



# State of Utah Contracting Exam Examination Handbook

## FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to:  
<https://www.provexam.com/register>.  
  
You may also call us toll-free at 877-228-3926.  
[Click here](#) for more information about registering.
2. **WHERE CAN I TEST?** You may test at any one of Prov’s testing centers. [Click here](#) for a current list and directions to each of our Utah testing centers.
3. **HOW MUCH DOES IT COST?** The Business and Law examination used by license qualifiers has a fee of **\$68** each. This fee is the same whether you are testing for the first time or are retaking the exam.
4. **WHEN DO I GET MY TEST RESULTS?** The results from your exam will be provided to you at the exam site.
5. **ARE THERE ANY STUDY AIDS?** Yes, in our [bookstore](#) we sell the primary reference book for this examination as well as practice examinations to help you prepare for your test.
6. **WHAT IS ON THE TEST?** [Click here](#) for information about the available examination.

## MORE QUESTIONS

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Licensing Questions -  
**UT DOPL**  
160 E 300 S, 4<sup>th</sup> Floor  
Salt Lake City, UT 84114  
Ph: (801) 530-6628  
(866) 275-3675 toll-free in UT  
<https://dopl.utah.gov/contractor/>  
Hours: 8 a.m. to 5 p.m.

For Testing Questions -  
**Prov**  
9980 South 300 West,  
Suite 200  
Sandy, Utah 84070  
Phone: (877) 228-3926  
[www.provexam.com](http://www.provexam.com)  
Hours: 6 a.m. to 10 p.m.

## GENERAL TESTING INFORMATION

The Division has contracted with Prov, Inc. to administer the following contracting examination:

- **Business and Law**

The purpose of this bulletin is to provide you information about taking your licensing examination for the State of Utah.

The Business and Law examination is required for those individuals that are seeking to be licensed as the qualifier for their contracting company. The following licensing classifications require a Business and Law exam:

- B100 General Building Contractor
- E100 General Engineering Contractor
- R100 Residential & Small Commercial Contractor
- E200 General Electrical Contractor\*
- E201 Residential Electrical Contractor\*
- P200 General Plumbing Contractor\*
- P201 Residential Plumbing Contractor\*

\* Must also have a Master’s license classification in this trade.

There is an [English](#) as well as [Spanish](#) version of the Business & Law examination. Make sure to select the specific exam you are seeking at the time of your registration.

**Business & Law**  
**Business & Law - Spanish**

If you have questions about whether you are required to take this examination as a condition for licensure, please contact the Division at: (801) 530-6628.

## EXAMINATION FEE

The Business and Law examination has a fee of **\$68** each time the exam is taken. The fee is the same whether testing for the first time or for a retake.

TABLE OF CONTENTS

Frequently asked questions.....1  
 More questions.....1  
 General Testing Information .....1  
 Examination Fee .....1  
 Table of Contents .....2  
 Testing with Prov .....2  
 Where to take your exam in Utah .....2  
 How to Register Online.....2  
 Scheduling by Phone .....3  
 Cancel/Rescheduling Policy.....3  
 Preparing for Your Exams .....3  
 Purchasing Reference Materials & Study Guides.....3  
 Exam Description.....3  
 Test Day Rules and Procedures .....3  
     Check-in Deadline..... 3  
     Proof of Identity ..... 3  
     Permitted Items..... 4  
     Prohibited Items ..... 4  
     Visitor Policy ..... 4  
     Unethical Conduct Policy..... 4  
 Results Reporting.....4  
 Retesting Policy .....4  
 Prov’s Non-Discrimination Statement.....4  
 Special Accommodations.....5  
 Exam Test Site Availability .....5  
     What is Examroom? ..... 5  
     Fixed Testing Locations ..... 5  
 Fixed Test Site locations .....6  
 Test Site Instructions .....7

TESTING WITH PROV

The Business and Law examination will be administered by computer at one of Prov’s testing centers. Prov’s testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov’s testing system:

<https://youtu.be/h3T9svnidLY>.

WHERE TO TAKE YOUR EXAM IN UTAH

The **Business and Law** examination for this program are delivered by computer and are available at **eighteen (18) testing centers** located from Logan to St. George. Or, you can choose to take the examination at home using Prov’s **Examroom®** service.

HOW TO REGISTER ONLINE


- To schedule online, go to the following URL:  
<https://www.provexam.com/register>
- Use the Dropdown menu under “Select Certifying Body”, and select:  
**UT Contracting**
- Under “Select a License/certificate”, choose the exam (and language) you are seeking (**choose one of the following**):

- o Business and Law
- o Business and Law - Spanish

Then press **NEXT**

- Enter the following information into the fields that are provided.
  - Name (First and Last)
  - Social Security number
  - Street address
  - City, State, ZIP Code
  - Email Address
  - Telephone Number

Then select the button labeled: **SAVE CHANGES**

- Select a Date, Time, Location for each exam by selecting the link labeled:  
 **Find suitable time and venue**
- Prov’s scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** hyperlink to check the calendar for a specific testing center.
- Select a test **date** and **time** from the calendar that matches your schedule. Confirm your selected date and time and select **Add to Cart**.
- Proceed to payment. Please enter your form of electronic payment (e.g. MasterCard, Visa, AMEX). If you have provided an email address, the invoice for your exam payment will be automatically emailed to you. This invoice will include information regarding your scheduled date/time. If you have any problems with online scheduling, you may contact us at (877) 228-3926.

## SCHEDULING BY PHONE

To schedule for an examination by phone, candidates should contact Prov toll free at (877) 228-3926. Prov scheduling staff is available 6:00 a.m. through 10:00 p.m. MT, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, social security number and their address. Once registered in the database, Prov staff will search for the next available testing session at the candidate's preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address. Once candidates are scheduled, Prov staff will email a confirmation.

## CANCEL/RESCHEDULING POLICY

If you need to change or cancel your testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline. If you fail to reschedule, cancel or show up for your testing session by the close of business three days prior to your scheduled test date, you will forfeit your exam fees.

## PREPARING FOR YOUR EXAMS

The licensing examination that you will take has been designed to test minimal competency in the contracting field. The test questions and projects have been prepared and reviewed by subject matter experts in collaboration with the Division and the exam Provider.

Prov recommends that you prepare for your exam by familiarizing yourself with the subject areas listed in each exam description along with the associated reference materials. You are encouraged to prepare your test materials by highlighting text or placing permanent tabs on important pages.

## PURCHASING REFERENCE MATERIALS &amp; STUDY GUIDES

Reference materials for the examinations are available from Prov at:

- **Prov Bookstore**

9980 S 300 W, Suite 300  
Sandy, UT 84070

<https://www.provexam.com/shop/>

Toll Free: 877-228-3926

## EXAM DESCRIPTION

UT CONTRACTORS BUSINESS AND LAW		
Number of Questions	Time Allowed (hours)	# of Questions in Subject
60	2	
Business Organization		4
Licensing		10
Estimating and Bidding		6
Contract Management		6
Project Management		5
Labor Laws		6
Lien Laws		3
Financial Management		6
Risk Management		5
Tax Laws		5
Safety		4

## References

The following reference material is allowed to be used during the examination:

NASCLA Contractors Guide to Business, Law, and Project Management, 4<sup>th</sup> Edition, 978-1-948558-15-0

OR

Utah Contractor Education Book, 11<sup>th</sup> Edition, 2020, The Home Builder Association of Utah.

**Note:** Candidates will still be permitted to use the older versions of the references listed above but must understand that the examination answers will be based on the newer versions of these references.

## TEST DAY RULES AND PROCEDURES

**Check-in Deadline**

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

**Proof of Identity**

Upon arriving at the testing center, you will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. You will also be required to sign a test center log and will be photographed by the test center staff. If you cannot

produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

### Permitted Items

Candidates are permitted to use the following items during their theory or code examinations:

- **Reference Books.** Please refer to the reference list beneath each examination description for the books or materials that may be used during the test.
- **Calculator.** You are permitted to use a simple non-programmable calculator during your test. The calculator must be silent, battery powered, produce no tape, be non-programmable. Be prepared to show the proctor your calculator at the time of check-in. You are NOT permitted to use the calculator on your cell phone.

### Prohibited Items

No cameras, recorders, cell phones, computers, pagers, tablet computers, music players, smart watches, radios, electronic games, or any other electronic devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items should be placed in secure storage at the testing facility.

For exam security you may also be **asked to remove** articles of clothing that may pose a security risk such as the following:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with

fees forfeited, and the Division will be notified of your dismissal from the exam.

### Visitor Policy

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

### Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Division. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

## RESULTS REPORTING

Upon completion of the Business and Law examination, it will be scored, and you will be provided with a score result while at the testing center.

The Business and Law exam will be scored and graded against a cut-score of **70%** which is the passing score required in order to qualify for licensure.

## RETESTING POLICY

If you fail one or more of the examinations, you must wait **thirty (30)** days before retaking the failed exam. However, after **three (3)** failed attempts, you must wait **180** days before each subsequent attempt.

## PROV'S NON-DISCRIMINATION STATEMENT

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 877-228-3926 or write to: Prov, Inc., 9980 South 300 West, Suite 200, Sandy, Utah 84070.

**SPECIAL ACCOMMODATIONS**

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (877) 228-3926. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

**EXAM TEST SITE AVAILABILITY**

You may take the Business and Law examination at any one of Prov’s testing centers located from Logan to St. George. You can also take the exam at home using Prov’s Examroom® service.

**What is Examroom?**

Examroom is a remote test monitoring service that allows you to take the test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, on test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, verify your identity, take your picture, and observe you throughout the testing process.

How to decide whether to use Examroom? **Not every computer system is capable of taking a test on Examroom.** The following are the **MINIMUM** requirements that your computer system would need in order to qualify to take the test using the Examroom service:

- Operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook

- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of **uploading** files in excess of 3 Mbps

Please use the following link to do a system check **before you schedule** the exam to make sure your computer system will support testing using the Examroom Service.

<https://examroom.ai/systemtest/>

When prompted “Permission to access camera and microphone”, you must click “Allow”.

If your system does not allow you to test at home, don’t worry, we have some great testing locations that are not too far away.

**Fixed Testing Locations**

The following are the existing testing sites within Utah and days each site is available to give you your exam. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

The sites shown below are fixed locations where you may take your **Business and Law** exam. The asterisk (\*) on the chart shows which days of the week the exams are available for scheduling.

Location	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
Logan – BTC	*	*	*	*		
Logan – USUL			*			
Ogden – OWTC	*	*	*	*	*	
Ogden – WSU	*	*	*	*	*	
Salt Lake City – SLC/SC			*	*	*	
Salt Lake City – SLCC/RC				*		
Salt Lake City – SLCC/WP			*			
West Jordan – SLCC/WJC		*				
West Valley – SLCC/WVC	*					
Sandy – SLCC/MC	*	*	*	*	*	
Vernal - USUV	*	*	*	*	*	*
Orem – UVU				*		
Price – USUP	*	*	*	*		

Location	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
Ephraim – USUEC	*	*	*	*	*	*
Richfield – SC/R	*	*	*	*		
Blanding - USUB			*			
Cedar City – SUU	*	*	*	*	*	*
St. George - DSU	*	*	*	*	*	

**FIXED TEST SITE LOCATIONS**

**Northern Utah**

1. **Bridgerland Technical College - Logan**  
Assessment Center  
1301 N 600 W  
Logan, UT 84321
2. **Utah State University - Logan**  
Career Services Testing, University Inn 115  
Logan, UT 84322
3. **Ogden - Weber Technology College - Ogden**  
Business & Information Technology (3BT)  
200 N Washington Blvd,  
Ogden, UT 84404
4. **Weber State University - Ogden**  
Testing Services  
3885 West Campus Drive, SSC #262  
Ogden, UT 84408
5. **Salt Lake City Community College - South**  
South City Testing Services  
1575 State St, Room 2-187  
Salt Lake City, UT 84115
6. **Salt Lake Community College - West Jordan**  
West Jordan Testing Services  
3491 W. Wights Ft Rd, Health Science, Rm 054  
West Jordan, UT 84088
7. **Salt Lake Community College - Westpointe**  
Testing Services  
2150 West Dauntless Avenue, Room 213  
Salt Lake City, UT 84116

8. **Salt Lake Community College - West Valley**  
Testing Services  
3460 South 5600 West, Suite 120  
West Valley City, UT 84120
9. **Salt Lake Community College - Redwood**  
Testing Services  
4600 South Redwood Road  
Taylorsville, UT 84130
10. **Salt Lake Community College - Miller Campus**  
Testing Services  
9750 South 300 West, MFEC, Room 238  
Sandy, UT 84070
11. **Utah State University - Uintah Basin -Vernal**  
Testing Services  
320 North Aggie Blvd.  
Vernal, UT 84078
12. **Utah Valley University - Orem**  
UVU Testing Services  
800 W University Pkwy, MS120  
Orem, UT 84058

**Central Utah**

13. **Utah State University - Ephraim**  
Testing Services  
325 West 100 North  
Ephraim, UT 84627
14. **Utah State University Eastern - Price**  
Testing Services  
451 East 400 North  
Reeves Building #114  
Price, UT 84501
15. **Snow College - Richfield**  
Testing Center  
200 South 800 West, Room 130 (Washburn)  
Richfield, UT 84701

**Southern Utah**

16. **Utah State University Eastern - Blanding**  
Testing Center  
200 S. 576 W.  
Blanding, UT 84511

**17. Southern Utah University**

Testing Services  
351 W University Blvd, 2nd floor ELC  
Cedar City, UT 84720

**18. Dixie State University**

The Professional Testing Center  
46 South 1000 East  
St. George, UT 84770

TEST SITE INSTRUCTIONS



# Pro<sup>✓</sup>Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then please let your proctor know. Failure to follow these testing rules can have serious consequences.

**Be advised, the testing center and testing room may be under video surveillance.**

## Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing Materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Pro<sup>✓</sup> or your jurisdiction.



## Reference Rules for Open Book Exams

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining in pen only, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

## Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Pro<sup>✓</sup> for theft of copyrighted testing materials.

**In the next few days, Pro<sup>✓</sup> will email you a link to our candidate experience survey, please let us know how we did!**



## Computer Testing Navigation

Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when <b>Time Remaining</b> reaches 0:00.
Selecting your answer	Use your mouse to select a number ( <b>1, 2, 3, or 4</b> ). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the <b>Flag</b> Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking <b>Summary</b> .
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the <b>Comment</b> button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your examination handbook for more information on how comments are processed.
Moving to a different question	Use your mouse to select the <b>Next</b> or <b>Back</b> buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys ( ← → ) to move forward and backward through the test.
Reviewing your progress	Press the <b>Summary</b> button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press <b>End Test</b> button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.