

**RECOMMENDED TEST SPECIFICATIONS FOR NATIONAL COMMERCIAL BUILDING
CONTRACTOR EXAMINATION: PERCENTAGE OF TESTING EMPHASIS ON EACH
DOMAIN**

DOMAIN	% OF EXAM
<p>1. Estimating, Bidding, and Preconstruction Services—The process of selecting, analyzing, pricing, and procuring public and private commercial and institutional construction projects. This may include the estimating of costs related to labor, materials, equipment, subcontracts, and other associated costs required to construct a project.</p>	20%
<p>2. Project Management—After execution of contract documents, the ongoing activities required of the contractor to deliver the project on time, within budget, and in accordance with the contract documents.</p>	24%
<p>3. Project Construction—Execution of the work as described in the contract documents.</p>	28%
<p>4. Project Closeout—The process of finalizing the contractual obligations of the contractor in order to complete the contract and receive final payment.</p>	8%
<p>5. Organizational and Financial Management*—The general business operations of a construction company, and the management of its human and financial resources, to ensure its ongoing viability.</p>	20%

**Please note the Domain Name was changed on December 6, 2005 from “Business and Financial Management” to “Organizational and Financial Management”.*

VALIDATED TASKS AND VALIDATED KNOWLEDGE AND SKILLS

1. Estimating, Bidding, and Preconstruction Services

- 1.1. Evaluate the bid documents and request clarifications (for example, plans, specifications, addenda)
 - 1.1.1. Project scope and contract provisions
 - 1.1.2. Constructability
 - 1.1.3. Relevant building codes and standards
 - 1.1.4. Customer requirements
- 1.2. Estimate general conditions costs (for example, job specific insurance and bonding, temporary power and water, hoisting equipment, project staffing, traffic control)
 - 1.2.1. Existing site conditions
 - 1.2.2. Costs incidental to the construction process
 - 1.2.3. Costs associated with various means and methods of construction
 - 1.2.4. Local ordinances impacting construction
 - 1.2.5. Client requirements impacting construction
 - 1.2.6. Impact of weather conditions on construction
 - 1.2.7. Environmental factors impacting construction (for example, archaeological, wildlife management)
 - 1.2.8. Scheduling techniques
 - 1.2.9. Contingencies and allowances
 - 1.2.10. Sustainable construction techniques (that is, “green” building)
 - 1.2.11. Site conditions, utilities, and infrastructure (due diligence)
 - 1.2.12. Staff and workforce ability and availability
 - 1.2.13. Means and methods of construction
 - 1.2.14. Design management
 - 1.2.15. Basic accounting principles and practices, including basic construction accounting

- 1.3. Develop a preliminary construction schedule
 - 1.3.1. Scheduling techniques
 - 1.3.2. Elements of work
 - 1.3.3. Equipment/material procurement
 - 1.3.4. Equipment and materials availability
 - 1.3.5. Permit process
 - 1.3.6. Preconstruction design activities
 - 1.3.7. Sequencing of work
 - 1.3.8. Time planning/scheduling
- 1.4. Review existing site conditions/geotechnical reports
 - 1.4.1. Site conditions, utilities, and infrastructure (due diligence)
 - 1.4.2. The effect of site conditions on the proposed work
 - 1.4.3. Interpreting geotechnical reports
- 1.5. Develop a pre-qualified subcontractor and vendor list
 - 1.5.1. Elements of job requiring subcontractors or vendors
 - 1.5.2. Workload of subcontractor/vendor
 - 1.5.3. Financial status of subcontractor/vendor
 - 1.5.4. Subcontractors
- 1.6. Value engineer plans and specifications
 - 1.6.1. Various construction techniques and systems
 - 1.6.2. Life-cycle cost analysis
 - 1.6.3. Sustainable construction techniques (that is, “green” building)
- 1.7. Perform quantity surveys/take-offs/pricing
 - 1.7.1. Plan and specification reading
 - 1.7.2. Basic math, trigonometry, and algebra
- 1.8. Solicit and evaluate subcontractor and vendor bids

- 1.8.1. Bid requirements for projects
- 1.8.2. Comparing equivalence of bids from subcontractors and vendors
- 1.9. Determine project-specific gross profit (including home office overhead)
 - 1.9.1. Project risks and rewards
 - 1.9.2. Client and design professionals
 - 1.9.3. Plans and specification completeness
- 1.10. Submit bid in accordance with requirements of bid submission process
 - 1.10.1. RFP requirements/process
 - 1.10.2. Sustainable construction techniques (that is, “green” building)
 - 1.10.3. Bid requirements for public works projects
 - 1.10.4. Requirements for bid submission
- 1.11. Negotiate construction contracts with client
 - 1.11.1. Communication skills
 - 1.11.2. Contract types

2. Project Management

- 2.1. Participate in pre-construction and planning meetings with owners, design team, subcontractors, major suppliers, and other interested parties in order to launch the project
 - 2.1.1. Content to be covered in pre-construction meetings
 - 2.1.2. Addendum process
 - 2.1.3. Use of documentation procedures
- 2.2. Negotiate and execute subcontracts and/or purchase orders
 - 2.2.1. Scope of work
 - 2.2.2. Contract documents (that is, plans and specifications)
 - 2.2.3. Construction schedule
 - 2.2.4. Potential contract legal risks and exposures

- 2.3. Create and maintain schedule of values as required by contract documents
 - 2.3.1. Construction budget
- 2.4. Finalize the construction budget
 - 2.4.1. The initial budget estimate and cost impact of changes
- 2.5. Obtain licenses or permits, as required by federal, state, and local agencies
 - 2.5.1. Permits and fees required by federal, state, and local agencies
- 2.6. Plan and mobilize job-site (for example, trailer, fencing, staffing, utilities, access, security)
 - 2.6.1. Project logistics
 - 2.6.2. Environmental factors impacting construction (for example, archaeological, wildlife management, vegetation protection)
- 2.7. Obtain site and building survey to verify precise location of property lines and building control points
 - 2.7.1. Land surveying
- 2.8. Obtain and monitor project insurance (for example, general liability limits, builders risk, worker's compensation) as required by contract
 - 2.8.1. Contract requirements
 - 2.8.2. Subcontractors' compliance with insurance requirements
 - 2.8.3. Project insurance notification requirements
- 2.9. Develop and implement erosion control/storm water pollution prevention plans
 - 2.9.1. State and local agency requirements related to erosion control/storm water pollution prevention plans
 - 2.9.2. Means and methods of implementing prevention plans for erosion control/storm water pollution
- 2.10. Develop and update construction schedule to manage the project
 - 2.10.1. Construction scheduling methods and techniques, including critical path method (CMP) scheduling
 - 2.10.2. Manpower requirements
 - 2.10.3. Contract requirements
 - 2.10.4. Progress of the project

- 2.11. Obtain and develop mechanical/electrical/plumbing (MEP) coordination drawings
 - 2.11.1. Mechanical/electrical/plumbing (MEP) systems and how they interface
 - 2.11.2. Coordination of MEP systems with design priorities
- 2.12. Evaluate plans for constructability
 - 2.12.1. Construction means and methods
 - 2.12.2. Construction materials
 - 2.12.3. Construction sequence
 - 2.12.4. Contract documents (that is, plans and specifications)
 - 2.12.5. Equipment sizes and weights
 - 2.12.6. Logistics and access to work
 - 2.12.7. ADA requirements
- 2.13. Generate and obtain timely responses to Requests for Information (RFIs)
 - 2.13.1. Contract documents (that is, plans and specifications)
 - 2.13.2. Reconciling discrepancies and/or omissions in contract documents
- 2.14. Receive, inventory, and store building equipment and materials
 - 2.14.1. Time of fabrication/manufacturing and delivery of building equipment and materials
 - 2.14.2. Building equipment and materials storage techniques and requirements
- 2.15. Identify, develop, document the schedule impact, and price changes in contract work
 - 2.15.1. Cost impact of changes in contract work
 - 2.15.2. Contract documents (that is, plans and specifications)
 - 2.15.3. Material and labor costs
 - 2.15.4. Project schedule
 - 2.15.5. Material escalations/price changes
 - 2.15.6. Identifying and forecasting elements of work that are affected by material cost changes

- 2.16. Process change orders in a timely manner
 - 2.16.1. Requirements to obtain necessary approvals for change orders
- 2.17. Modify the work in accordance with approved change orders
 - 2.17.1. Impact of change orders on schedule and budget
- 2.18. Manage and monitor job site operations to ensure timely and effective project completion
 - 2.18.1. Project schedule
 - 2.18.2. Critical path elements
 - 2.18.3. Potential problems impacting project completion and key indicators
 - 2.18.4. Equipment and materials procurement status
- 2.19. Develop and execute a quality control program (for example, daily walk throughs, mock-ups, assemblies, reviews)
 - 2.19.1. Elements of a quality control program
 - 2.19.2. Construction sequence
 - 2.19.3. As-build conditions
 - 2.19.4. Contract documents (that is, plans and specifications)
 - 2.19.5. Manufacturers' suggested installation procedures
 - 2.19.6. Construction techniques for preventing water intrusion
 - 2.19.7. Pre-installation acclimatizing of building materials
 - 2.19.8. Moisture control techniques
- 2.20. Implement safety programs (for example, job site meetings, training, hazard identifications) for both worker and public protection
 - 2.20.1. OSHA regulations
 - 2.20.2. Hazardous materials on the job and requirements related to MSDS
 - 2.20.3. First aid, location of emergency room treatment centers, emergency contacts, and reporting procedures
 - 2.20.4. Accident and/or prevention procedures
 - 2.20.5. Safety training topics and techniques

- 2.20.6. Traffic control
- 2.20.7. Evacuation procedures
- 2.20.8. Confined space exposure
- 2.20.9. Local agency life-safety requirements
- 2.21. Record the documents, if required (for example, Notice of Commencement, Notice of Contract, bonds)
 - 2.21.1. State and local requirements for document recording
- 2.22. Schedule and document inspections by regulatory and non-regulatory agencies (for example, insurance, agents of lenders)
 - 2.22.1. Contract documents (that is, plans and specifications)
 - 2.22.2. Requirements of authorities having jurisdiction (AHJ)
 - 2.22.3. Requirements of inspection agencies
- 2.23. Prepare daily reports (for example, weather conditions, visitors, equipment, onsite instructions, work progress)
 - 2.23.1. Elements to be documented in daily reports
- 2.24. Monitor job costs and forecast costs-to-complete
 - 2.24.1. Job costs, including labor/quantity reports, equipment, materials, and subcontractors' costs
 - 2.24.2. Analyzing costs to date
- 2.25. Obtain, review, and process shop drawings, product data, and samples
 - 2.25.1. Project schedule
 - 2.25.2. Contract documents (that is, plans and specifications)
 - 2.25.3. Procedures to review shop drawings, product data, and samples
- 2.26. Conduct owner/architect/contractor meetings to monitor progress, coordinate the construction process, and facilitate communications
 - 2.26.1. Elements of project progress documentation
 - 2.26.2. Communication skills
- 2.27. Process periodic pay applications/bills to client
 - 2.27.1. Client or lender requirements (for example, certified payroll, partial lien

release)

- 2.27.2. Contract requirements
- 2.27.3. Applicable lien laws and procedures
- 2.27.4. Owner billing submittal policies
- 2.28. Process invoices and make payments to vendors and subcontractors
 - 2.28.1. Federal, state, and local wage and hour laws
 - 2.28.2. Contract requirements
 - 2.28.3. Current status of project
 - 2.28.4. Joint check procedures for payment to vendors and subcontractors
 - 2.28.5. Applicable lien laws and procedures
- 2.29. Maintain as-built drawings and project records
 - 2.29.1. Documentation requirements for as-built drawings and project records
 - 2.29.2. Changes to contract documents (for example, RFIs, ASIs, CCDs, supplemental drawings)
- 2.30. Coordinate construction materials testing (for example, weld, fireproofing, concrete, and soil testing) by external agencies
 - 2.30.1. Contract document requirements regarding construction materials testing
 - 2.30.2. Construction materials testing agencies
 - 2.30.3. Construction materials testing procedures
 - 2.30.4. Interpretation of results of construction materials tests and compliance with the construction documents
 - 2.30.5. Corrective measures in response to construction materials testing
- 2.31. Clean and maintain job site (i.e., housekeeping)
 - 2.31.1. Potential job site safety and fire hazards
 - 2.31.2. Job site conditions that affect productivity
 - 2.31.3. Job site disposal requirements
 - 2.31.4. Job site recycling requirements
- 2.32. Arrange for hazardous and non-hazardous waste disposal

- 2.32.1. Federal, state, and local requirements related to hazardous waste disposal
- 2.32.2. State and local requirements related to non-hazardous waste disposal
- 2.32.3. Procedures to segregate hazardous materials
- 2.33. Maintain project image records (for example, photos, videos)
 - 2.33.1. Contract requirements regarding maintaining project image records
 - 2.33.2. Use of image records to document existing and as-built conditions
- 2.34. Implement and coordinate start-up/commissioning program, if required by contract
 - 2.34.1. Contract document requirements regarding start-up and operations
 - 2.34.2. Operations of major building systems
- 2.35. Obtain certifications/approvals for special inspections (for example, review by civil and structural engineers, ADA certification)
 - 2.35.1. State and local required certifications/approvals
 - 2.35.2. Contract document requirements regarding certifications/approvals for special inspections
- 2.36. Receive and respond to punch list(s)
 - 2.36.1. Contractual requirements for punch list work
- 2.37. Obtain agency acceptance/substantial completion from Authority Having Jurisdiction (AHJ) and Certificate of Occupancy, as applicable
 - 2.37.1. Prerequisites to obtain agency acceptance/substantial completion and Certificate of Occupancy
 - 2.37.2. Environmental factors impacting construction (for example, archaeological, wildlife management)

3. Project Construction

- 3.1. Perform commercial building contractor activities related to site work
 - 3.1.1. Geotech (soil characteristics)
 - 3.1.2. Environmental hazards (including erosion, asbestos, lead, underground storage tanks)
 - 3.1.3. Site layout and elevation control (surveying)

- 3.1.4. Structural elements
- 3.1.5. Excavation, backfill, grading, and compaction techniques
- 3.1.6. Temporary shoring requirements
- 3.1.7. Dewatering techniques
- 3.1.8. Bank and trench protection, including OSHA requirements
- 3.1.9. Existing site conditions (including adjacent areas and underground)
- 3.1.10. Perimeter control
- 3.1.11. Pile foundation installation techniques
- 3.1.12. Weather conditions
- 3.1.13. Site utility installation and testing techniques
- 3.1.14. Demolition and disposal procedures
- 3.1.15. Safety issues related to site work, including OSHA requirements
- 3.1.16. Notification requirements prior to excavation
- 3.1.17. Seismic requirements
- 3.1.18. ADA requirements
- 3.1.19. Contract documents
- 3.1.20. Equipment placement, maintenance, and inspection techniques
- 3.1.21. Testing and inspection requirements
- 3.2. Perform commercial building contractor activities related to foundation and substructure installation (CSI 3, 4, 5, 7)
 - 3.2.1. Formwork systems and installation
 - 3.2.2. Building survey/layout
 - 3.2.3. Soil preparation and treatment
 - 3.2.4. Structural excavation
 - 3.2.5. Concrete materials, strengths, properties, and placement techniques
 - 3.2.6. Various types of foundations
 - 3.2.7. Placement of reinforcing materials

- 3.2.8. Masonry installation practices/techniques
- 3.2.9. Waterproofing systems and foundation drainage
- 3.2.10. Soil stabilization foundation systems
- 3.2.11. Safety issues related to foundation and substructure installation
- 3.2.12. Seismic requirements
- 3.2.13. ADA requirements
- 3.2.14. Contract documents
- 3.2.15. Equipment placement, maintenance, and inspection techniques
- 3.2.16. Testing and inspection requirements
- 3.3. Perform commercial building contractor activities related to superstructure/building frame construction (CSI 3, 4, 5, 6, 13)
 - 3.3.1. Forming systems and design
 - 3.3.2. Structural steel
 - 3.3.3. Structural precast concrete
 - 3.3.4. Reinforced concrete systems (for example, flat plate, post-tensioning, cast in place)
 - 3.3.5. Load bearing masonry structures
 - 3.3.6. Structural composite systems
 - 3.3.7. Wood frame structures
 - 3.3.8. Structural metal framing
 - 3.3.9. Light-gauge metal framing
 - 3.3.10. Pre-fabricated systems/structures
 - 3.3.11. Material handling systems (for example, cranes, conveyors, hoisting equipment)
 - 3.3.12. Surveying/layout (vertical and horizontal controls)
 - 3.3.13. Fire resistance ratings and related construction techniques
 - 3.3.14. Tested, listed, and approved assemblies
 - 3.3.15. Floor loading limitations

- 3.3.16. Protection against moisture infiltration and vapor flow
- 3.3.17. Scaffold installation and safety
- 3.3.18. Door and window systems
- 3.3.19. Roofing systems and penetrations (skylights, roof access doors)
- 3.3.20. Waterproofing and sealants
- 3.3.21. Seismic requirements
- 3.3.22. ADA requirements
- 3.3.23. Contract documents
- 3.3.24. Equipment placement, maintenance, and inspection techniques
- 3.3.25. Testing and inspection requirements
- 3.4. Perform commercial building contractor activities related to building envelope (roof and skin) construction (CSI 4, 6, 7, 8, 9)
 - 3.4.1. Protection against moisture infiltration and vapor flow
 - 3.4.2. Scaffold installation and safety
 - 3.4.3. Door and window systems
 - 3.4.4. Roofing systems and penetrations (skylights, roof access doors)
 - 3.4.5. Flashing systems
 - 3.4.6. Wind loads during construction operations
 - 3.4.7. Exterior wall systems (stone, metal, wood, brick, Exterior Insulated Finish Systems [EIFS])
 - 3.4.8. Insulation systems (roof and deck, thermal envelope)
 - 3.4.9. Horizontal and vertical expansion joints
 - 3.4.10. Fire resistance ratings and related construction techniques
 - 3.4.11. UL assemblies
 - 3.4.12. Fire resistant and non-fire resistant doors and windows
 - 3.4.13. Wind load requirements for exterior envelope
 - 3.4.14. Hoisting equipment and safety

- 3.4.15. Safety issues related to building envelope construction
- 3.4.16. Seismic requirements
- 3.4.17. ADA requirements
- 3.4.18. Contract documents
- 3.4.19. Equipment placement, maintenance, and inspection techniques
- 3.4.20. Testing and inspection requirements
- 3.5. Perform commercial building contractor activities related to building systems installation (MEP, risers, elevators) (CSI 7, 11, 13, 14, 15, 16, 17 [21, 22, 23, 25, 26, 27, 28])
 - 3.5.1. Coordination/sequencing of trades and specialties
 - 3.5.2. Conveyance systems
 - 3.5.3. HVAC systems
 - 3.5.4. Electrical systems
 - 3.5.5. Plumbing systems
 - 3.5.6. Low voltage systems (for example, integrated automation, electronic safety and security, communications, audio/visual, teledata systems)
 - 3.5.7. Fire protection systems
 - 3.5.8. Requirements for acclimatizing materials
 - 3.5.9. Building systems layout
 - 3.5.10. Fire/smoke resistance systems (penetrations, fire dampers)
 - 3.5.11. Special equipment requirements (laboratory, appliances)
 - 3.5.12. Special storage requirements for building systems and equipment
 - 3.5.13. Safety issues related to building systems installation
 - 3.5.14. Seismic requirements
 - 3.5.15. ADA requirements
 - 3.5.16. Contract documents
 - 3.5.17. Equipment placement, maintenance, and inspection techniques
 - 3.5.18. Testing and inspection requirements

- 3.6. Perform commercial building contractor activities related to interior build out (walls, ceilings) (CSI 4, 6, 7, 8, 9, 10, 15, 16)
 - 3.6.1. Interior layout and coordination/sequencing
 - 3.6.2. Shaft wall construction
 - 3.6.3. Wall penetrations
 - 3.6.4. Interior wall and ceiling systems
 - 3.6.5. Specialty flooring systems (for example, in commercial kitchens, hospitals, environmental chambers)
 - 3.6.6. Sealants and adhesives
 - 3.6.7. Waterproofing for wet areas
 - 3.6.8. Backing and blocking
 - 3.6.9. Code requirements for fire and draft stopping
 - 3.6.10. Electrical and mechanical rough in
 - 3.6.11. Safety issues related to interior build out
 - 3.6.12. Seismic requirements
 - 3.6.13. ADA requirements
 - 3.6.14. Contract documents
 - 3.6.15. Equipment placement, maintenance, and inspection techniques
 - 3.6.16. Testing and inspection requirements
- 3.7. Perform commercial building contractor activities related to finishes and trim out (paint, carpet, tile) (CSI 6, 9, 10, 11, 12, 15, 16, 17 [21, 22, 23, 26])
 - 3.7.1. Systems start up procedures (HVAC, elevators, fire, and security)
 - 3.7.2. Coordination and sequencing
 - 3.7.3. Finish materials and installation requirements, including acclimatizing materials
 - 3.7.4. Adhesives and their compatibility with other materials
 - 3.7.5. Temporary/permanent climate control
 - 3.7.6. Installation procedures for fixtures and equipment

- 3.7.7. Manufacturers' specifications, shop drawings, and submittal data
- 3.7.8. Safety issues related to finishes and trim out
- 3.7.9. Seismic requirements
- 3.7.10. ADA requirements
- 3.7.11. Contract documents
- 3.7.12. Equipment placement, maintenance, and inspection techniques
- 3.7.13. Testing and inspection requirements

4. Project Closeout

- 4.1. Execute final contract requirements
 - 4.1.1. Final release of lien waiver(s)
 - 4.1.2. Building certification (Certificate of Occupancy)
 - 4.1.3. Submittal requirements for as-built drawings
 - 4.1.4. Legal requirements and filing procedures
 - 4.1.5. Submittal requirements for operations and maintenance manuals
 - 4.1.6. Contract-required training
 - 4.1.7. Submittal requirements for spare parts
 - 4.1.8. Submittal requirements for project photos
 - 4.1.9. Submittal requirements for warranties and guarantees
 - 4.1.10. Commissioning processes (for example, 3rd party certifications; start-up procedures; mechanical, electrical, and plumbing [MEP])
 - 4.1.11. Punch list requirements
- 4.2. Execute final payment request
 - 4.2.1. Requirements for final payment

5. Organizational and Financial Management

- 5.1. Determine legal structure for business (for example, sole proprietorship, partnership, S-corp, C-corp, LLC)
 - 5.1.1. Advantages and disadvantages of various types of business structures
- 5.2. Obtain business-related insurance for general operations
 - 5.2.1. Insurance types and coverage for general operations
 - 5.2.2. Business-related insurance requirements (types and amounts) for jurisdiction of the work
- 5.3. Establish bonding program for the business
 - 5.3.1. Working capital and net worth
 - 5.3.2. Financial statements
- 5.4. Manage capital and cash flow for general operations
 - 5.4.1. Basic accounting principles and practices, including basic construction accounting
 - 5.4.2. Fundamental accounting tools (for example, spreadsheets, software)
 - 5.4.3. Elements of a cash-flow statement
 - 5.4.4. Operating costs
- 5.5. Verify client funding for proposed projects
 - 5.5.1. Project funding and financing
- 5.6. Establish and maintain backlog of work, that is, future projects
 - 5.6.1. Forecasting of cash flow and uncompleted work
 - 5.6.2. Accounting procedures to account for “work in progress”
 - 5.6.3. Bonding capacity and possible impact on project scheduling
- 5.7. Identify staffing requirements for business operations
 - 5.7.1. In-house staff capacity for business operations (that is, volume of work and level of training)
- 5.8. Establish human resource (HR) policies, pay scales, and benefits structures
 - 5.8.1. Legal requirements for personnel

- 5.9. Establish procedures for business operations
 - 5.9.1. Organizational authority for specific events and activities
- 5.10. Recruit, hire, retain, and train business staff
 - 5.10.1. Personnel training
 - 5.10.2. Labor law (for example, EEOC, FMLA)
 - 5.10.3. Pre-employment testing
- 5.11. Develop, implement, and monitor short- and long-term plans for the business
 - 5.11.1. The business and the construction industry
 - 5.11.2. Prospective projects and how they fit into/relate to the business
- 5.12. Comply with federal, state, and local regulations applicable to the operations of the business (for example, licensing, EEOC, IRS, taxes, OSHA)
 - 5.12.1. Federal, state, and local regulations applicable to the operations of the business
- 5.13. Develop and maintain current financial statements for the business
 - 5.13.1. Financial statements
 - 5.13.2. Basic accounting principles and practices, including basic construction accounting
- 5.14. Develop and manage overhead budget
 - 5.14.1. Basic accounting principles and practices, including basic construction accounting
 - 5.14.2. Forecasting fixed and variable costs
- 5.15. Establish and manage information technology and internal project management systems.

**Recommended Test Specifications for National Commercial Building Contractor
Examination: Percentage of Testing Emphasis on each Domain**

Addendum A

The NASCLA Accredited Examination Committee Addendum A revisions are noted and dated below.

- (1) An examination developed by a NASCLA-approved vendor from the test specifications be referred to as: NASCLA Accredited Examination – Commercial Building Contractors

- (2) The percentage of test questions addressing each domain will be:

Estimating, Bidding, and Preconstruction Services	20%
Project Management	24%
Project Construction	28%
Project Closeout	8%
Organizational and Financial Management	20%

- (3) The format of the examination will be open book, non-code focused. Candidates should not be required to bring code books to the exam in order to answer items. Candidates should be asked general or basic code questions that do not rely upon knowledge of specific codes or having access to specific code books. For example, candidates could be provided with generic code information as part of an examination item or in supplemental examination materials, and then asked to respond based on the code information provided. (Revised 6/17/2009)

- (4) The number of questions on any form will be 125, including 115 operational and 10 pretest questions

- (5) Other examination-related requirements:
 - a. The number of test questions to cover blueprint reading and interpretation will be at least 5 operational items per exam (Revised 6/24/2008)
 - b. The item format will be 4 option multiple choice
 - c. Each item has a reference to a published source
 - d. Vendors must provide lists of reference materials for candidates
 - e. Vendors must publish 10-25 sample questions for candidates
 - f. Vendors must provide performance results of both passing and failing candidates to NASCLA

- g. The item format will NOT include “None of the Above” or “All of the Above” questions. (Revised 6/24/2008)
- (6) Vendors must pre-test to determine the time /duration of the examination.
(Revised 6/24/2008)
- (7) Raw Scores must be scaled to the requirements of the states. (Revised 6/24/2008)