

# Department of Licensing and Regulatory Affairs



## RESIDENTIAL BUILDER, MAINTENANCE AND ALTERATION (M&A) CONTRACTOR, AND SALESPERSON CANDIDATE INFORMATION BULLETIN



### PSI licensure:certification

[www.psiexams.com](http://www.psiexams.com)

<u>Topic</u>	<u>Page</u>	<u>Topic</u>	<u>Page</u>
Examinations by PSI licensure:certification .....	2	Identification Screen .....	5
License Application Information.....	2	Tutorial .....	5
Introduction .....	2	Examination .....	5
Examination Registration & Payment Procedures.....	2	Security Procedures .....	5
Examination Parts .....	2	Score Reporting .....	6
Registration by Mail .....	2	Score Report.....	6
Registration by Fax.....	3	Examination Review .....	6
Internet Registration.....	3	Verification of Failed Score .....	6
Social Security Number .....	3	Duplicate Score Report .....	6
Examination Scheduling Procedures .....	3	Experimental Questions.....	6
To Schedule by Telephone .....	3	Residential Builder Examination.....	6
To Schedule by Internet.....	3	Part 1 - The Business and Law Examination Content Outline	6
Rescheduling/Canceling an Examination Appointment .....	3	Part 2 - The Practice/Trade Examination Content Outline ...	7
Loss of Registration Fee .....	3	Maintenance and Alteration (M&A) Contractor License	
Emergency Examination Center Closing.....	3	Examinations .....	9
Special Examination Arrangements .....	3	Salesperson License Examination.....	9
Alternative Test Delivery Arrangements .....	4	Suggested Study Materials .....	10
Examination Fees.....	4	Important Links .....	10
Examination Center Locations .....	4	Business and Law Examination Study Materials.....	10
Taking the Examination.....	4	Practice/Trade Examination Study Materials .....	12
Arrival at the Examination Center .....	4	Salesperson Examination Study Materials .....	12
Required Identification .....	4	Completing the Examination Registration Form .....	14
Taking the Examination by Computer .....	5	Michigan Examination Registration Form .....	15

Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com).

## EXAMINATIONS BY PSI licensure:certification

This Candidate Information Bulletin provides you with information about the examination process for becoming licensed as a Residential Builder, Maintenance and Alteration (M&A) Contractor, or Salesperson in the State of Michigan.

The Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI licensure:certification (PSI) to conduct the examination program. PSI works closely with the Department to make certain that these examinations meet the State's as well as nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer examination centers in Michigan.

### \*\*\*VERY IMPORTANT\*\*\*

#### LICENSE APPLICATION INFORMATION PRIOR TO TESTING

Before applying to PSI to take your **Residential Builder or Maintenance and Alteration Contractor (M&A)** licensing examinations you must first apply for licensure. The license application is available at the State of Michigan's website located at [www.michigan.gov/builders](http://www.michigan.gov/builders) and select Forms and Publications link on the right.

Upon completing the qualification for the license, you will be sent an authorization by the Department to test; you may proceed with the Examination Registration and Scheduling process. The Department will electronically submit your authorization to test information to PSI. Once you have passed your examination(s), the State of Michigan will be electronically notified by PSI so that your license can be issued and mailed to you.

**Builder/M&A Contractor Salesperson** licensing examination candidates must first complete and file the PSI examination registration form, found at the back of this bulletin. Salespersons do NOT need to apply to the state before testing. There is no pre-licensure education requirement for the salesperson. Only the State of Michigan may determine your eligibility for a license.

For questions about licensure requirements, please access the State of Michigan Residential Builders web page at [www.michigan.gov/builders](http://www.michigan.gov/builders)

## INTRODUCTION

All candidates for the Residential Builder or M&A Contractor examinations must receive Authorization to test from the Department before registering with PSI for the examinations.

Please read this Candidate Information Bulletin and if taking the M&A Contractor examinations, the appropriate trade supplements, carefully. These provide detailed content specifications for each examination, including numbers of questions.

Keep this Candidate Information Bulletin for reference. The most current updates and announcements concerning the

examinations may be found by visiting PSI's website at [www.psiexams.com](http://www.psiexams.com). This website is more readily updated than the printed material.

## EXAMINATION REGISTRATION & PAYMENT PROCEDURES

**NO WALK-IN EXAMINATIONS WILL BE ALLOWED. All candidates must be pre-registered for an examination.**

*Be sure to read all directions carefully before completing the Examination Registration Form. Improperly completed forms or incorrect fees will be returned unprocessed.*

**SALESPERSON candidates:** If this is a first time registration, you must mail or fax the registration form. Please allow 2 weeks for processing your initial registration form before attempting to schedule an examination appointment. Subsequent registrations may be made on-line, by mail, fax or phone.

### Registering for an Examination

Registering for your examination is the first step in a two-step process toward sitting for the examination. The second step is Scheduling, pg 4. You must pay for the examination at the time you register. Please follow the instructions below.

### Examination Parts

Residential Builder Candidates MUST register and sit for both parts of the exam during one examination session. Testing for ONLY Part 1, the Business and Law Examination, or Part 2, the Practice/Trade Examination, during one examination session is restricted to Residential Builder Candidates who have previously passed one part, and the passing score is still valid (Passing scores are valid for one year from examination date). See LICENSE APPLICATION INFORMATION #4 on page 2 for further explanation regarding passing score validity.

M&A Candidates First Time Testing MUST register and sit for the minimum of the Business & Law and one Trade examination. M&A Candidates may sign up for a maximum of three parts per examination session.

### Registration by Mail

1. Complete the Examination Registration Form located at the back of this Candidate Information Bulletin.
2. Return the completed form to PSI with the appropriate fee. Payment of fees by mail may be made by credit card (VISA, MasterCard, American Express, or Discover), money order, company check or cashier's check. Print the last 4 digits of your social security number on the check or money order to ensure your fees are properly assigned. **CASH OR PERSONAL CHECKS ARE NOT ACCEPTED.**
3. Please allow 2 weeks to process your Registration. After 2 weeks you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern



Time. You may also schedule online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com).

### Registration by Fax

Fax registration is available 24 hours a day. You will need a valid credit card (VISA, MasterCard, American Express, or Discover)

1. Complete the Examination Registration Form and include your credit card number, expiration date, and signature.
2. Fax the completed form (both sides) to PSI at (702) 932-2666.
3. Please allow 4 business days to process your Registration. After 4 business days, you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, b between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. You may also schedule online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com).

### Internet Registration

In order to register over the Internet, candidates will need to have a valid credit card (VISA, MasterCard, American Express, or Discover). Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

1. Log onto PSI's website, select the link associated with the Michigan examinations.
2. Complete the associated registration form online and submit your information to PSI via the Internet.
3. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

### Social Security Number

PSI will only use your Social Security Number as an identification number in maintaining your record and reporting your scores to the Department. **You must include your Social Security Number on the registration form. This number is required by the Department in order to issue you a license. Your Social Security Number is held in the strictest of confidence.** Both Federal and State laws require state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. Eastern Time. For special inquiries, you may speak to a Candidate Service Representative, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

### To Schedule by Internet

Please follow the internet registration instructions (page 3).

### Rescheduling/Canceling an Examination Appointment

You may reschedule or cancel an appointment without forfeiting your fee if *PSI receives notice not less than 2 days before the scheduled examination date*. You may contact a Candidate Service Representative, Monday through Friday, between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, (800) 733-9267; **OR** mail your notice, which must be received by PSI not less than 2 days before your scheduled examination.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website, automated telephone system, or call PSI and speak to a Customer Service Representative.**

### Loss of Registration Fee

You will forfeit your registration fee and be required to reregister and pay another registration fee if you:

- Fail to notify PSI, less than **2 days** before the scheduled examination date that you must cancel or reschedule;
- Fail to appear for your examination appointment;
- Arrive too late to begin your examination; (*You will not be admitted if you arrive after your scheduled appointment time.*)
- Do not present proper identification when you arrive for the examination.

### Emergency Examination Center Closing

In the event that inclement weather or other emergencies force the closure of an examination center on an assigned examination date, you will be notified. At that time, you may reschedule for a new date and time without any additional fee. Every effort will be made to schedule a convenient time as soon as possible. You may call 1-800-733-9267, 24 hours a day to receive up-to-date examination center closure information.

### 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 requesting special testing arrangements must fill out the special arrangement request form found at [www.psiexams.com](http://www.psiexams.com). Select Michigan, and the license type, and the form will be found under "Information Links." A copy of this form may also be obtained by phoning 1-800-733-9267. You will need to fax this form and supporting documentation to (702) 932-2666.

## EXAMINATION SCHEDULING PROCEDURES

### Scheduling an Examination Appointment

Scheduling is the second step in the two-step process toward sitting for an examination.

### To Schedule by Telephone

Call PSI at 1-800-733-9267, 24 hours a day, 7 days a week. Be sure to have a first, second, and third choice of dates when placing your call. PSI will make every effort to schedule the examination center location and time that is most convenient for you. If space is available in the examination site of your



## Alternative Test Delivery Arrangements

The following options are available to all candidates seeking assistance taking the Residential Builder, Maintenance and Alteration (M&A) Contractor, or Salesperson examination(s) for an additional fee.

### **Additional Time While Taking the Examination**

Candidates may request to take the examination with extra time. The candidate will be given time & 1/2 and there will be an additional fee of \$50 per examination.

### **Request for a Reader along with Additional Time**

Candidates may request to have the examination read to them in English with extra time & 1311/2 for an additional fee of \$50 per examination. PSI will provide the reader.

Candidates applying for Alternative Test Delivery Arrangements must contact PSI. Any costs associated with Alternative Test Delivery Arrangements must be paid in advance by the candidate. Please put your request in writing and mail to: PSI \* 3210 E Tropicana \* Las Vegas, NV 89121, or you may fax to 702-932-2666. You may also call PSI at 800-733-9267.

*St. (Mason), Exit 66. Turn Left onto Cedar St. Proceed about 4 miles, turn left on Charlar Drive. Building is on the Right.*

### **Southfield (Detroit area) Examination Center**

Crossroads Building  
16250 Northland Drive, Suite 361  
Southfield, MI 48075

*From I-75 North and South, exit West 8 Mile Rd. Northland Drive is West of Greenfield Road. Do not go over the Bridge. Pass the Lodge Fwy (Hwy 10). Turn right on Northland Drive.*

*From Southfield Fwy North and South, exit East 8 Mile Rd. Go east on 8 Mile to Northland Drive.*

*Do not call the Crossroads Building for any information. You must contact PSI.*

### **Gaylord Examination Center**

440 W. Main St., Suite D  
Gaylord, MI 49735

*From I-75 take exit # 282 / M-32 toward Alpena / Gaylord. From the exit ramp, turn east onto W Main (M-32) and go about half a mile. 440 W Main is at the northeast corner of Main and Indiana, halfway between KFC and Subway. Suite D opens off the parking lot.*

### **Grand Rapids Examination Center**

4595 Broadmoor Ave SE, Suite 201  
Grand Rapids, MI 49512

*From I-96, exit East Beltline Avenue and proceed south approximately 4 miles. Once you pass 28<sup>th</sup> Street, Beltline becomes Broadmoor. Continue south an additional 2 miles. 4595 Broadmoor is just south of 44<sup>th</sup> Street on the right. Use the North Entrance. Room 201 is at the top of the stairs.*

*From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (Left) on Broadmoor. 4595 Broadmoor is just north of Barden Street, south of 44<sup>th</sup> Street on the left. Use the North Entrance to the second floor. Room 201 is at the top of the stairs.*

### **Marquette Examination Center**

Mid Towne Office Complex  
1229 W. Washington  
Marquette, MI 49855

*Complex is across the street from Shopko. Enter the building on the left, and go up the stairs. Go left at the top of the stairs, suite is at the end of the hall on the right.*

## **EXAMINATION FEES**

### **NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.**

#### **Residential Builder**

First time testing, both parts .....	\$111
Retest, both parts .....	\$106
Retest, Business/Law .....	\$66
Retest, Practice/Trade .....	\$76

#### **M&A Contractor**

First time, three parts	
Bus/Law and two trades .....	\$106
First time, two parts	
Bus/Law and one trade.....	\$91
Retest, three parts	
Bus/Law and two trades .....	\$101
Retest, two parts	
Bus/Law and one trade	
OR two trades (no Bus/Law) .....	\$86
Retest, one part	
Bus/Law	
OR one trade .....	\$66

#### **Salesperson**

First time .....	\$81
Retest .....	\$81

Fees are good for one year from date of registration.

## **EXAMINATION CENTER LOCATIONS**

All examination centers are accessible in accordance with the 1990 Americans with Disabilities Act.

#### **Holt-Lansing Examination Center**

4202 Charlar Drive, Suite 1  
Holt, Michigan 48842

*From I 96, I 496 and I 69 proceed to US-127 South to Holt Rd., Exit 70. Turn Right (west) on Holt Rd., then Left turn on Cedar St. then Right on Charlar Drive. From I 94 proceed to US-127 North to Cedar*

## **TAKING THE EXAMINATION**

### **Arrival at the Examination Center**

On the day of the examination, it is strongly recommended that you arrive at your designated examination center at least 30 minutes before your examination appointment. This extra time is for sign-in and identification verification. **You will not be admitted if you arrive after your scheduled appointment time.**

### **Required Identification**

You **MUST** present two (2) valid forms of identification before you may test:

- One form of ID must meet ALL of the following criteria:
  - ◆ be a current (not expired), valid and government-issued, photo identification (example: driver's license, state-issued identification card, passport);
  - ◆ show the name on the government-issued photo identification as the same name used to register for the exam (including designations such as "Jr." or "III", etc.) and
  - ◆ have your current photo and your signature.



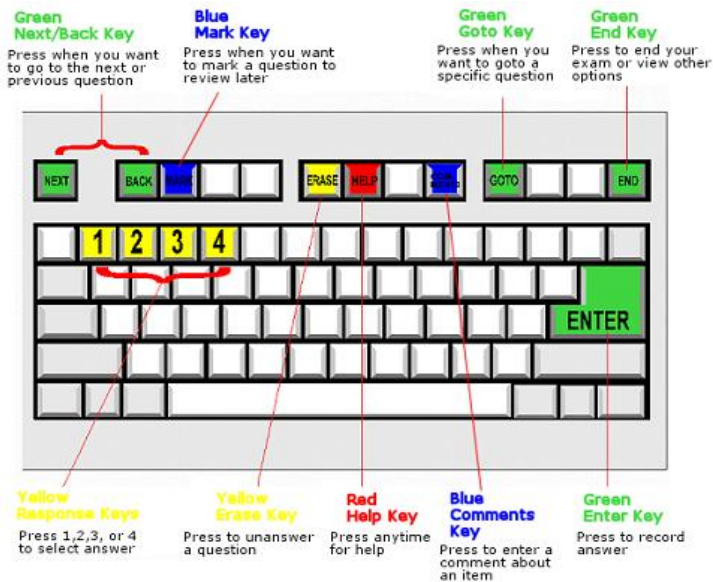
- The second form of identification must contain a signature that matches the official photo ID (e.g., credit card, bankcard, military or school identification).

If you cannot provide the required identification, you must contact PSI at least two (2) weeks prior to your scheduled examination appointment to arrange a way to meet this security requirement. **Failure to provide the required identification at the examination center will result in your not being admitted to the examination and forfeiture of your examination fee. You will be required to re-register and pay another examination fee.**

**NOTE: If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your examination registration form and your two forms of VALID identification.**

### Taking the Examination by Computer

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and include a key word or number to identify function. An illustration of the special keyboard is shown here. You may also use the mouse.



### Identification Screen

You will be directed to a 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 screen. The time you spend on this tutorial (which should take no more than 15 minutes) will **NOT** count as part of your examination time. Sample questions are included as a part of 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, the number of minutes remaining to complete your examination will be shown at the top of the screen and is updated as you record your answers.

### Examination

A sample question, as it would be displayed on the computer screen, is shown below. During the examination, you would press 1, 2, 3, or 4 to select your answer or press MARK to mark it to read later during the examination. You would then press ENTER to record your answer and move to the next question. You can change your answer as often as you like before pressing ENTER. If you wish to change your answer after you press ENTER, simply view the question you have marked, make the desired change, and press ENTER again. You may also use the mouse.



**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.

### Security Procedures

The following security procedures apply during examinations:

- No children, notes, books, briefcases, backpacks, hats, cellular telephones, or pagers are allowed in the examination area. (Note: There is no space to store these materials at the examination center.) Small purses (size of a wallet) will be permitted. Larger purses cannot be taken to the candidate's seat.
- No smoking, eating, or drinking is allowed in the examination center.
- Only calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet are permitted. Calculators that convert measurements from inches to feet to yards such as Construction Master I and Master II, Handyman, and Measure Maker are **not** allowed.
- Once you have been seated and the examination begins, you may leave the examination center only to use the restroom, and only after obtaining permission from the proctor. You will not receive extra time to complete the examination.
- Any candidate seen giving or receiving assistance, 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 Department and you may be denied licensure.
- Copying or communicating examination content is a violation of security regulations and may result in the cancellation of your examination results or legal action taken under copyright laws.

## EXAMINATION SCORE REPORTING

### Score Report

A written score report will be provided to you by PSI immediately following the administration of the examination(s) at the examination center. Examination scores are confidential and will be given only to you and the Department. Candidates passing the examination will receive ONLY a score indication of PASS. Passing numeric scores are not available. Candidates who do not pass will receive an individual score for each of the major sections in the examination content outline. Candidates should use this information to assist them in studying for the re-examination.

Residential Builder and M&A Contractor candidates will be required to submit a license application form to the Department prior to testing.

### Examination Review

No post-examination review is authorized. PSI, in cooperation with the Department, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidate results and adjust them accordingly. This is the only review of the examination available to candidates.

### Verification of Failed Score

If you receive a failing score on the examination, you may request that the examination be re-scored for verification of the score.

Re-scoring of computer based examinations **WILL NOT** include any verification of the content of an examination, or the content or accuracy of specific items received by the candidate. Re-scoring of computer based examinations also will not include any investigation of comments about items entered by the candidate during administration of the examination.

You can write to PSI to request the re-scoring of your failing examination. Please include your name, last 4 digits of your social security number, date of the test and cashier's check or money order for \$15.

### Duplicate Score Report

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

## EXPERIMENTAL QUESTIONS

In addition to the total number of questions on each examination, up to ten (10) experimental (additional) questions may be included in each examination. These questions will NOT: a) be identified; b) be counted in your final score; or c) take time away from the total examination time.

The administration of such unscored, experimental questions is an essential step in developing future licensing examinations that are valid and reliable.

## RESIDENTIAL BUILDER EXAMINATION

### Residential Builder Examination

In order to apply for licensure as a Residential Builder, you must pass both the **Business and Law examination** and the **Practice/Trade examination** and make application to the Department within one (1) year from the date a passing score is received on an examination. If you file an application for licensure and your examination, or a portion of the examination is more than one year old, you will be required to repeat the examination or the portion that has expired.

### PART 1 - THE BUSINESS AND LAW EXAMINATION CONTENT OUTLINE

This examination must be passed by individuals applying for either the Residential Builder or the M&A Contractor license. The examination consists of 50 multiple-choice questions. The minimum passing score for this examination is 36. You will have 75 minutes to complete the Business and Law examination. The number of questions relating to each area on the examination is shown in parentheses.

This examination is CLOSED BOOK, NO reference materials are allowed in the examination center.

#### **A. REGULATORY AND STATUTORY REQUIREMENTS (13 QUESTIONS)**

1. Licensing process and requirements
  2. Display (wall license and pocket card)
  3. Changes to existing license (name, address, assumed name, etc.)
  4. Branch office
  5. Definitions/actions requiring license
  6. Enforcement process (complaints, investigations, informal hearings, formal hearings, disciplinary action)
  7. Independent arbitration
  8. Permitting requirements (including certificates of occupancy)
  9. Civil Rights (Elliot-Larsen Civil Rights Act)
  10. "Americans with Disabilities Act (ADA) and Persons with Disabilities Act" (sales, office facility, hiring and employee practices)
  11. EPA regulations on hazardous materials (asbestos, lead, radon, etc.)
  12. Salesperson for a Residential Builder or M&A Contractor
  13. Home Solicitation Sales
  14. Uniform Commercial Code, Article 2, Part 2, Form, Formation & Readjustment of Contracts
- Regulations governing conduct and penalties**
15. Physical location of business (business address)
  16. Advertising
  17. Purchase and sales agreements



18. Books and records
19. Financial statements
20. Account for money received from customer

**B. TYPES OF BUSINESS ORGANIZATION (2 QUESTIONS)**

1. Partnerships
2. Corporations
3. Sole proprietorships
4. Limited Liability Company (LLC)

**C. BIDDING AND ESTIMATING (3 QUESTIONS)  
(Quantity Take-Offs are on Builder's Practice/Trade Exam)**

1. General aspects

**D. CONTRACTS (8 QUESTIONS)**

1. Terminology and definition
2. Types
3. Elements of a binding contract
4. Addenda, change orders, etc.
5. Warranties

**Construction financing**

6. Construction loan
7. Mortgage financing
8. Direct payments from owner

**E. PROJECT MANAGEMENT AND SUPERVISION (2 QUESTIONS)**

1. Scheduling (chart/timeline, labor tables, etc.)
2. Subcontracts
3. Quality control
4. Resource management (inventory, purchasing controls, deliveries, personnel, etc.)
5. Cost management
6. Draws, progress payments, and retainage (hold-backs)
7. Customer service

**F. ACCOUNTING AND FINANCE (6 QUESTIONS)**

1. Balance sheet and income statement
2. Financial Ratios (Working Capital, Current Ratio, Quick Assets Ratio, Net Worth to Assets Ratio, Gross Profit to Sales Ratio, True Investment Yield, Margin of Profit, etc.)
3. Sales and accounts receivable
4. Costs and expenses (accounts payable)
5. Cash flow
6. Definitions and terminology
7. Michigan business tax

**G. PERSONNEL (6 QUESTIONS)**

1. State Labor Laws (e.g., wages, overtime, minors)
2. Immigration Form I-9
3. Record keeping
4. Responsibility for MIOSHA record keeping, penalties
5. Employee benefits (health, retirement, vacation, etc.)
6. Workers' Compensation Insurance (e.g., responsibilities for employees and subcontractors' employees)

**H. INSURANCE, BONDS, AND LIENS (4 QUESTIONS)**

1. Insurance on company property

2. Liability insurance
3. Vehicle insurance
4. Builders' risk
5. Business, accident, and life insurance
6. Bonds
7. Title insurance
8. Liens (Construction Lien Act)

**I. PAYROLL TAXES (6 QUESTIONS)**

1. Federal Income, State Income, FICA, Unemployment, etc.

**PART 2 - THE PRACTICE/TRADE EXAMINATION CONTENT OUTLINE**

The examination consists of 100 multiple-choice questions. The minimum passing score for this examination is 73. You will have 150 minutes to complete the Practice/Trades Examination. The number of questions relating to each area on the examination is shown in parentheses.

This examination is CLOSED BOOK, NO reference materials are allowed in the examination center.

**A. LAYOUT (5 QUESTIONS)**

1. Surveying (reference points, monuments, flood plains, wetlands, benchmarks)
2. Soil testing (perk tests, compaction test, soil bearing)
3. Septic requirements
4. Well requirements
5. Plot plan (building lines, setbacks, easements, restrictions, utility source locations)
6. Elevations (transit level, topographical)

**B. PLANS AND SPECIFICATIONS AND ESTIMATING (15 QUESTIONS)**

1. Permits/inspections based on permits
2. Types of plans (floor, framing, truss erection, foundations, etc.)
3. Symbols and legends
4. Scales and dimensions
5. Views, sections, and details
6. Material identification
7. Schedules (window, door, etc.)
8. Materials estimating (takeoffs, volumes, measurements, areas, board feet, etc.)
9. Cost and labor estimating

**C. EXCAVATION/SITEWORK (4 QUESTIONS)**

1. MISS DIG
2. Erosion protection
3. Equipment
4. Clearing and grubbing
5. Grading (cut and fill, rough grading, finish grading, sloping)
6. Excavating and trenching
7. Backfilling
8. Compaction
9. Volume, shrinkage, and swell (expansion)
10. Dewatering
11. Retaining walls



**D. FOOTINGS AND FOUNDATION WALLS (7 QUESTIONS)**

1. Footings (types, dimensions, specifications, etc.)
2. Concrete only as it pertains to foundation walls (strengths, dimensions, reinforcement, etc.)
3. Masonry only as it pertains to foundation walls
4. Insulating Concrete Form foundation walls (ICF)
5. Concrete slab on grade
6. Treated wood foundations
7. Pier and curtain wall foundations
8. Waterproofing and dampproofing
9. Drainage
10. Anchoring systems
11. Structural steel (columns, beams, and girders)
12. Other columns (wood, concrete, and masonry)

**E. CONCRETE (4 QUESTIONS)**

1. Characteristics/types/general
2. Testing (slump, strength)
3. Ingredients and aggregates
4. Admixtures (chloride, retarding agents)
5. Formwork
6. Proportions
7. Flatwork (driveway, sidewalk, floors)
8. Precast concrete panels, steps
9. Placing
10. Joints
11. Finishing (troweling, bullfloating)
12. Curing
13. Reinforcement (wire mesh, rebar, fiber)
14. Suspended concrete slabs and above-grade concrete

**F. CARPENTRY (20 QUESTIONS)**

1. Bracing, bridging, and hangers
2. Span tables
3. Fastening schedules
4. Loads (live, dead, floor load schedule, roof load, wind load, etc.)
5. Notching and boring
6. Sill, sole, and top plates and band (rim) joists
7. Beams (timber, planks, and boards)
8. Floor framing (joists, truss joists)
9. Floor decking/sub-flooring
10. Wood framing for walls (exterior, sheathing, load-bearing, knee walls, wind bracing, partitions/interior, interior soffits)
11. Metal framing (studs)
12. Panel walls (open, closed)
13. Fire blocking and draftstops
14. Ceiling joists
15. Roof framing (rafters, decking, dormers, valleys, soffits, fascia, pitch, crickets, saddles)
16. Roof Trusses
17. Framing for openings (vents, windows, doors, skylights, fireplaces, chimneys, attic access, crawl space access, house fans, etc.)
18. Post and beam framing

19. Stairs (interior, exterior, landings, railings, balusters, rise, run, clearances, width, etc.)
20. Decks (height, rails, materials, footings, etc.)
21. Wood flooring
22. Cabinetry
23. Finish trim and molding

**G. MASONRY (7 QUESTIONS)**

1. Brick (walls, veneer, paver brick, firebrick, etc.)
2. Concrete masonry units (walls, veneer, etc.)
3. Stone (manufactured and natural)
4. Glass blocks
5. Fireplaces and chimneys
6. Construction details (brick ledge, lintels, headers, pilasters and piers, sills, keystones, patterns and bonds, forms and arches)
7. Mortar and grout
8. Anchors, ties, and reinforcement
9. Expansion/control joints
10. Jointing
11. Flashing
12. Weepholes

**H. ROOFING (7 QUESTIONS)**

1. Rolled roofing
  2. Fastening procedures
  3. Ventilation systems (ridge, box, soffit, etc.)
  4. Flashing (wall, chimney, counterflashing, valley, step)
  5. Drip edges
  6. Water shield membranes (ice and rain guard)
  7. Diverters (see framing section for crickets and saddles)
  8. Valleys
  9. Re-roofing
- Types of roofs**
10. Shingles (asphalt or fiberglass)
  11. Wood shingles and shakes
  12. Metal

**I. INSULATION (5 QUESTIONS)**

1. Blanket
2. Batt (faced)
3. Batt (unfaced)
4. Blown-in (fiberglass, cellulose)
5. Sprayed-on foam
6. Fiberboard
7. Foam board
8. Foil-faced (reflective)
9. R-values
10. Vapor barriers
11. Sound

**J. VENTILATION (3 QUESTIONS)**

1. Attic (gable vents, baffles)
2. Foundation/crawl space



**K. WINDOWS, DOORS, AND SKYLIGHTS (2 QUESTIONS)**

1. Egress/escape requirements
2. Safety glazing
3. Size
4. Types (storms and screens, pocket door, bi-fold door, sliding window, casement window, etc.)
5. Materials/parts
6. Installation and flashing

**L. SIDING INSTALLATION (4 QUESTIONS)**

1. Associated elements (backer boards, flashing, vents, starter strips, fascia, soffits)
2. Sheathing paper/house wrap
3. Vinyl
4. Wood
5. Plywood
6. Shingles and shakes
7. Aluminum
8. Steel

**M. INTERIOR AND EXTERIOR FINISHING (2 QUESTIONS)**

1. Drywall
2. Exterior painting and staining
3. Suspended ceiling systems
4. Tile and marble (ceramic, slate, granite, terra cotta, etc.)

**N. SPECIALTIES (3 QUESTIONS)**

1. House wrecking and demolition
2. Pool barriers
3. Smoke detectors

**O. SAFETY AND EMPLOYEE PROTECTION INCLUDING MIOSHA (12 QUESTIONS)**

1. General safety requirements (first aid, fire safety, illumination, sanitation, emergency action plan, safety program, etc.)
2. Personal protection equipment
3. Excavation safety (shoring, benching, trench boxes, angle of repose, egress)
4. Ladders and scaffolds
5. Fall protection
6. Hand and power tools, including electrical
7. Roof, deck and ladder jacks
8. Lifting and digging Equipment
9. Hazardous materials, including MSDS
10. Barricades and signs
11. Demolition

<b>MAINTENANCE &amp; ALTERATION (M&amp;A) CONTRACTOR LICENSE EXAMINATIONS</b>
---

**Maintenance and Alteration Contractor Examinations**

In order to be licensed as an M&A Contractor, you will be required to pass the Business and Law Examination (see page 7 for details regarding this examination) as well as an examination for each trade(s) in which you wish to be licensed. Each trade examination includes from 25 to 50 scored multiple-choice questions as follows:

<u>Trade Examination</u>	<u>Number of Questions</u>	<u>Passing % Score</u>	<u>Passing Raw Score</u>
Basement	50	72	36
Waterproofing			
Carpentry	50	72	36
Concrete	55	72	40
Excavation	40	72	29
Gutters	35	72	25
House Wrecking	25	72	18
Insulation Work	50	72	36
Masonry	50	72	36
Painting & Decorating	50	72	36
Roofing	50	72	36
Siding	45	72	32
Screen & Storm Sash	35	72	25
Swimming Pools	50	72	36
Tile & Marble	50	72	36

Please request the supplement(s) to this Candidate Information Bulletin for the specific content outline(s) and respective numbers of examination questions for the trade(s) that you have selected. You may also print the content outlines by visiting our website at [www.psiexams.com](http://www.psiexams.com).

You may take a maximum of three examinations per registration. Each registration is valid for one appointment to take the examination(s). Below are the time limits for the M&A examinations.

- ◆ If you are taking the Business and Law and one trade, you will be given 135 minutes to complete the examinations.
- ◆ If you are taking the Business and Law and two trades, you will be given 195 minutes to complete the examinations.
- ◆ If you are ONLY taking the Business and Law, you will be given 75 minutes to complete the examination.
- ◆ If you are ONLY taking one trade, you will be given 60 minutes to complete the examination.
- ◆ If you are taking three trades, you will be given 180 minutes to complete the examinations.

<b>SALESPERSON LICENSE EXAMINATION</b>
--

<u># of Questions</u>	<u>Passing % Score</u>	<u>Passing Raw Score</u>	<u>Time Allowed</u>
45	72	32	90 minutes

This examination is CLOSED BOOK, NO reference materials are allowed in the examination center.

**A. REGULATORY AND STATUTORY REQUIREMENTS (16 QUESTIONS)**

1. Understand when a Salesperson License is Required
2. Know Actions Subject to Disciplinary Action
3. Understand the Complaint, Investigations, and Hearings Process
4. Renew License
5. Understand the Builder/Contractor-Salesperson Relationship
6. Display License Appropriately
7. Understand how to Report Changes to License
8. Understand Permitting and Inspection Requirements



9. Understand Discriminatory Activities Under Fair Housing Guidelines
10. Understand Discriminatory Activities Under Civil Rights Act (Elliot-Larsen Civil Rights Act)
11. Understand Truth in Advertising Guidelines
12. Understand Guidelines for Home Solicitation Sales Knowledge of emergency situations when consumer can waive cancellation)
13. Understand General State Building Code Requirements
14. Understand when Building Restrictions may Apply
15. Comply with Easements and Setbacks
16. Comply with EPA Regulations on Hazardous Materials
17. Comply with do-not-call and associated regulations Comply with requirements of Patriot Act (knowledge of consumer's personal information that cannot be captured on paper or in file)

#### B. CONTRACTS (16 QUESTIONS)

1. Understand the Types of and Components of Contracts
2. Understand the Terminology Related to Contracts
3. Comply with State Requirements for Contracts
4. Understand and Create Addenda and Change Orders
5. Understand and Adjust Contract for Factors Affecting Completion Date
6. Comply with Guidelines for Allowances
7. Understand Basic Concept of Warranties
8. Understand Definition of Breach of Contract
9. Understand Concept of Lien Waiver
10. Explain Financing Process
11. Create and Explain Payment Schedules

#### C. MATHEMATICS, MEASUREMENTS, AND ESTIMATING (8 QUESTIONS)

1. Understand and Apply Basic Concepts and Terminology for Estimating Cost of a Contract
2. Compute Markup/Profit and Overhead
3. Compute Discounts
4. Perform Calculations Using Basic Math

#### D. PRINTS, PLANS, AND SPECIFICATIONS (5 QUESTIONS)

1. Interpret Symbols and Legends
2. Compute Actual Dimensions Based on Scale
3. Understand and Interpret Different Types of Plan Views
4. Identify basic information on plan drawings

### SUGGESTED STUDY MATERIALS

The study materials listed here should be helpful to candidates preparing for the **Business and Law** examination, the **Residential Builder Practice/Trade** examination, and the **Salesperson** examination. (Suggested study materials for the individual M&A Contractor examinations are included with the separate content outline for each trade.)

Except for the Michigan Laws, Rules, Codes and Standards, neither the Department nor PSI endorses any of the materials listed. However, we try to ensure that the references are currently available and consist of recognized industry standards.

If the answer to a specific examination question could differ because of conflicting information contained in the suggested study materials, the legal requirement, such as a law, regulation, board or commission rule, or building code, takes precedence over (overrides) any other reference. If two legal requirements appear to conflict, the Michigan specific law, regulation, board or commission rule, or building code, takes precedence over the national one. Information from the suggested study materials listed here takes precedence over information from all other sources or persons.

This is only a sample of the available reference materials that contain information about the professions. These materials contain neither all of the general trade knowledge required to be competent in any specific area nor all of the information on which you will be tested. Also, please be aware that reference materials may go out of print or be otherwise unavailable.

Please contact a library, community college, currently practicing builder or contractor, Code enforcement agency, or other specialists in the profession for additional information or reference material.

These examinations are CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

#### Important Links

The following are links to the websites for government agencies. These websites are also available as links on our website at [www.psiexams.com](http://www.psiexams.com).

*Michigan Board of Residential Builders and Maintenance and Alteration Contractors.* Web Page for Residential Builders Board. [www.michigan.gov/builders](http://www.michigan.gov/builders)

*Michigan Bureau of Construction Codes Order Form for Obtaining Residential Construction Codes.* [www.michigan.gov/bcc](http://www.michigan.gov/bcc)

*Michigan "Workers' Disability Compensation Act of 1969", Act 317 of 1969, as amended.* [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-317-of-1969.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-317-of-1969.pdf)

*Workers' Disability Compensation Guide, Web Page Presented By The Michigan Economic Development Corporation.* [www.michigan.org/medc/services/workerscomp/index.asp](http://www.michigan.org/medc/services/workerscomp/index.asp)

*Workers' Disability Compensation Coverage, Q&A for Subcontractors, General Contractors, and Independent Contractors.* [www.michigan.gov/documents/cis\\_bwuc\\_contr\\_29680\\_7.pdf](http://www.michigan.gov/documents/cis_bwuc_contr_29680_7.pdf)

#### Business and Law Examination Study Materials

This examination is CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

(For use by candidates for the Residential Builder and M&A Contractor examinations.)



*Michigan Laws and Rules.* Copies of the Michigan Laws and Rules as they pertain to Residential Builders and Maintenance and Alteration Contractors, can be obtained from the Michigan Legislature Web Site: [www.michiganlegislature.org](http://www.michiganlegislature.org) and the State Office of Regulatory Reinvention Web Site: [www.michigan.gov/orr](http://www.michigan.gov/orr). For the "Occupational Code, Articles 1 through 6 and Article 24" and "Administrative Rules - Residential Builders and Maintenance and Alteration Contractors" visit the Bureau's Web Site: [www.michigan.gov/builders](http://www.michigan.gov/builders).

- **OCCUPATIONAL CODE (EXCERPT), 1980 PA 299**, Articles 1-6, MCL 339.101...339.606, Article 24, MCL 339.2401...339.2412
- **MICHIGAN ADMINISTRATIVE CODE**, Residential Builders and Maintenance and Alteration Contractors, R 338.1511...338.1566
- **MICHIGAN ADMINISTRATIVE CODE**, Occupational Boards - Part 7 Disciplinary Proceedings, R 339.1701...339.1771
- **OCCUPATIONAL LICENSE FOR FORMER OFFENDERS, 1974 PA 381**, MCL 338.41...338.47
- **BUILDING CONTRACT FUND, 1931 PA 259**, MCL 570.151...570.153
- **CONSTRUCTION LIEN ACT, 1980 PA 497**, MCL 570.1101...570.1305

*Stille-Derossett-Hale Single State Construction Code, Act 230 of 1972 as amended*, Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes and Fire Safety, Office of Management Services P.O. Box 30255, Lansing, MI 48909, (517) 241-9313. [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-230-of-1972.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-230-of-1972.pdf) (Purchase required)

*Michigan Residential Code, 2009*, Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, Office of Management Services, PO Box 30255, Lansing, MI 48909, (517) 241-9313. [www.michigan.gov/bcc](http://www.michigan.gov/bcc) (Purchase required)

*Michigan Occupational Safety and Health Act 154 of 1974 as amended*, and *Administrative Rules for All Industries*, Michigan Department of Licensing and Regulatory Affairs, MIOSHA Standards Division, P.O. Box 30643, Lansing, MI 48909, (517) 322-1845. Price: Free.

All MIOSHA standards may be printed from the MIOSHA web site: [www.michigan.gov/mioshastandards](http://www.michigan.gov/mioshastandards)

*Workers' Disability Compensation Act of 1969, Act 317 of 1969 as amended*, and the pamphlet entitled *General Information Regarding Rights and Responsibilities Under the Act*, Questions & Answers for Subcontractors, General Contractors, and Independent Contractors, Michigan Department of Licensing and Regulatory Affairs, Bureau of Workers' Disability Compensation, Compliance Division, P.O. Box 30016, Lansing, MI 48909, (517) 322-1195. Price: Free.

*Michigan Business Tax Frequently Asked Questions (current edition)*, State of Michigan, Department of Treasury, Treasury Building, P.O. Box 15128, Lansing, MI 48901, (517) 636-6263. [www.michigan.gov/treasury](http://www.michigan.gov/treasury) ; [www.michigan.gov/documents/taxes/MBTFAQ\\_208917\\_7.pdf](http://www.michigan.gov/documents/taxes/MBTFAQ_208917_7.pdf) (You may only access this reference via a download from

this website. It is not available in hard copy.) Price: Free.

*Circular E. Employer's Tax Guide, 2007*, Internal Revenue Service, (800) 829-1040, [www.irs.gov/pub/irs-pdf/p15.pdf](http://www.irs.gov/pub/irs-pdf/p15.pdf), Price: Free.

*Elliott-Larsen Civil Rights Act, P.A. 453 of 1976*, Michigan Civil Rights Commission, Victor Office Center, Suite 700, 201 N. Washington Square, Lansing, MI 48913, (517) 335-3165. [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-453-of-1976.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-453-of-1976.pdf) Price: Free.

*Construction Contracting*, Seventh Edition, 2005, Richard H. Clough, ISBN: 0-471-44988-1, John Wiley & Sons, Inc., 605 Third Avenue, New York, NY 10158, (800) CALL-WILEY, [www.catalog.wiley.com](http://www.catalog.wiley.com). (Purchase required)

*Builder's Guide to Accounting - Revised Edition, 2001*, Michael C. Thomsett, Craftsman Book Company, 6058 Corte del Cedro, Carlsbad, CA 92009. [www.craftsman-book.com/cbcstore](http://www.craftsman-book.com/cbcstore) (Purchase required)

*Americans with Disabilities Act, Questions and Answers*, U.S. Dept. of Justice Civil Rights Division, Americans with Disabilities, Disability Rights Section, Tel. (800) 514-0301, TDD (800) 514-0383, Fax (202) 307-1198 [www.usdoj.gov/crt/ada/pubs/ada.txt](http://www.usdoj.gov/crt/ada/pubs/ada.txt) Price: Free.

*EPA publication: The Lead-Based Paint Pre-Renovation Education Rule*, Environmental Protection Agency, Ariel Rios Building, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20460, Tel. (202) 272-0167. US EPA Region 5 (serving IL, IN, MI, MN, OH, WI and 35 tribes), 77 W. Jackson Blvd., Chicago, IL 60604, Tel. (312) 353-2000 or (800) 621-8431, [www.epa.gov/oppt/lead/pubs/interiorfinal2.pdf](http://www.epa.gov/oppt/lead/pubs/interiorfinal2.pdf) Price: Free.

*Home Solicitation Sales, Act 227 of 1971*, Michigan Legislative Council, Tel. (517) 373-0212, [www.michiganlegislature.org/mileg.asp?page=print&objName=mcl-act-227-of-1971](http://www.michiganlegislature.org/mileg.asp?page=print&objName=mcl-act-227-of-1971) (You may only access this reference via a download from this website. It is not available in hard copy.) Price: Free.

*Uniform Commercial Code, Act 174 of 1962, Article 2, Part 2, Form, Formation & Readjustment of Contracts*, Michigan Legislative Council, Tel. (517) 373-0212, [www.michiganlegislature.org/mileg.asp?page=print&objName=mcl-174-1962-2-2](http://www.michiganlegislature.org/mileg.asp?page=print&objName=mcl-174-1962-2-2) (You may only access this reference via a download from this website. It is not available in hard copy.) Price: Free

*Employing Minors in Michigan*, Wage & Hour Division Michigan Department of Energy, Labor & Economic Growth, 7150 Harris Dr, Lansing, MI 48909-7976, (517) 322-1825 [www.michigan.gov/documents/Brochure90\\_30634\\_7.12-01.doc](http://www.michigan.gov/documents/Brochure90_30634_7.12-01.doc) Price: Free.

*Minimum Wage Law of 1964, Act 154 of 1964*, Wage & Hour Division Michigan Department of Energy, Labor & Economic Growth, 7150 Harris Dr, Lansing, MI 48909-7976, (517) 322-1825 [www.michiganlegislature.org/documents/mcl/pdf/mcl-act-154-of-1964.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-154-of-1964.pdf) Price: Free.



*Payment of Wages and Fringe Benefits*, Act 390 of 1978, Wage & Hour Division Michigan Department of Energy, Labor & Economic Growth, 7150 Harris Dr, Lansing, MI 48909-7976, (517) 322-1825  
[www.michiganlegislature.org/documents/mcl/pdf/mcl-act-390-of-1978.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-390-of-1978.pdf) Price: Free.

*U.S. Department of Justice, Handbook for Employers, Employment Eligibility Verification, Form I-9, Form I-9 Employment Eligibility Verification: Title 8 CFR 274*, U.S. Government Printing Office, P. O. Box 371954, Pittsburgh, PA 15250-7954, Tel. (888) 293-6498, Fax (202) 512-1262  
[www.uscis.gov/files/nativedocuments/m-274.pdf](http://www.uscis.gov/files/nativedocuments/m-274.pdf) Price: Free.

### **Practice/Trade Examination Study Materials**

This examination is CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

(For use by candidates for Part 2 of the Residential Builder examination.)

*Stille-Derossett-Hale Single State Construction Code*, Act 230 of 1972 as amended, Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes and Fire Safety, Office of Management Services P.O. Box 30255, Lansing, MI 48909, (517) 241-9313.  
[www.michiganlegislature.org/documents/mcl/pdf/mcl-act-230-of-1972.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-230-of-1972.pdf) (Purchase required)

*Michigan Residential Code, 2009*, Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, Office of Management Services, PO Box 30255, Lansing, MI 48909, (517) 241-9313.  
[www.michigan.gov/bcc](http://www.michigan.gov/bcc) (Purchase required)

*Michigan Occupational Safety and Health Act 154 of 1974* as amended, and *Administrative Rules for All Industries*, Michigan Department of Licensing and Regulatory Affairs, MIOSHA Standards Division, P.O. Box 30643, Lansing, MI 48909, (517) 322-1845. Price: Free.  
All MIOSHA standards may be printed from the MIOSHA web site: [www.michigan.gov/mioshastandards](http://www.michigan.gov/mioshastandards)

*Pipe and Excavation Contracting*, 2011, by Dave Roberts, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, (800) 829-8123, [www.Craftsman-book.com](http://www.Craftsman-book.com) (Purchase Required)

*Carpentry and Building Construction*, 2010 edition, John L. Feirer and Mark D. Feirer, Publisher: McGraw-Hill, <http://www.textbooks.com>, 877-292-6442. (Note: 2004 edition may also be used if 2010 edition is not available.)

*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](http://www.sbcindustry.com) (Print-out of PDF or Purchase Required)

*The Contractor's Guide to Quality Concrete Construction*, 2nd edition, 1998, American Concrete Institute, PO Box 9094, Farmington Hills, MI 48333, (248) 848-3700, [www.aci-int.org](http://www.aci-int.org) (Purchase Required)

*Modern Masonry*, 2010 (Seventh Edition), Clois E. Kicklighter, The Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243, (800) 323-0440, [www.goodheartwilcox.com](http://www.goodheartwilcox.com) (Purchase Required)

*Roofing Construction and Estimating* by Daniel Atcheson, 1995, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, (800) 829-8123, [www.Craftsman-book.com](http://www.Craftsman-book.com) (Purchase Required)

*Walkers Insulation Techniques and Estimating Handbook*, 1983, by Harry Hardenbrook and Gary D. Cook, Frank R. Walker Company, 1989 University Lane Unit C, Lisle, IL 60532, (800) 458-3737, [www.frankrwalker.com](http://www.frankrwalker.com) (Purchase Required)

*Building Trades Print Reading*, 2000, by Thomas E. Proctor, American Technical Publishers, Inc. 1115 W. 175th Street, Homewood, IL 60430, (800) 323-3471  
[www.buildersbook.com](http://www.buildersbook.com) (Purchase Required)

### **Salesperson Examination Study Materials**

This examination is CLOSED BOOK, so the following reference materials suggested as study resources are not allowed in the examination center.

*Michigan Laws and Rules*. Copies of the Michigan Laws and Rules as they pertain to Residential Builders and Maintenance and Alteration Contractors, can be obtained from the Michigan Legislature Web Site: [www.michiganlegislature.org](http://www.michiganlegislature.org) and the State Office of Regulatory Reinvention Web Site: [www.michigan.gov/orr](http://www.michigan.gov/orr). For the "Occupational Code, Articles 1 through 6 and Article 24" and "Administrative Rules - Residential Builders and Maintenance and Alteration Contractors" visit the Bureau's Web Site: [www.michigan.gov/builders](http://www.michigan.gov/builders).

- **OCCUPATIONAL CODE (EXCERPT), 1980 PA 299**, Articles 1-6, MCL 339.101...339.606, Article 24, MCL 339.2401...339.2412
- **MICHIGAN ADMINISTRATIVE CODE**, Residential Builders and Maintenance and Alteration Contractors, R 338.1511...338.1566
- **MICHIGAN ADMINISTRATIVE CODE**, Occupational Boards - Part 7 Disciplinary Proceedings, R 339.1701...339.1771
- **OCCUPATIONAL LICENSE FOR FORMER OFFENDERS, 1974 PA 381**, MCL 338.41...338.47
- **BUILDING CONTRACT FUND, 1931 PA 259**, MCL 570.151...570.153
- **CONSTRUCTION LIEN ACT, 1980 PA 497**, MCL 570.1101...570.1305

*Building Trades Printreading - Part 2 Residential and Light Commercial Construction*, Fourth Edition, 2004, Thomas E. Proctor, ISBN: 0-8269-0425-4, American Technical Publishers, Inc., 1155 W. 175th St., Homewood, IL 60430-4600, (800) 323-3471, [www.go2atp.com](http://www.go2atp.com)



*Michigan Home Solicitation Sales, Act 227 of 1971 - As Amended*, Michigan Legislative Council, 124 West Allegan, Michigan National Tower, Third Floor, PO Box 3-36, Lansing, MI 48909, (517) 373-0212  
[www.michiganlegislature.org/mileg.asp?page=print&o](http://www.michiganlegislature.org/mileg.asp?page=print&o)

*Elliott-Larsen Civil Rights Act, P.A. 453 of 1976*, Michigan Civil Rights Commission, Victor Office Center, Suite 700, 201 N. Washington Square, Lansing, MI 48913, (517) 335-3165.  
[www.michiganlegislature.org/documents/mcl/pdf/mcl-act-453-of-1976.pdf](http://www.michiganlegislature.org/documents/mcl/pdf/mcl-act-453-of-1976.pdf) Price: Free.

*Construction Contracting*, Seventh Edition, 2005, Richard H. Clough, ISBN: 0-471-44988-1, John Wiley & Sons, Inc., 605 Third Avenue, New York, NY 10158, (800) CALL-WILEY, [www.catalog.wiley.com](http://www.catalog.wiley.com) (Purchase Required)

*Carpentry and Building Construction*, 2010 edition, John L. Feirer and Mark D. Feirer, Publisher: McGraw-Hill, <http://www.textbooks.com>, 877-292-6442. (Note: 2004 edition may also be used if 2010 edition is not available.)

# COMPLETING THE MICHIGAN RESIDENTIAL BUILDER BOARD EXAMINATIONS REGISTRATION FORM

1. **Legal Name** Print your legal name in the boxes provided, using one box per letter. If your name is longer than the boxes allow, print as many letters as possible. **NOTE: If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your examination registration form and your two forms of VALID identification.**
2. **Social Security Number** Your Social Security Number is used for identification purposes only. Print only one number per box.
3. **Physical Address** Your license must include a Michigan physical address. PO Box numbers alone are not acceptable. Print only one letter or number per box. Do not include punctuation marks; leave blank spaces to show spaces. Check the box to alert PSI of any address change.
4. **Mailing Address** **All examination information will be sent to the address you provide here; if different from physical address.** Check the box to alert PSI of any address change.
5. **Telephone** Please provide both home and office telephone numbers (including area codes).
6. **Email Address** Please provide your email address.
7. **Birth Date** Please provide your date of birth (i.e., "09-18-60" for September 18, 1960).
8. **Examination Type** Check the box indicating the examination for which you are registering.  
**Residential Builder** - One who contracts to build or is responsible for building a complete residential structure or combination residential and commercial structure, using many trades. One who manufactures, assembles, constructs, deals in, or distributes a residential or combination residential and commercial structure which is prefabricated, precut, packaged, or shell housing. A licensed residential builder may also do maintenance and alteration work.  
**Maintenance and Alteration Contractor** - One whose contracting activity is limited to specific trades or crafts such as carpentry and masonry. If you are applying for the Maintenance and Alteration Contractor examination, you must select the trade(s) in which you wish to be licensed. If you intend to engage in general remodeling or work in three or more trades, you may wish to register for the Residential Builder examination. **If you are already licensed and are applying for an add-on trade(s), check the appropriate box and write your current license number in the space provided.**  
**Salesperson** - One who is an employee or agent, other than a qualifying officer, of a licensed residential builder or maintenance and alteration contractor, who is compensated for selling the goods and services of a residential builder or maintenance and alteration contractor.
9. **Examination Parts** Check the box(es) indicating which examination part(s) you wish to take. Enter the total number of parts requested in the space provided.  
  
Residential Builder Candidates, First Time Testing and Retesting for Both Parts **MUST** register and sit for both parts, (Part 1, Business & Law AND Part 2, Practice & Trades) during one examination session. Testing for **ONLY** Part 1 or Part 2 during one examination session is restricted to Residential Builder Candidates Retesting because they have previously passed one part, and the passing score is still valid  
  
M&A Candidates First Time Testing **MUST** register and sit for the minimum of the Business & Law and one Trade examination. M&A Candidates may sign up for a maximum of three parts per examination session.
10. **Examination Fees** Check the box in either column **10.a** or **10.b** indicating first time testing or retesting. Complete the appropriate column and enter the total amount of your examination fee. (Please refer to the Candidate Information Bulletin, "Examination Fees" section, if you have any questions.)
11. **Special Accommodations Requested** If you will require special accommodations because of a disability, please check "YES." Send a letter and the required documentation to PSI (Please refer to page 4 of this Candidate Information Bulletin).
12. **Signature** Sign and date this Examination Registration Form in the space provided.
13. **Registration Procedures** Follow the instructions indicated here to register by mail, telephone, fax or internet.



# MICHIGAN RESIDENTIAL BUILDER BOARD EXAMINATIONS REGISTRATION FORM

*Be sure to read the section titled "Examination Registration Instructions" in the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY.*

*Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed.*

**BE SURE TO COMPLETE BOTH SIDES OF THIS REGISTRATION FORM.**

**1. LEGAL NAME**

--	--

Last Name (Jr/III)

--	--	--

First Name Middle Name

**2. SOCIAL SECURITY NUMBER**

-	-	
---	---	--

(THIS NUMBER MUST BE FURNISHED)

**3. PHYSICAL ADDRESS**

(must complete)

--	--

Number, Street Apt. No.

Check here if providing a new address.

	-	
--	---	--

City State Zip Code

**4. MAILING ADDRESS**

(if different from No.3)

--	--

Number, Street Apt. No.

Check here if providing a new address.

	-	
--	---	--

City State Zip Code

**5. TELEPHONE**

Home

-	-	
---	---	--

Office

**6. EMAIL**

\_\_\_\_\_ @ \_\_\_\_\_

**7. BIRTH DATE**

	-		-				
--	---	--	---	--	--	--	--

M M D D Y Y

8. EXAMINATION TYPE	9. EXAMINATION PARTS	10. EXAMINATION FEES (Check one)																	
		10.a <input type="checkbox"/> First Time Testing	10.b <input type="checkbox"/> Retesting																
<input type="checkbox"/> Residential Builder	<input type="checkbox"/> Both Parts (Part 1 and Part 2) <input type="checkbox"/> Part 1 Only--Business and Law <input type="checkbox"/> Part 2 Only--Practice/Trade	\$111 ..... \$ _____  TOTAL ..... \$ _____	\$106 (Both Parts).....\$ _____ \$66 (Law only) .....\$ _____ \$76 (Prac only) .....\$ _____  TOTAL.....\$ _____																
<input type="checkbox"/> Maintenance and Alteration Contractor Applicant	<input type="checkbox"/> Business and Law and one or two Trades <input type="checkbox"/> Add-on Trade / Single Trade (Retake) <i>M&amp;A Candidates may sign up for a maximum of 3 parts per examination session.</i>  Place an "X" next to each examination part requested:	\$106 (three parts).....\$ _____ \$91 (two parts) .....\$ _____  TOTAL.....\$ _____	\$101 (three parts) .....\$ _____ \$86 (two parts) .....\$ _____ \$66 (one part) .....\$ _____  TOTAL.....\$ _____																
<input type="checkbox"/> Current M & A Contractor Requesting Add-on Trade(s). Current License Number: _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Business and Law</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Masonry</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Basement Waterproofing</td> <td style="border: none;"><input type="checkbox"/> Painting &amp; Decorating</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Carpentry</td> <td style="border: none;"><input type="checkbox"/> Roofing</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Concrete</td> <td style="border: none;"><input type="checkbox"/> Siding</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Excavation</td> <td style="border: none;"><input type="checkbox"/> Screen &amp; Storm Sash</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Gutters</td> <td style="border: none;"><input type="checkbox"/> Swimming Pools</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> House Wrecking</td> <td style="border: none;"><input type="checkbox"/> Tile &amp; Marble</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Insulation Work</td> <td style="border: none;"></td> </tr> </table> Number of examination parts requested: _____	<input type="checkbox"/> Business and Law	<input type="checkbox"/> Masonry	<input type="checkbox"/> Basement Waterproofing	<input type="checkbox"/> Painting & Decorating	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Roofing	<input type="checkbox"/> Concrete	<input type="checkbox"/> Siding	<input type="checkbox"/> Excavation	<input type="checkbox"/> Screen & Storm Sash	<input type="checkbox"/> Gutters	<input type="checkbox"/> Swimming Pools	<input type="checkbox"/> House Wrecking	<input type="checkbox"/> Tile & Marble	<input type="checkbox"/> Insulation Work			<input type="checkbox"/> Place an "X" here if you have passed <b>Business and Law</b> and are either adding on or retaking the <b>Trade(s)</b> you marked in Column 9.
<input type="checkbox"/> Business and Law	<input type="checkbox"/> Masonry																		
<input type="checkbox"/> Basement Waterproofing	<input type="checkbox"/> Painting & Decorating																		
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Roofing																		
<input type="checkbox"/> Concrete	<input type="checkbox"/> Siding																		
<input type="checkbox"/> Excavation	<input type="checkbox"/> Screen & Storm Sash																		
<input type="checkbox"/> Gutters	<input type="checkbox"/> Swimming Pools																		
<input type="checkbox"/> House Wrecking	<input type="checkbox"/> Tile & Marble																		
<input type="checkbox"/> Insulation Work																			
<input type="checkbox"/> Salesperson		\$81 ..... \$ 81  TOTAL.....\$ _____	\$81 .....\$81  TOTAL.....\$ _____																

11. SPECIAL ACCOMMODATIONS REQUESTED

You must fill out the special arrangement request form found at [www.psiexams.com](http://www.psiexams.com). Select Michigan, and the license type, and the form will be found under "Information Links". A copy of this form may also be obtained by phoning 1-800-733-9267.

Yes  No

12. SIGNATURE

I HAVE READ THE CANDIDATE INFORMATION BULLETIN AND UNDERSTAND THE INFORMATION PRESENTED IN IT AND THIS EXAMINATION REGISTRATION FORM.

Signature \_\_\_\_\_ Date \_\_\_\_\_

YOU MUST SIGN AND DATE THIS REGISTRATION FORM IN ORDER TO BE TESTED.

13. REGISTRATION PROCEDURES

**\*Note: First-time Salesperson Candidates are required to mail or fax the registration form.**

\*To register BY MAIL, complete and send this registration form with the applicable fees to the following address:

PSI LICENSURE: CERTIFICATION  
ATTN: Examination Registration MI RB  
3210 E Tropicana  
Las Vegas, NV 89121

\*To register BY FAX, complete and fax both sides of this registration form with credit card information and signature and fax to: ..... (702) 932-2666

To register BY TELEPHONE, complete this registration form with credit card information and call: ..... (800) 733-9267

To register BY INTERNET, see page 3 of this bulletin.

If paying by credit card, check one:  VISA  MasterCard  American Express  Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_  
*The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digit number to the right and above the card account number).*

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_



PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121