



IDAHO DIVISION OF BUILDING SAFETY

# Public Works Contractor's Exam

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## Information Bulletin

**Idaho Division of Building Safety  
1090 East Watertower Street, Suite 150  
Meridian, ID 83642  
(800) 955-3044**

## Table of Contents

General Testing Information.....	2
Application & Scheduling Process .....	2
How and Where to Take Your Test .....	2
What it Costs.....	3
Scheduling the Exam .....	3
Rescheduling an Exam.....	3
Special Testing Accommodations.....	3
Check-In.....	4
What to Bring.....	4
Open Book Exam.....	4
Question Format.....	4
Making Exam-Related Comments .....	5
Testing Results.....	5
Scoring .....	5
Failed Exams.....	5
Exam Scores Cancelled and Appeals.....	6
Type of Exam.....	6
Approved References.....	6

## General Testing Information

This sheet is to provide you with information on how to schedule and take your license exam.

Prior to scheduling a test, you must first contact the Division of Building Safety and complete an application and pay fees. You can access an application online at:

[http://dbs.idaho.gov/Forms/pwc\\_forms.html](http://dbs.idaho.gov/Forms/pwc_forms.html)

All applications must be submitted to the:

Division of Building Safety  
Public Works Contractor Licensing  
1090 E Watertower Street, Ste 150  
Meridian, ID 83642

## Application & Scheduling Process

Once you have been approved to take an exam you will need to **Schedule and Pay** for the exam.

## How and Where to Take Your Test

The exam will be done on a computer at one (1) of the three (3) regional offices, located at:

Meridian Office  
1090 E. Watertower St., Ste. 150  
Meridian, ID 83642  
Office Hours: M-F 8:00 – 5:00 (MST)

Coeur d' Alene Office  
1250 Ironwood Dr., Ste. 220  
Coeur d' Alene, ID 83814  
Office Hours: M-F 8:00 – 5:00 (PST)

Pocatello Office  
2055 Garrett Way  
Building 1, Ste. 4  
Pocatello, ID 83201  
Office Hours: M-F 8:00 – 5:00 (MST)

Time allowed for exam is four (4) hours.

## **What it Costs**

The cost of your exam will be seventy-five dollars (\$75). This fee is non-refundable.

## **Scheduling the Exam**

To schedule your exam call 1-800-955-3044 at least two (2) business days prior to the date you would like to test. There are limited seats available for each test and you may not receive your initial choice.

You will pay your exam fees when you call to schedule your exam and make payment using one of the following payment methods:

- MasterCard, Visa, Discover, and American Express (3% non-refundable fee if paying with credit/debit card)
- Check or Cash (Exam will be scheduled upon receipt)

Examinees must know and understand the standards listed in this bulletin. By scheduling, you agree to adhere to these standards.

## **Rescheduling an Exam**

If you have to reschedule your exam, you may do so by contacting the Division of Building Safety. The following are the steps you must follow for rescheduling your exam.

- You must reschedule at least two (2) business days prior to your appointment.
- If you call at least two (2) days prior to your appointment, you may reschedule at no cost, otherwise you will lose your exam fees.
- If you fail to attend your scheduled appointment, you will forfeit your test fees and will be required to reschedule and pay the exam fee.

## **Special Testing Accommodations**

The Division of Building Safety complies with the provisions of the Americans with Disabilities Act (ADA). If you require special accommodations contact the Division for an accommodation request form or access online at: <http://dbs.idaho.gov/exams/index.html>

## Check-In

Plan to arrive at your appointed time so that you are able to be checked in and seated by the time the exam begins.

If you arrive late, and the exam has already begun, **YOU WILL BE TURNED AWAY** and will forfeit your exam fees.

## What to Bring

Things you should bring to the testing site include the following:

- Identification (Government Issued Photo ID)  
Forms of valid photo-bearing ID include:
  - Driver's License
  - Passport
  - Military ID
- Approved references
  - A listing of approved references by test type is located at the end of this bulletin

If you do not have a valid form of ID, or if the name on the ID does not match the name of the person scheduled to test, you will be turned away from the testing site and you will forfeit your testing fee.

**NOTE:** Cell phones or Electronic devices will not be allowed in the testing room.

## Open Book Exam

The exams for public works contactor licenses are all open book, approved books are listed at the end of this bulletin.

Because of time constraints, you will not have time to look up all the answers. For those answers you must look up, you must be VERY familiar with the references to avoid wasting time searching for information. First impressions are often the most accurate, but you may change your answers if time allows.

## Question Format

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Exam questions do not follow patterns (e.g., "the most common answer is "B").

There is a no penalty for guessing, so it is to your advantage to answer every question. Remember to base your answers on the approved references for each exam, not solely on long-time field practices.

## **Making Exam-Related Comments**

A feedback button is available on every question during the exam. Please use this feature for every question you think is incorrect or is missing information. Please use this feature to comment and make sure to include why you are making the challenge. The Division of Building Safety will review each comment for merit and will determine if any changes to the test or the score of the applicant will occur. You will be notified within 15 days of the challenge if it resulted in any changes to your score.

To have the Division of Building Safety staff review challenges on specific exams (if you did not leave feedback during the exam), or any issues encountered during your exam, you must submit a Comment/Challenge form to the Division of Building Safety within 15 days of completing the exam. The form is available by request to the proctor following completion of your exam or at <http://dbs.idaho.gov>.

You will receive a response from the Division of Building Safety within 15 business days from receipt of the Comment/Challenge form; a request for staff review is based solely upon the most recent exam taken.

If you retake a failed exam on which you have submitted an appeal, you will forfeit your appeal opportunity for that exam attempt.

## **Testing Results**

You will receive your exam results upon test completion.

## **Scoring**

You will receive a letter stating your pass or fail score. The public works contractor exams require seventy percent (70%) of the questions to be answered correctly to pass.

## **Failed Exams**

An applicant receiving a grade of less than seventy percent (70%) may apply for reexamination upon payment of the exam fees.

An applicant receiving less than a passing score on a first or second exam may be reexamined without reapplication. Before being reexamined after failing an exam the third time, an applicant must resubmit the application and license fee. Refer to Idaho Administrative Code 07.05.01.112.04 for more information.

## **Exam Scores Cancelled and Appeals**

On rare occasions, circumstances may make exam scores invalid. The Division of Building Safety reserves the right to cancel or withhold any exam scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

1. Cheating, including but not limited to, giving or receiving help; using unauthorized notes, books, or papers; removing test materials or notes from the test center; or attempting to take an exam for someone else.

If any of the above occurs your exam will end and be resulted as a fail. You will have to reapply and pay all applicable fees.

2. Some scores may be rendered invalid because of circumstances beyond the applicant's control, such as faulty exam materials or mistiming. These situations will be investigated; and if the result is a cancellation of scores, the Division of Building Safety will arrange for a makeup examination.
3. The Division of Building Safety has implemented procedures to minimize the potential of negative conditions at the test site such as bad lighting, excessive noise, or uncomfortable temperatures. In the unlikely cases where such conditions may occur, the required passing score is not changed. If an applicant finds unfavorable conditions at the test site, we recommend the applicant immediately notify the proctor.
4. There may be times that scheduled exams may need to be changed or cancelled entirely. These are circumstances that are beyond DBS or the applicant's control (such as computer issues or power outage). In these cases, applicants will be rescheduled for the next available time slot at no additional charge.

## **Type of Exam**

Idaho Public Works Contractor's Exam  
(Exam Content: 80 questions from Contractor's Business & Law Reference Manual, 30 Questions from Public Works Contractor Licensing Statutes and Rules)

## **Approved References**

The following is a list of approved reference material. These items will be available at the testing site for your use or you may bring your own copies.

- 2017 Idaho Public Works Contractor Licensing Statutes and Rules (available on line at: <http://dbs.idaho.gov/rules/current.html> or in a DBS location)
- Division of Building Safety Contractor's Business and Law Reference Manual (available online at: <http://dbs.idaho.gov/exams/index.html> (or at a DBS location)