herron Street • Montgomery, Alabama 36104
Telephone (334) 242-2230 / Facsimile (334) 263-1397

**NEW LICENSE APPLICATION
(INDIVIDUALS)**

(Date Stamp)	OFFICE USE ONLY	Check No. _____
		Amount Paid _____

INSTRUCTIONS: Please type or print in ink all information. Do not send copies or facsimile transmissions.

ALL QUESTIONS MUST BE ANSWERED COMPLETELY. Use additional sheets if necessary. **Make check, cashier's check, certified check, or money order for \$350.00 (\$250.00 license fee plus \$100.00 non-refundable new license application processing fee) payable to the Home Builders Licensure Board. All fees must be paid before the application will be processed.**

NOTICE: Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. Holding an individual license does not allow you to engage in residential construction through an unlicensed corporation, partnership, or limited liability company.

SECTION 1:

Full Name _____ Social Security Number _____
(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Ala. Code § 30-3-194 (1997 Cum. Supp.) to be used for the purposes described therein.)

List any and all business names/trade names you plan to use to perform residential construction or remodeling:

Street Address _____

City _____ County _____ State _____ Zip _____

Mailing Address _____

City _____ County _____ State _____ Zip _____

Business Phone (_____) _____ Cellular Phone (_____) _____

Fax (_____) _____ E-mail Address _____

(Continued on page 2)

SECTION 2:

IF YOU ANSWER “**YES**” TO ANY OF THE FOLLOWING QUESTIONS, **YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.**

- Yes No 1. Within the past 7 years, have you pled guilty or nolo contendere, or been convicted of a felony?
- Yes No 2. Within the past 7 years, were you or any company of which you were a partner, officer, member, or manager declared or placed in bankruptcy?
If “YES,” indicate in the full explanation whether the bankruptcy was filed under Chapter 7, 11 or 13 of the U.S. Bankruptcy Code.
If the bankruptcy was filed under Chapter 13, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under Chapter 11, provide a reorganization plan.
If the bankruptcy was filed under Chapter 7, provide a schedule of creditors.
If the bankruptcy has been discharged, provide a copy of the discharge order.
- Yes No 3. Within the past 7 years, did you or any company of which you were a partner, officer, member, or manager have any professional or business license revoked or suspended in Alabama or any other state, or have an application for any professional or business license denied in Alabama or any other state?
If “YES,” provide a copy of the revocation, suspension, or denial order with your written explanation.
- Yes No 4. Do you, or any entity of which you are the Designated Qualifying Representative, have any outstanding disciplinary actions before this Board?
If yes, provide the name of the homeowner involved: _____
- Yes No 5. Are there any liens for labor or materials filed on any of your work or the work of any company of which you are a partner, officer, member, or manager?
If “YES,” provide a copy of the lien filing, and the release of lien if the lien has been released, with your explanation.
- Yes No 6. Within the past 7 years, have you, or any company of which you were a partner, officer, member, or manager been identified by this Board as an unlicensed builder?

SECTION 3: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report, including a public records search, must be submitted directly to the Board by a credit reporting agency. Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure requested under *Ala. Code* § 34-14A-7(a)(4).

SECTION 4: CITIZENS AND ALIENS LAWFULLY PRESENT

This section to be completed in compliance with *Ala. Code* § 34-14A-7 and *Ala. Code* § 31-13-7,29, which provides that an alien’s lawful presence in the United States may be verified through SAVE.

This section must be completed by the individual applicant.

This application will not be processed until the requested documentation is received by the Board.

(Continued on page 3)

Yes No **1. Are you a citizen of the United States?**

If “YES,” please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

If “NO,” see question 2, below.

- 1) Driver’s License or Nondriver’s Identification Card
- 2) Birth Certificate
- 3) Pertinent pages of a valid or expired United States passport (must identify person and show passport number)
- 4) United States naturalization documents or the number of the certificate of naturalization
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
- 6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number
- 7) Consular report of birth abroad of a citizen of the United States of America
- 8) Certificate of citizenship issued by the United States Citizenship and Immigration Services
- 9) Certification of report of birth issued by the United States Department of State
- 10) American Indian Card with KIC classification, issued by the United States Department of Homeland Security
- 11) Final adoption decree showing the person’s name and United States birthplace
- 12) Official United States military record of service showing the applicant’s place of birth in the United States
- 13) An extract from a United States hospital record of birth created at the time of the person’s birth indicating the place of birth in the United States
- 14) AL-verify
- 15) Valid Uniformed Services Privileges and Identification Card
- 16) Any other form of identification that the Alabama Department of Revenue authorizes . . . to be used to demonstrate or confirm a person’s United States citizenship or lawful presence in the United states, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

I hereby declare that I am a citizen of the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

Printed Name of Applicant

Signature of Applicant

Yes No **2. If you are *not* a citizen of the United States, are you an alien who is *lawfully present* in the United States?**

If “YES,” please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

- 1) Valid, unexpired Alabama driver’s license
- 2) Valid, unexpired Alabama nondriver identification card
- 3) Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
- 4) Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and Identification Card if issued by an entity that requires proof of lawful presence in the United States before issuance
- 5) Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer’s admission to the United States
- 6) Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer’s admission to the United States

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

Printed Name of Applicant

Signature of Applicant

(Continued on page 4)

SECTION 5: OATH AND RELEASE FOR INDIVIDUALS

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; and further, that if granted a license by the Home Builders Licensure Board, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom I have been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

Printed Name of Individual Applicant

Signature of Individual Applicant

County of _____)

State of _____)

Signed and sworn to before me this ____ day of _____ , _____ .
(Month) (Year)

Signature – Notary Public _____

(Notarial Seal)

My Commission Expires: _____

P.O. Box 303605 • Montgomery, Alabama 36130-3605 / **Overnight Delivery:** 445 Herron Street • Montgomery, Alabama 36104
Telephone (334) 242-2230 / Facsimile (334) 263-1397

(Date Stamp)	OFFICE USE ONLY	Check No. _____
		Amount Paid _____

INSTRUCTIONS: Please type or print in ink all information. Do not send copies or facsimile transmissions. ALL QUESTIONS IN EVERY SECTION MUST BE ANSWERED COMPLETELY. Use additional sheets if necessary. Make check, cashier's check, certified check, or money order for \$350.00 (\$250.00 license fee plus \$100.00 non-refundable new license application processing fee) payable to the Home Builders Licensure Board. All fees must be paid before the application will be processed.

NOTICE: Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. A corporation, partnership, or limited liability company license allows you to engage in residential construction only in the name of the company granted the license. A corporation, partnership, or limited liability company license allows one person to serve as a designated qualifying representative. Other partners, officers, members, or managers desiring a license should apply for an individual license.

SECTION 1:

Please designate appropriate business form: Corporation Partnership Limited Partnership LLC

▶ A copy of the articles of incorporation, partnership agreement or articles of organization must be attached. If applying as a corporation, attach a copy of signed minutes or an amendment to the articles listing the officers of the corporation. If applying as a partnership, attach a document filed with the probate court naming the current partners of partnership. If applying as an LLC, provide a copy of the bylaws of the LLC naming the members of the LLC, or the managers, if the LLC is manager-managed.

Business Name _____

List any and all business names/trade names you plan to use to perform residential construction or remodeling:

Federal Tax Employer ID Number _____ State Tax ID Number _____

Street Address _____

City _____ County _____ State _____ Zip _____

Mailing Address _____

City _____ County _____ State _____ Zip _____

Business Phone (_____) _____ Cellular Phone (_____) _____

Fax (_____) _____ E-mail Address _____

If the applicant is a limited partnership or LLC, when and where was the agreement filed?

Date _____ County _____ State _____

If the applicant is a corporation, when and where was it incorporated?

Date _____ County _____ State _____

Where is the principal office of the business?

Street Address _____

City _____ State _____ Zip _____

Yes No If the applicant is a corporation, limited partnership or LLC, is it in good standing with the Alabama Department of Revenue?
If "YES," provide a copy of the Certificate of Good Standing issued by the Alabama Department of Revenue.

Yes No If the applicant is a foreign (out-of-state) corporation, limited partnership or LLC, has it received the Certificate of Authority issued by the Secretary of State's office to transact business in Alabama?

If "YES," provide a copy of the Certificate of Authority issued by the Secretary of State of Alabama.

(Continued on page 2)

SECTION 2: DESIGNATED QUALIFYING REPRESENTATIVE

You must provide the following information for the general partner, officer, member, or manager who will serve as the designated qualifying representative.

Name _____ Social Security# _____ Title _____
(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Ala. Code § 30-3-194 (1997 Cum. Supp.) to be used for the purposes described therein.)

Address _____ Years with Company _____

Does the designated qualifying representative currently hold an individual home builders license or serve as a designated qualifying representative of a corporation, partnership, or limited liability company licensed by this agency? Yes No

If Yes, list name _____ and file number _____

You must provide the following information for other partners, officers, members or managers.

Name _____ Social Security# _____ Title _____
(Disclosure Voluntary*)

Address _____ Years with Company _____

Name _____ Social Security# _____ Title _____
(Disclosure Voluntary*)

Address _____ Years with Company _____

Name _____ Social Security# _____ Title _____
(Disclosure Voluntary*)

Address _____ Years with Company _____

SECTION 3:

IF YOU ANSWER “YES” TO ANY OF THE FOLLOWING QUESTIONS, YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.

- Yes No 1. Within the past 7 years, has any partner, officer, member, or manager of this company pled guilty or nolo contendere, or been convicted of a felony?
- Yes No 2. Within the past 7 years, was this company, or any partner, officer, member, or manager or any entity of which this company is a successor, declared or placed in bankruptcy?
If “YES,” indicate in the full explanation whether the bankruptcy was filed under Chapter 7, 11 or 13 of the U.S. Bankruptcy Code.
If the bankruptcy was filed under Chapter 13, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under Chapter 11, provide a reorganization plan.
If the bankruptcy was filed under Chapter 7, provide a schedule of creditors.
If the bankruptcy has been discharged, provide a copy of the discharge order.
- Yes No 3. Within the past 7 years, did this company, or any partner, officer, member, or manager or any entity of which this company is a successor, have any professional or business license revoked or suspended in Alabama or any other state, or have an application for any professional or business license denied in Alabama or any other state?
If “YES,” provide a copy of the revocation, suspension, or denial order with your written explanation.
- Yes No 4. Does the applicant, or the applicant’s designated qualifying representative, either individually or as the designated qualifying representative of any other entity, have any outstanding disciplinary actions before this Board?
If yes, provide the name of the homeowner involved: _____
- Yes No 5. Are there any liens for labor or materials filed on any of the work performed by this company, or any partner, officer, member, or manager or any entity of which this company is a successor?
If “YES,” provide a copy of the lien filing, and the release of lien if the lien has been released, with your explanation.
- Yes No 6. Within the past 7 years, has this company, or any partner, officer, member, or manager of this company, been identified by this Board as an unlicensed builder?

SECTION 4: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report on the entity, including a public records search, must be submitted directly to the Board from a credit reporting agency. Any entity whose application is pending for more than 90 days may be required to file an updated credit report.

* Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure requested under Ala. Code § 34-14A-7(a)(4).

(Continued on page 3)

SECTION 5: CITIZENS AND ALIENS LAWFULLY PRESENT

This section to be completed in compliance with *Ala. Code* § 34-14A-7 and *Ala. Code* § 31-13-7,29, which provides that an alien’s lawful presence in the United States may be verified through SAVE.

This section must be completed by the designated qualifying representative.

This application will not be processed until the requested documentation is received by the Board.

Yes No **1. Are you a citizen of the United States?**

If “YES,” please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.
If “NO,” see question 2, below.

- 1) Driver’s License or Nondriver’s Identification Card
- 2) Birth Certificate
- 3) Pertinent pages of a valid or expired United States passport (must identify person and show passport number)
- 4) United States naturalization documents or the number of the certificate of naturalization
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
- 6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number
- 7) Consular report of birth abroad of a citizen of the United States of America
- 8) Certificate of citizenship issued by the United States Citizenship and Immigration Services
- 9) Certification of report of birth issued by the United States Department of State
- 10) American Indian Card with KIC classification, issued by the United States Department of Homeland Security
- 11) Final adoption decree showing the person’s name and United States birthplace
- 12) Official United States military record of service showing the applicant’s place of birth in the United States
- 13) An extract from a United States hospital record of birth created at the time of the person’s birth indicating the place of birth in the United States
- 14) AL-verify
- 15) Valid Uniformed Services Privileges and Identification Card
- 16) Any other form of identification that the Alabama Department of Revenue authorizes . . . to be used to demonstrate or confirm a person’s United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

I hereby declare that I am a citizen of the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

Printed Name of Applicant

Signature of Applicant

Yes No **2. If you are not a citizen of the United States, are you an alien who is lawfully present in the United States?**

If “YES,” please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

- 1) Valid, unexpired Alabama driver’s license
- 2) Valid, unexpired Alabama nondriver identification card
- 3) Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
- 4) Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and Identification Card if issued by an entity that requires proof of lawful presence in the United States before issuance
- 5) Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer’s admission to the United States
- 6) Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer’s admission to the United States

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

Printed Name of Applicant

Signature of Applicant

(Continued on page 4)

NOTICE: BOTH SECTIONS 6 AND 7 MUST BE SIGNED AND NOTARIZED.

SECTION 6: OATH AND RELEASE FOR DESIGNATED QUALIFYING REPRESENTATIVE (DQR)

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; and further, that if the Home Builders Licensure Board recognizes me as a qualifying representative, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

Printed Name of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member or Manager)

Signature of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member or Manager)

Its: _____
Position Held

County of _____)

State of _____)

Signed and sworn to before me this ____ day of _____, _____
(Month) (Year)

Signature – Notary Public _____

(Notarial Seal)

My Commission Expires: _____

SECTION 7: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR LIMITED LIABILITY COMPANIES

I solemnly swear or affirm that I am authorized to execute this application on behalf of the applicant; that I have actual knowledge of the statements made herein and on the attachments hereto and that such statements are accurate, complete, and true to the best of my knowledge; and further, that if the applicant is granted a license by the Home Builders Licensure Board, I shall use my best efforts to ensure that the applicant abides by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

Printed Name of Authorized General Partner, Officer, Member or Manager

Signature of Authorized General Partner, Officer, Member, or Manager

Its: _____
Position Held

County of _____)

State of _____)

Signed and sworn to before me this ____ day of _____, _____
(Month) (Year)

Signature – Notary Public _____

(Notarial Seal)

My Commission Expires: _____

NOTICE: BOTH SECTIONS 6 AND 7 MUST BE SIGNED AND NOTARIZED.

Year 2016 Credit Report Order Form

Holloway Credit Solutions, LLC

Post Office Box 230609 ♦ Montgomery, AL 36123

Phone (800) 264-2700 ext. 1310 / (334) 396-1310 ♦ Fax (800) 489-0067 / (334) 396-1350

For faster processing you may fill out this application online at www.hollowaycredit.com!

Please fax this application with your credit card payment or mail it with your check in the enclosed postage paid envelope.

The credit report fee is \$35.00 for all applicants.

Type of Application:

Individual

Corporation or LLC

Partnership

File Number: _____

OR

New Applicant

Applicant Information:

Name _____
(If the license is for a corporation, LLC or a partnership, use company name)

Mailing Address _____

City _____ State _____ Zip _____

Business Phone (_____) _____ Fax (_____) _____

E-mail address _____

List any other names you do business under _____

If you hold the license as an INDIVIDUAL, provide the following information.

Name _____ Social Security Number (optional) _____

Address _____ City _____ State _____ Zip _____

If you hold the license as a CORPORATION or LLC, provide the following information.

Officer / Member _____ Title _____

Officer / Member _____ Title _____

If you hold the license as a PARTNERSHIP, provide the following information.

Information about additional partners may be attached on a separate sheet.

Number of partners _____

Check here if your partnership is LESS than one year old.

Name _____ Social Security Number (optional) _____

Address _____ City _____ State _____ Zip _____

Name _____ Social Security Number (optional) _____

Address _____ City _____ State _____ Zip _____

By submitting this form you authorize Holloway Credit Solutions, LLC ("HCS") to obtain credit reports as needed or required by the State of Alabama, Home Builders Licensure Board. You also authorize HCS to contact additional references to provide us with information regarding their credit experience with you or your company. HCS shall not be liable to you or your company for any loss resulting from said reports and their preparation, including but not limited to loss of business or contracts from information contained in the reports. HCS shall use all reasonable efforts to make sure that all the information within the reports is accurate in accordance with the terms of this agreement. HCS will provide you, your company and/or each partner with a copy of the report along with an information sheet to help you interpret the information on the report and how to handle any discrepancies.

Signature _____ Title _____ Date _____

Method of Payment

Please select the method of payment you prefer. Payment must be received to release your report.

If paying by credit card, to avoid duplication of charge do not mail application after faxing.

American Express

VISA

MasterCard

Check or Money Order

Cardholder's Name _____ Billing Address _____

Account Number _____ Card Verification Number _____ Expiration Date _____



OMAS SURTEES
Commissioner

DEPARTMENT OF REVENUE

Montgomery, Alabama 36132
(www.ador.state.al.us)

CYNTHIA UNDERWOOD
Assistant Commissioner
LEWIS A. EASTERLY
Secretary

NOTICE TO NEWLY QUALIFIED COMPANIES

Under Alabama Code Section 40-14A-22(a), any company that comes into existence, qualifies or registers to do business, or commences doing business in Alabama must file an initial Alabama Business Privilege Tax return within two and one-half months of the date of qualification; no extension of time to file is available on the initial return. Forms and detailed instructions are available at the Alabama Department of Revenue website link: http://www.ador.state.al.us/incometax/bpt_index.htm.

If you have questions concerning the Alabama Business Privilege Tax return, you may contact a Department representative at (334) 353-7923. For questions concerning other types of taxes that your company may need to file, such as, Sales and Use Tax, Withholding Tax, etc., please contact the Department's Central Registration Unit at (334) 242-1170 for additional information.

**NOTICE FROM HOME BUILDERS LICENSURE BOARD
PRIVILEGE TAX RETURN MUST BE FILED WITH ALABAMA DEPT. OF
REVENUE BEFORE 2 1/2 MONTHS IN ORDER FOR YOU TO GET THE
CERTIFICATE OF GOOD STANDING. OUR BOARD WILL NOT REVIEW AN
APPLICATION WITHOUT THIS DOCUMENT. MAKE SURE YOU REQUEST
THIS CERTIFICATE IN THE COMPLETE COMPANY NAME.**

NOTICE FOR CORPORATIONS, LIMITED LIABILITY COMPANIES, OR LIMITED LIABILITY PARTNERSHIPS

If you are a **foreign (out of state)** corporation, limited liability company (LLC), or limited liability partnership (LLP) you must provide a **Certificate of Existence** from the Alabama Secretary of State's office. You may order this certificate online at www.sos.alabama.gov or you may contact their office at (334)242-5324.

If you are a corporation, limited liability company (LLC), or limited liability partnership (LLP), you must provide a **Certificate of Good Standing** from the Alabama Department of Revenue (ADOR). **Required for in-state and out-of-state companies.**

To request the **Certificate of Good Standing**, you must to do the following:

1. If you have not already done so, if you are a corporation, LLC or LLP, you must register your company with the Alabama Secretary of State's office. You may register online at www.sos.alabama.gov or you may contact their office at (334)242-5324.
2. If you have formed a corporation, LLC, or LLP, you must file the appropriate **Business Privilege Tax form** with ADOR. You may download this form at: www.ador.alabama.gov (**e-Services Section**) or contact the Business Privilege Tax Division at (334)242-9800.
3. Order the **Certificate of Good Standing** from ADOR. You may order this certificate online at www.ador.alabama.gov (**e-Services Section**) or you may contact ADOR at (334)353-7944. **IMPORTANT: Make sure certificate is ordered in your complete Company name.**

NOTICE: In order to request and provide a Certificate of Good Standing from the Alabama Department of Revenue (ADOR), you must within 2 ½ months of the date the corporation was qualified pay the Alabama Business Privilege Tax before the 2 ½ month ADOR requirement.

NOTICE

Conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License is a violation of the law.

INDIVIDUAL LICENSEES: You may engage in residential homebuilding only in your individual capacity or through a licensed entity of which you are an employee, partner, officer, member or manager. If you are conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License, you are in violation of the law.

DESIGNATED QUALIFYING REPRESENTATIVE: You may engage in residential home building only through the entity that holds the Alabama Home Builders License. If you wish to engage in residential home building either individually or through another entity that does not hold an Alabama Home Builders License, you must obtain a license either individually or on behalf of the unlicensed entity. If you are conducting business through an unlicensed entity, you are violating the Home Builders Licensure Law.

There are penalties and injunctions applicable to unlicensed builders:

- Pursuant to Ala Code § 34-14A-14, any person who undertakes or attempts to undertake the business of residential homebuilding without a valid license is guilty of a Class A misdemeanor.
- The Board may stop the construction work of any person or entity that undertakes or attempts to undertake the business of residential homebuilding without a valid license.
- A residential homebuilder who is required to be licensed, but who does not hold a State of Alabama Home Builders License, may not bring or maintain legal action to enforce a contract for residential construction.



PSI licensure:certification
 3210 E Tropicana
 Las Vegas, NV 89121
www.psiexams.com



STATE OF ALABAMA HOME BUILDER

CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

FREQUENTLY ASKED QUESTIONS

1. Q: What do I have to do to get a residential builder's license?
A: Apply for the license, pass an examination, provide a satisfactory credit report. For examination fees, see page 2 of the Candidate Information Bulletin.

2. Q: How do I get an application for a license?
A: Send request, with check or money order for \$25.00, to:

Home Builders Licensure Board
445 Herron St
Montgomery, AL 36130

You may also pick up a license packet by coming into the Board's office.

3. Q: Does the application packet contain testing/study materials?
A: No; however, it contains reference lists of materials that are used in developing the test. These may be acquired and used for study prior to the test as well as used by the candidate during the open book test. All questions regarding the examination are addressed on page 6 of the CIB.

4. Q: Do I need to have authorization from the Licensure Board to schedule/take the examination?
A: No.

5. Q: How often is the test given?
A: Almost daily, as space availability permits. PSI has four testing centers in Alabama, located in the Birmingham Area (Vestavia), Huntsville, Mobile, and Montgomery. When you call to schedule your test (or use the Internet, you will be able to select an available testing date and time convenient to your schedule.

6. Q: Do I have to apply for a license before I take the examination?
A: No; however, it is helpful to the Board to have an application on file when the test score comes in.

EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a contractor in the State of Alabama.

Alabama state law requires home builders to be licensed and regulated by the Alabama Home Builders Licensure Board. Eligibility for licensure will be determined by the board for all license candidates who have successfully completed their licensing examination.

The Licensure Board has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Alabama. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

HOW TO OBTAIN A PACKET

The state sells a license package, for a small fee, that includes the license application and this Candidate Information Bulletin. Send a written request and a \$25 check or money order to:

Request a license package from:

Home Builders Licensure Board
445 Herron St
Montgomery, AL 36130
(334) 242-2230 • Fax: (334) 263-1397
www.hblb.state.al.us

All questions and requests for information about examinations should be directed to PSI.

www.psiexams.com
PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

ELIGIBILITY AND FEES

- Home Builders are required to pass a home builder examination for licensure.
 - You may take the examination on an unlimited basis.
 - Any passing test score is valid for a period of 3 years from the date it was passed.

The following fee table lists the applicable fee for the examination. The fee is for each registration, whether you are taking the examination for the first time or repeating.

Examination Fee	\$98
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REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. REGISTRATION FEES EXPIRE AFTER ONE YEAR OF REGISTERING.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the examination site.
- You will be asked to select the examination. You will then enter your personal and contact information. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover). Call PSI registrars at 800-733-9267 Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time to register and schedule your exam.

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), company check, money order or cashier's check, made payable to PSI. Print your name on the check or money order to ensure that your fees are properly assigned. Personal checks and cash are NOT accepted.

Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.



SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 6:00 pm Central Time. Please be prepared to offer alternate examination appointment choices.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267 or use the PSI website.

Note: A voice mail message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone, fax or by mail. Once registered, you can schedule for your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the

examination must first register for the exam, then fax the Special Arrangement Request form at the end of this Candidate Information Bulletin to PSI at (702) 932-2666. This form also includes out-of-state testing requests.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATIONS

The PSI Occupational Licensing examinations are administered at the examination centers listed below:

Birmingham (Vestavia)

100 Centerview Drive, Suite 121
Vestavia, AL 35216

After you exit I-65 at Hwy 31, turn North on Highway 31 toward Vestavia Hills. Turn right at first traffic light onto Vestavia Parkway. Turn right at the first street onto Centerview Drive. Turn left into the first parking lot.

Huntsville

4900 University Square, Suite 4
Huntsville, AL 35816

From Memorial Parkway (US-431/231), take the University Dr (US-72 W) exit. Turn right on The Boardwalk. You will come to a dead end, facing 4900 University Square.

Mobile

Dorsey Center
6051-B Airport Blvd.
Mobile, AL 36608

From East or West, take I-10 to I-65. From I-65 take Airport Blvd West exit. The site is approximately 3 miles ahead on Airport Blvd. Dorsey Center is a small red brick office complex on the left side of the road. You have to make a U-turn at the next traffic light to get to the complex. Office is in the corner of the "L".

Montgomery

500 Interstate Park Drive
Suite 530
Montgomery, Alabama, 36109



From I-85, take the Perry Hill Road exit (#4). Proceed north on Perry Hill Road for little less than ¼ mile. Interstate Park Drive is located on the right (east) side of Perry Hill Road. Turn right on Interstate Park Road and proceed east for approximately ¼ mile. The office is located on the main road.

Examinations are also available to Alabama candidates in other PSI testing centers located across the U.S. Regionally located sites are found in:

- Jackson, MS
- Metairie, LA
- Baton Rouge, LA
- Shreveport, LA

Please contact PSI for other sites that may be located near you.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
 - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet

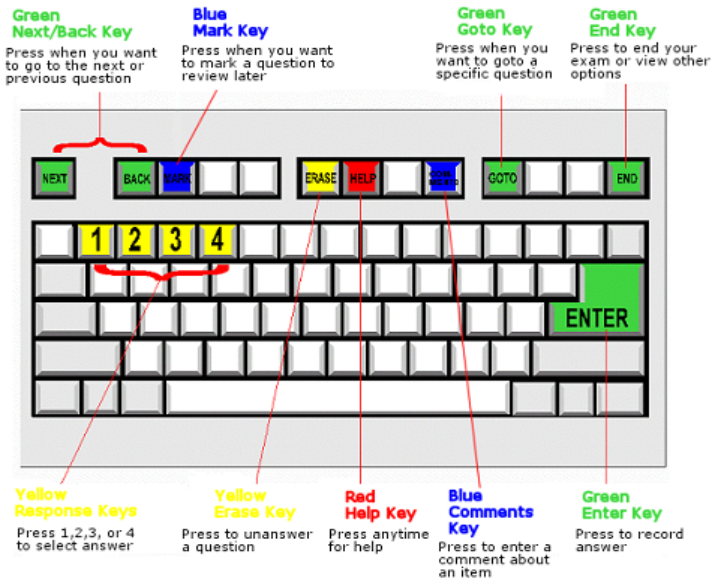
computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.

- Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.





IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your



answer and move on to the next question. A sample question display follows:

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, a small number of five to ten "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

CANDIDATE COMMENTS

During the test development process, PSI makes every effort to create accurate and fair test questions. However, on occasion a candidate may feel that a particular test question is misleading or is missing information that is needed in order to provide a correct answer. If during the test you believe that a test question needs clarification, we highly recommend that you submit your comments and concerns to PSI while at the test center. Comments may be entered on the computer keyboard during the examination. When submitting comments, please provide as much detail as possible describing what you feel is problematic about the test question.

PSI regularly collects all comments from its test centers and reviews every comment within 20 business days from the date the comment was submitted. If your comments result in the editing or removal of one of your test questions, PSI will re-score your test results to determine if your grade status has changed from fail to pass. If your test result changes from fail to pass, you will be notified of the change. Otherwise, if you do not hear from PSI within 20 business days following your test, please understand that your comments have been reviewed but that they have not impacted your overall passing status. If you feel that you wish to further challenge the test content, we recommend that you register for an examination review.

EXAMINATION REVIEW

Failing candidates will have the option of reviewing their examination in a secure environment and challenging any questions or answers that they feel should be eliminated, changed, or given credit.

The fee for reviewing your examination is the same as your initial examination fee. In order to schedule a review, you must register using the same process used to register for your test.

During the review candidates will be presented with the questions the candidate incorrectly answered during the examination on a desktop computer. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by pressing the "Comment" button on the keyboard. The candidate can then enter any relevant information about the test question.

All comments, together with a copy of the challenged test questions, will be submitted directly to PSI's test development staff for review. PSI will contact you within 20 business days if your status changed from fail to pass, and a new score report will be issued. Most test questions are determined to be correct as presented on the examination, so we recommend you NOT wait for a response before preparing for and scheduling to retake the examination.

You may not be permitted to take any notes out of the review sessions. Please call (800) 733-9267 with any questions. The examination review fee is \$98. The length of the examination review is one hour.

SCORE REPORTING

In order to pass the examinations, you must achieve a minimum score of 54 items correct (67.5%).

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by writing to PSI, by emailing scorereport@psionline.com or by calling 800-733-9267. The fee for a duplicate score report is \$15, payable by credit card (Visa, MasterCard, American Express, or Discover), money order, company check or cashier's check. Personal checks and cash are NOT accepted.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.

- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- *NASCLA Contractors Guide to Business Law and Project Management, Alabama Residential Construction, 3rd Edition, <http://www.nascla.org/>, (See order form at the end of this document)*
OR
NASCLA Business and Project Management, Alabama Home Builder Licensure Board Edition, 2nd Edition, <http://www.nascla.org/> (no longer available for purchase)
- *International Residential Code for One- and Two-Family Dwellings, 2006, International Code Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041, (703) 931-4533, www.iccsafe.org*
- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>*
OR
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, www.psiexams.com (See order form at the end of the Candidate Information Bulletin.)
- *Contractors Guide to Quality Concrete Construction, 3rd edition, 2005, American Concrete Institute, 38800 Country Club Drive, Farmington Hills, MI 48331, (248) 848-3700, <http://www.buildersbook.com/ACI-ASCC-1.html>*
- *Carpentry and Building Construction, 2010 edition, John L. Feirer and Mark D. Feirer, Publisher: McGraw-Hill, <http://www.contractorseminars.com>, 828-277-3999.*
- *BCSI: Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses, 2013, Structural Building Components Association and Truss Plate Institute, (608) 274-4849, www.sbcindustry.com*



- *Pipe and Excavation Contracting*, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, www.craftsman-book.com/products
- *Modern Masonry: Brick, Block, Stone*, Clois E. Kicklighter, 7th Edition, 2010, Goodheart-Willcox Company, Inc., 18604 W. Creek Drive, Tinley Park, IL 60477-6243, (800) 323-0440, www.goodheartwillcox.com

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

REFERENCE SOURCES

The reference materials listed in the content outlines may be found at one of the following locations:

PSI (See order form at the end of this bulletin)
www.psiexams.com

Builders Book Depot
www.buildersbookdepot.com
800-284-3434

Internet: www.Amazon.com

AAA Construction School, Inc.
(800) 741-7277 (toll free)
www.aaaconstructionschool.com

Many of the reference materials listed are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088.

Titles currently in stock are listed on the order form near the end of this candidate information bulletin.

Now you can take the practice exam online at www.psiexams.com to prepare for your Alabama Home Builder Examination.

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times, however you will need to pay each time.

EXAMINATION CONTENT OUTLINE

HOME BUILDER EXAMINATION

# of Questions	# of Items Correct to Pass	Time Allowed
80	54	4 Hours

CONTENT OUTLINE

Subject Area	# of Items
Sitework, Footings and Foundations	8
Concrete and Concrete Reinforcement	5
Masonry	5
Carpentry	8
Associated Trades and Drywall	6
Roofing	3
Estimating, Plan Reading and General Code Requirements	12
OSHA Safety	3
Licensing	6
Estimating and Bidding	3
Liens	1
Financial	3
Payroll and Taxes	3
Personnel and Labor	3
Project Management	2
Contracts	4
Business Organization	1
Risk Management	2
Safety Recordkeeping and Environmental	2

LICENSE APPLICATION INSTRUCTIONS

- Upon passing the examination, your results will be sent to the state.
- You must complete the license application in your license packet and send it to the State with the appropriate license fee.
- The State will process the remainder of the license application package and notify you upon license approval.

IMPORTANT: You are not licensed by the State of Alabama until the entire licensing process has been completed, and you have been issued a license.



ALABAMA EXAMINATION PROCEDURE CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

Request an application packet from the state:

- Request a license package from the Alabama Home Builders Licensure Board (see page 3).
 - The package contains this PSI Candidate Information Bulletin, which has the examination registration form and instructions for selecting an examination date.

Prepare for your examination:

- Use the examination content outlines provided in this bulletin as the basis of your study.
- Use the Alabama Home Builders Reference Manual and the other recommended study materials to prepare for the examination.

REGISTER FOR YOUR EXAMINATION:

PRIOR TO SCHEDULING YOUR EXAMINATION, YOU MUST FIRST REGISTER WITH PSI AND MAKE PAYMENT FOR YOUR EXAMINATION. YOU MAY ACCOMPLISH THIS REGISTRATION PROCESS BY USING ONE OF THE FOLLOWING REGISTRATION METHODS.

INTERNET: LOG ONTO WWW.PSIEXAMS.COM AND REGISTER FOR THE ALABAMA HOME BUILDER LICENSING EXAMINATION.

TELEPHONE: CALL PSI'S EXAM REGISTRARS AT (800) 733-9267 (8:00 A.M. TO 7:00 P.M. CT). REGISTRARS CAN BE REGISTER AND SCHEDULE YOU FOR YOUR TEST ON THE SAME CALL.

FAX OR MAIL: COMPLETELY FILL OUT THE PSI REGISTRATION FORM (SEE PAGE 9) AND MAIL OR FAX TO PSI. WHEN FAXING REGISTRATION MATERIALS, PLEASE WAIT FOUR DAYS PRIOR TO CALLING TO SCHEDULE YOUR EXAMINATION. WHEN MAILING, PLEASE ALLOW 2 WEEKS FOR MAIL DELIVERY AND SUBSEQUENT PROCESSING.

Schedule your examination:

- Once you have paid, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet, or schedule over the telephone at (800) 733-9267.
- Scheduled for:
 - Examination Date: _____
 - Examination Time: _____
 - Test Center Location: _____
- To change scheduled date, call back by _____

Take your examination:

- Must bring two forms of identification, which bear your signature. One of these must also have your photograph.
 - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- Arrive 30 minutes prior to appointment.

AFTER YOUR EXAMINATION:

- Upon passing the examination, your results will be sent to the state.
- The State will process the remainder of the license application package and notify you upon license approval.
- You are not licensed by the State of Alabama until the entire licensing process has been completed, and you have been issued a license.





ALABAMA HOME BUILDERS EXAMINATION SPECIAL ARRANGEMENT OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should first register for the exam, then fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____ Social Security or ID#: _____

Legal Name: _____

Last Name

First Name

Address: _____

Street

City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____

Home

Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- | | |
|---|--|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time
(Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> *Out-of-State Testing Request (this request does not require additional documentation) | _____ |

Site requested: _____

**You may email your out-of-state request to OutofStateRequest@psionline.com.*

- First you must register for the exam.
- Then complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call (800) 367-1565, ext 6750 and leave a voice message.
- PSI Special Accommodations will call you back within 48 hours to schedule the examination.


DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.



To place an order for one or more of the following items listed, you may:

- Order online at www.psonlinestore.com
- Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.psonlinestore.com

<input type="checkbox"/>	<u>CERTIFICATE OF ACHIEVEMENT</u> - Certificate of Achievement suitable for framing. Note: You must have passed the exam before ordering the certificate. The name on the certificate will exactly match the name used on the registration for the examination. Each certificate will be for one examination only.	
<input type="checkbox"/>	Alabama Homebuilder Practice Examination	
<input type="checkbox"/>	NASCLA Contractors Guide to Business Law and Project Management, Alabama Residential Construction	
<input type="checkbox"/>	Carpentry and Building Construction	
<input type="checkbox"/>	29 CFR Part 1926 Selections	
<input type="checkbox"/>	Pipe & Excavation Contracting	
<input type="checkbox"/>	International Residential Code for One- and Two-Family Dwellings	

Please note: Inventory and pricing subject to change without notice.

PSI licensure:certification
3210 E TROPICANA
LAS VEGAS, NV 89121