

Ken Lawson, Secretary

Rick Scott, Governor

Candidate Information Booklet
for the
Real Estate Appraiser
Laws & Rules Supplemental
and
Appraiser Instructors Licensure
Examinations



Table of Contents

I. INTRODUCTION.....	2
II. TESTING LOCATIONS AND RESERVATIONS.....	3
III. THE EXAMINATION.....	4
CONTENT OVERVIEW.....	4
PILOT TESTING.....	5
TEST TAKING ADVICE.....	5
SUPPLIES.....	6
REFERENCES.....	7
IV. ADMINISTRATIVE POLICIES.....	8
CHANGE AND CANCELLATION POLICIES.....	8
ABSENCE POLICY.....	8
ADMISSION TO THE EXAMINATION.....	8
ADMISSION PROCEDURES.....	9
LATE ARRIVALS.....	9
RULES FOR THE EXAMINATION.....	9
APPAREL.....	10
CHANGE OF ADDRESS.....	10
CHANGE OR CORRECTION OF NAME.....	10
SPECIAL TESTING ACCOMMODATIONS.....	10
V. SCORING INFORMATION AND GRADE NOTIFICATION.....	11
SCORING PROCEDURES.....	11
NOTIFICATION OF RESULTS.....	11
EXAMINATION REVIEW & CHALLENGE PROCESS.....	11
REEXAMINATION INFORMATION.....	11
VI. APPENDIX.....	13
POINTS OF CONTACT.....	13
ADDRESS CHANGE FORM.....	14
COMMON ABBREVIATIONS & DEFINITIONS.....	15

STATEMENT OF NONDISCRIMINATORY POLICY

The Department of Business and Professional Regulation does not discriminate among candidates on the basis of age, sex, race, religion, national origin, handicap, or marital status.

PLEASE SAVE THIS DOCUMENT FOR FUTURE REFERENCE

Visit our website at:
<http://www.myfloridalicense.com/dbpr>

I. INTRODUCTION

This Candidate Information Booklet (CIB) is designed to introduce Computer Based Testing and provide candidate information for this examination.

The Department of Business and Professional Regulation has retained the services of Pearson VUE to schedule, administer, score and report the results for computer based testing. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations and offers licensing and credentialing support services to associations, state agencies, and private industry.

Your examination(s) will be administered on an electronic testing system. The testing system eliminates the use of paper, pencil and answer sheets. Candidates input their responses by entering the answer of their choice (A, B, C or D). Before you begin the examination, you will have an opportunity to go through a tutorial on the computer. The computer is very simple to operate; it should only take you a few minutes to learn to use it.

The screen features a variety of function buttons to help candidates navigate through the examination. The function buttons are located in the same position throughout the test.

Candidates can mark a question for review, move forward or backward one question at a time, or move to a specific question.

The summary screen, which can be accessed at any time during the examination, shows candidates the following:

- Number of questions answered
- Number of questions unanswered and/or skipped
- Time remaining for the examination

II. TESTING LOCATIONS AND RESERVATIONS

To locate a Pearson VUE Test Center near you, as well as to check that site's availability, use this link to view the vendor web site for more details.

MAKING YOUR TEST RESERVATIONS

Candidates that already know their candidate identification number are reminded that they do not have to wait for a "Confirmation"/"Authorization" letter to make their reservation.

TELEPHONE OR INTERNET RESERVATIONS

Call: 1-888-204-6289 and a Pearson VUE Customer Care Associate will help you to select a convenient examination date and location and answer any question you may have. The best times to call for a reservation are: Monday – Friday (8am – 11pm), Saturday (8am – 5pm), and Sunday (10am – 4pm). You may register as far in advance as you would like to test based on seat availability. However, it is strongly recommended you call at least five (5) business days before the examination date desired since reservations are made on a first-come, first-served basis.

Candidates may register via the Internet. You may submit a request via the Internet to Pearson VUE website at <http://www.PearsonVUE.com> twenty-four (24) hours a day, seven (7) days a week, provided you include a credit card number, electronic check or voucher, and valid email address. A reservation confirmation will be returned to you via email. Examination reservations may be canceled or changed via the Internet.

Please have the following information when you call to make an examination reservation:

- Your Authorization Notice
- Candidate Identification number listed on your authorization notice
- Your full name, address and a daytime telephone number
- The location of the test center you desire
- The name of the examination you will be taking
- Credit card number, check, or voucher

III. THE EXAMINATION

CONTENT OVERVIEW

As cited within Section 61J1-5.001, Florida Administrative Code, to be certified as an appraiser, the candidate must demonstrate by passing the examination that is appropriate for the classification being applied for, that he or she possesses:

- A knowledge of technical terms commonly used in real estate appraisal.
- An understanding of the principles of land economics, real estate appraisal processes, reliable sources of appraising data, and problems likely to be encountered in the gathering, interpreting, and processing of data in carrying out appraisal disciplines.
- An understanding of the standards for the development and communication of real estate appraisals as provided in the Real Estate Appraisal Licensure Law, Chapter 475, Part II, Florida Statutes, and Chapter 61J1, Florida Administrative Code.
- An understanding of the types of misconduct for which disciplinary proceedings may be initiated against an appraiser as provided in the Real Estate Appraisal Licensure Law, Chapter 475, Part II, Florida Statutes, and Chapter 61J1, Florida Administrative Code.
- Knowledge of the theories of depreciation, cost estimating, methods of capitalization, and the mathematics of real estate appraisal.

AQB NATIONAL UNIFORM LICENSURE EXAMINATIONS

For the Florida Real Estate Certified General Appraiser and Certified Residential Appraiser National Uniform Licensure Examinations as of January 1, 2008, the Appraisal Qualifications Board (AQB) has approved the criteria upon which the appraiser certification and licensing examinations are based. This information is available at Information for 2008 Appraiser Criteria Changes. Additional information about the 2008 AQB Qualification Criteria changes can be accessed at www.appraisalfoundation.org. Any applicant who has not completed the education and experience components and successfully complete the current Florida exam before January 1, 2008 must take the new AQB National Exams and the Florida Laws and Rules Supplemental Examination. Please keep in mind that applicants must complete both the education and experience components before they are permitted to take the exam.

APPRAISER LAWS AND RULES SUPPLEMENTAL EXAMINATION

The Florida Real Estate Appraiser Laws and Rules Supplemental Examination consists of forty (40) questions and a test time frame of two (2) hours. The questions are based upon a knowledge, understanding and application of real estate law and rules as provided in Part II, Chapter 475, Florida Statutes and Chapter 61J1, Florida Administrative Code.

APPRAISER INSTRUCTORS EXAMINATIONS

Residential Appraiser Instructor candidates and General Appraiser Instructor candidates must successfully complete examinations based on the Current National Uniform Content Outline (ECO) for the respective exams promulgated by the Appraiser Qualifications Board (AQB). The ECOs are available through the Pearson VUE Candidate Information Booklet (CIB), which may be accessed through the link provided: <http://www.myflorid->

alicense.com/dbpr/servop/testing/booklets.html

The Florida Real Estate Residential Appraiser Instructor Licensure Examination consists of fifty (50) questions and a test time frame of two and one half (2.5) hours. The questions are based upon a knowledge, understanding and application of real estate law as cited within Section 61J1-5.001, Florida Administrative Code, and the AQB ECOs as mentioned earlier.

The Florida Real Estate General Appraiser Instructor Licensure Examination consists of one hundred (100) questions and a test time frame of four and one half (4.5) hours. The questions are based upon a knowledge, understanding and application of real estate law as cited within Section 61J1-5.001, Florida Administrative Code, and the AQB ECOs as mentioned earlier.

The subject content of the Florida Real Estate Laws and Rules Supplemental Examination, Certified Residential Appraiser Instructor Licensure Examination, and Certified General Appraiser Instructor Licensure Examinations is endorsed by the Appraisal Foundation as defined in Section 475.611 (1) (b), Florida Statutes.

PILOT TESTING

The Examination may contain a small number of experimental or “pilot test” questions. The purpose of including pilot test questions within the examination is to expand and improve the bank of questions from which future examinations will be drawn. This is a common practice used by many national and state examination programs and is a critical step in ensuring the continued reliability and validity of these examinations.

In the event that pilot test questions are included within the examination, these questions will NOT be counted when computing scores. Additional time will be given for answering the pilot test questions. The time allowed for testing has been evaluated to ensure there is adequate time for completing test questions and pilot questions.

Pilot questions are NOT identified. If the pilot questions were identified, many of the candidates would skip them, and the results would not be valid. The development of a good examination requires accurate candidate response information for the pilot questions.

TEST TAKING ADVICE

The advice offered here is presented primarily to help you demonstrate knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments.
- Be sure to record an answer for each question, even the items about which you are not completely sure. You can note the questions you wish to reconsider on the computer testing system and return to them later.
- Alert a Proctor or Test Center Manager to any problems that may occur during the examination. Do not wait until the examination is over to inform someone about a problem.

SUPPLIES

It is expressly understood by each candidate that the State of Florida, and/or the Department of Business and Professional Regulation, and the Department's staff hereby assume absolutely no liability of any nature whatsoever for any items of the candidate's personal property which may have been brought to, left at, or left outside the examination site.

It is further understood that the candidate's admission to the examination shall hereby constitute the candidate's full, knowing, and complete waiver of any and all such claims against the State of Florida, and/or the Department of Business and Professional Regulation, and the Department's staff.

What to bring:

All candidates will be required to bring the following items to the testing center on the day of the examination:

- Personal items are not permitted in the examination room. Any personal items such as toiletries, snacks, etc must be encased in a clear plastic bag, no larger than 8" X 11" in size and kept in the locker provided by the vendor.
- Two forms of valid signature identification, one of which is government issued: driver's license, state identification card, passport or military identification card. **Student or employment I.D. cards and photo bearing credit cards are not acceptable as picture bearing identification.** Candidates will not be admitted without showing proper identification. Your name and address must match what was submitted on your application.
- Calculators are permitted if they are silent, hand-held, battery-operated, nonprinting, and without an alphabetic keypad. Solar calculators are not recommended
- To better serve our "English as a second language" candidates, the Bureau of Education and Testing is permitting the use of foreign language translation dictionaries during the examination. Translation dictionaries shall contain word-for-word or phrase translations ONLY. Dictionaries that contain definitions of words, explanations of words, or handwritten notes may NOT be used.
- Electronic translation dictionaries are NOT recommended as most will have more than word-for-word or phrase translations, an alphabetic keypad, have mathematical formulas and stored memory capabilities. Should these electronic translation devices have these capabilities; these devices WILL be rejected by the Proctor or Test Center Manager in NOT being suitable for the test site environment.
- Testing Center staff will inspect and approve each dictionary before it can be used during the examination. In order to maintain security and to ensure fairness to all candidates, candidates are limited to the use of a single dictionary.
- If you have any questions concerning acceptable translation dictionaries, please contact the Bureau of Education and Testing, Examination Administration Unit at 850.488.5952, or you may Fax your question to 850.922.1228.

What not to bring:

Unauthorized supplies, those not listed in this Candidate Information Booklet, will be subject to removal by the Department's representative at the examination site. Personal items are not permitted in the examination room.

Any personal items such as toiletries, snacks, etc must be encased in a clear plastic bag, no larger than 8" X 11" in size and kept in the locker provided by the vendor.

The following items are NOT allowed in the examination room:

- Cameras, tape recorders, or computers
- Pagers, electronic transmitting devices, or telephones (watches with alarms or beepers should be set so that they will NOT sound or go off during the examination administration)
- Any bound or loose leaf reference materials and notes
- Dictionary, thesaurus, or other spelling aids
- Canisters of mace, pepper spray, or other personal defense items
- Purses, briefcases, portfolios, fanny packs, or backpacks

REFERENCES

The following reference list is an example of Florida Law and Rules, Federal Regulations, and general textbooks that may be of use to candidates. Individuals may wish to review texts such as these, along with those used by their instructor in their school training. In providing textbook references, the Bureau of Education and Testing is NOT endorsing any specific textbook.

In addition, you may wish to refer to the Appraisal Foundation's website at <http://www.appraisalfoundation.org>, for additional resources or information, including the real estate knowledge upon which the appraiser certification and licensing examinations are based.

FLORIDA STATUTES AND FLORIDA ADMINISTRATIVE CODE

FLORIDA STATUTES: via <http://www.myfloridalicense.com>, click the "Find an Agency" tab located near the top of the screen, then locate "On-Line Sunshine – Guide to the Florida Legislature" positioned at the top of the page to the right of the Governor's picture, OR, click the "Find An Agency" tab, click "LEGISLATURE" located within the 2nd column of agency listings, then click the website <http://www.leg.state.fl.us/> located to the right of the screen, then click the "Florida Statutes" bullet under the "Laws" column.

FLORIDA ADMINISTRATIVE CODE: via <http://www.myfloridalicense.com>, click the "Find An Agency" tab located near the top of the screen, then select "State" from the 3rd column of agency listings; select from the right screen, the website <http://www.dos.state.fl.us>, then select from the "Quick Links" listing of programs "Florida Administrative Code/Weekly"; and type in within the "By Rule Number" box "61J1" and hit the "Go" button. Click on the underscored specific Rule Chapter/Section desired and then click on the illustrated sheet menu entitled "Latest Version" to access the rule chapter/section. The Florida Administrative Code chapters are large files and are in "pdf" format and require Adobe Acrobat Reader to be viewed. Adobe Acrobat 4.0 or higher is recommended. It may be downloaded free of charge from the Adobe website.

FLORIDA REAL ESTATE APPRAISER LAWS AND RULES SUPPLEMENTAL EXAM

1. Chapter 475, Part II, Florida Statutes, Appraisers
2. Chapter 61J1, F.A.C., Division of Real Estate, Florida Real Estate Appraisal Board

3. Uniform Standards of Professional Appraisal Practice (USPAP) 2014-2015 ISBN 978-0-9798728-9-1, via The Appraisal Foundation Distribution Center, P.O. Box 381, Annapolis Junction, MD 20701-0381; 1.800.348.2831 (toll free) or 240.646.7010 (fax) 240.396.5695; www.appraisalfoundation.org/store.

FLORIDA REAL ESTATE APPRAISER INSTRUCTORS EXAMINATIONS

1. Chapter 20, Florida Statutes: Organizational Structure – Executive Branch
2. Chapter 120, Florida Statutes: Administrative Procedure Act
3. Chapter 215, Florida Statutes: Financial Matters: General Provisions
4. Chapter 455, Florida Statutes: Business and Professional Regulation: General Provisions
5. Chapter 475, Florida Statutes, Part II: Appraisers
6. Chapter 61J1, F.A.C., Division of Real Estate, Florida Real Estate Appraisal Board
7. The Appraisal of Real Estate, 12th Edition, 2001, ISBN 0-922154-67-8 (English Version); ISBN 0-922154-69-4 (Español Version), The Appraisal Institute, 550 West Van Buren Street, Suite 1000, Chicago, IL 60607, 312.335.4453, FAX: 312.335.4271, Colette Nicolay, Senior Coordinator, Publications Department, E-mail Address: cnicolay@appraisalInstitute.org, Website: <http://www.appraisalInstitute.org>.
8. Uniform Standards of Professional Appraisal Practice (USPAP), 2012-2013 ISBN 978-0-9798728-6-0, via The Appraisal Foundation Distribution Center, P.O. Box 381, Annapolis Junction, MD 20701-0381; 1.800.348.2831 (toll free) or 240.646.7010 (fax) 240.396.5695; www.appraisalfoundation.org/store.

IV. ADMINISTRATIVE POLICIES

CHANGE AND CANCELLATION POLICIES

If you wish to cancel your exam, you must contact Pearson VUE **2 DAYS** prior to your scheduled appointment. Cancelling an exam less than **2 DAYS** prior to your appointment or missing your exam may result in forfeiting your exam fees.

ABSENCE POLICY

If you are unable to attend the examination for which you were scheduled, you may be excused for the following reasons:

- Your illness or that of an immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE no later than four days after the original examination date. Documentation of medical absences must have the original signature of the medical practitioner. Stamped signatures will NOT be accepted. **You will be required to pay your examination in full, and possibly reapply to DBPR, if you do not show up for your exam appointment.**

ADMISSION TO THE EXAMINATION

When registering at the test center, you will be required to have the following items:

- Two forms of valid signature identification, one of which is government issued: driver's license, state

identification card, passport or military identification card. **Student or employment I.D. cards and photo bearing credit cards are not acceptable as picture bearing identification.** Candidates will not be admitted without showing proper identification. Your name and address must match what was submitted on your application.

- Florida Division of Real Estate Authorization Notice, if received prior to your testing examination date.

ADMISSION PROCEDURES

- Please report to the test center thirty (30) minutes prior to your scheduled examination. As part of the checking-in process, a photo will be taken of the candidate prior to taking the exam. This photo will be visible on the candidate's exam result report. The Test Center Manager will assign you a seat and assist you with the computer. You may take up to fifteen (15) minutes to complete the tutorial and the Test Center Manager will answer any questions you may have about the computer testing unit at this time.
- The time you spend on the tutorial will NOT reduce the time allotted for taking your examination. When you feel comfortable with the computer testing unit, you may begin your examination. The time of the examination begins the moment you look at the first question on your examination.
- Your specific reporting time will be given to you when you make your examination reservation. Please allow yourself sufficient time to find the test center. Make sure you have all necessary documentation before you report for registration.
- At the completion of the examination, your score report will provide instructions on the next step of the licensure process.

LATE ARRIVALS

Test Center Managers will review the daily schedule for that day to determine if the candidate can be accommodated due to tardiness. If the tardiness was caused by an emergency (i.e., car trouble, traffic accident, etc) the candidate must provide documentation of the event. If the candidate cannot be accommodated due to unexcused tardiness, they will be liable for the test fee for that day in addition to the new test fee and classified as a "No Show."

RULES FOR THE EXAMINATION

- The examination materials, documents, or memoranda of any kind are not to be taken from the examination room.
- Listen carefully to the instructions given by the Test Center Manager and read all directions thoroughly. Test Center Managers are NOT qualified or authorized to answer questions concerning examination content. However, if you have any procedural questions, they will do their best to assist you.
- If you have a concern about the content of an examination question, please request a "Candidate Comment Form."
- You must have the Test Center Manager's permission to leave the examination room. You will NOT be allowed additional time to make up for time lost.
- Smoking will not be permitted in an examination room or in the restrooms, based on the October 1985 Florida Clean Indoor Air Act.

- Do not bring food into an examination room. If applicable, a lunch break will be provided. Drinks are allowed in spill proof containers. Children and visitors are NOT allowed in the test center.
- You are NOT permitted to take personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. Pearson VUE and the Department are NOT responsible for lost or misplaced items.
- Under NO circumstances will you be permitted to work beyond the time allotted for the examination. Time limits are generous; you should have ample time to answer all questions and check all work.

APPAREL

Please dress comfortably, but appropriately, for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate, and from time to time there are maintenance problems beyond the Department's or Pearson VUE's control.

It is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

CHANGE OF ADDRESS

If an address change occurs after your examination administration, please make corrections at <http://www.My-FloridaLicense.com> or by completing the change of address form provided at the end of this booklet.

CHANGE OR CORRECTION OF NAME

If you have a name change or correction, please send a copy of notarized legal documentation to the Central Intake Unit-License Maintenance immediately.

SPECIAL TESTING ACCOMMODATIONS

The Department of Business and Professional Regulation certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USC Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination.

All applicants for an examination or a reexamination who desire special testing accommodations due to a **disability** must submit a written request to the Special Testing Coordinator prior to each exam. Do not submit your accommodation request with your exam application: it must be sent directly to;

Department of Business and Professional Regulation
 Bureau of Education and Testing
 Special Testing Coordinator
 2601 Blair Stone Road
 Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please visit webpage: <http://www.myfloridalicense.com/dbpr/servop/testing/ADA.html> or call 850.487.9755

V. SCORING INFORMATION AND GRADE NOTIFICATION

SCORING PROCEDURES

All questions are equally weighted. The grading process includes a statistical analysis of each question on the examinations. Questions found to be statistically deficient are subject to further review. In the event that this review leads to a change in the answer key that affects your score, you will be sent an amended grade report 2-3 weeks after the examination.

The **Florida Real Estate Appraiser Laws and Rules Supplemental Examination** shall be graded on the basis of each of the 40 questions being worth one (1) point. A candidate who received a grade of thirty (30) points or higher shall be deemed to have successfully completed the Real Estate Appraiser Laws and Rules Supplemental Examination.

Pursuant to Section 61J1-5.001(2), F.A.C., the answers to the **Certified General Appraiser Instructor Licensure Examination** shall be graded on the basis of 100 points for a perfect examination. A candidate who receives a grade of 75 points or higher shall be deemed to have successfully completed the examination.

The **Certified Real Estate Residential Appraiser Instructor Licensure Examination** shall be graded on the basis of each of the 50 questions being worth one (1) point. A candidate who receives a grade of 38 points or higher shall be deemed to have successfully completed the Real Estate Residential Appraiser Instructor Licensure Examination.

NOTIFICATION OF RESULTS

All candidates will receive an official photo-bearing exam result report immediately following completion of their examination. Please verify that all information is correct on your exam result report prior to leaving the test center.

EXAMINATION REVIEW/CHALLENGE/FORMAL HEARING PROCESS

No review of the AQB National Uniform Examinations will be permitted.

Candidates who have taken a Real Estate Appraiser Laws and Rules Supplemental Examination, Certified Residential Appraiser Instructor Licensure Examination, or Certified General Appraiser Instructor Licensure Examination shall have the right to review the MOST recent examination. The candidate shall be permitted to review ONLY those questions the candidate answered incorrectly. A candidate may challenge incorrectly answered question(s) during the time of the review ONLY.

The examination review time frame will consist of NOT more than one (1) hour, with ONLY one (1) review of the candidate's examination being allowed. Reviews will be held at the same Pearson VUE Test Center with the same security as your examination, on a date designated by Pearson VUE.

Challenges are to be submitted to the Psychometrics and Research Unit of the Bureau of Education and Testing for review and consideration. You will be notified, in writing, of the results.

Review Fees

[Computer Based Testing Examination and Review Fee Matrix](#)

A Formal Hearing may be requested as outlined in the procedures provided at the time of the examination, as expressed according to Section 61-11.012, Florida Administrative Code, Petitioning for a Formal Administrative Hearing and Requesting a Pre-hearing Review.

For informal review and formal hearing procedures visit: <http://www.myfloridalicense.com/dbpr/servop/testing/ExamReview.html>

REEXAMINATION INFORMATION

Candidates who fail a Florida Real Estate Appraiser Laws and Rules Supplemental, Residential or General Appraiser Instructor Examinations must wait twenty-four (24) hours to schedule a reexamination. Reservations may NOT be made at the Test Center.

A candidate who fails to achieve the required passing score on the examination may be reexamined by contacting Person VUE. Pertinent reexamination information is provided to all affected candidates along with the original grade report.

VI. APPENDIX

POINTS OF CONTACT

PLEASE CONTACT THE APPROPRIATE OFFICE FOR QUESTIONS REGARDING THE FOLLOWING:

Application Policies and Fees

Customer Contact Center
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.487.1395

Scheduling, Grade Notification, and Reviews

Pearson VUE, Inc.
Customer Care at 1.888.204.6289
Website www.PearsonVUE.com
Fax-Back System at 1.800.274.8920

Formal Hearings

Department of Business and Professional Regulation
Bureau of Education and Testing – Review Office
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.488.5952

Requests for Special Testing Accommodations

Examination Administration Unit - Special Testing
Department of Business and Professional Regulation
Bureau of Education and Testing
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
850.487.9755

**FOR INFORMATION REGARDING HOTELS OR DIRECTIONS TO THE EXAMINATION SITE,
CONTACT THE CHAMBER OF COMMERCE IN THE CITY WHERE YOUR EXAMINATION HAS
BEEN SCHEDULED.**

**Visit our website at:
<http://www.myfloridalicense.com/dbpr>**

Please fill out the change of address form below and return to:

Florida Department of Business and Professional Regulation
Central Intake Unit – License Maintenance
2601 Blair Stone Road
Tallahassee, Florida 32399-0791
Fax: 850.487-9529

ADDRESS CHANGE FORM

Please type or print in the appropriate spaces below if you have a change of address correction.

NAME: _____

*SOCIAL SECURITY #: _____

EXAMINATION DATE: _____

CANDIDATE NUMBER: _____

PHONE NUMBERS: _____

Area Code/Home Number

Area Code/Work Number

OLD ADDRESS: _____

NEW ADDRESS: _____

SIGNATURE: _____

NOTE: If your name has changed, please use your prior name on this form and contact the Central Intake Unit for name change information.

*Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary, unless specifically required by Federal Statutes. In this instance, Social Security Numbers are mandatory pursuant to Title 42, United States Code, Sections 653 and 654; and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications, and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L. 193, Sec. 317.

Common Abbreviations and Definitions

Abbreviations	Definitions
DBPR	Department of Business and Professional Regulation
F.S.	Florida Statute
F.A.C.	Florida Administrative Code
BET	Bureau of Education & Testing
ADA	Americans with Disability Act
CBT	Computer Based Testing
CE	Contiuing Education
CIB	Candidate Information Booklet
BCAIB	Building Code Administrators and Inspectors Board
ICC	International Code Council
FBC	Florida Building Commission
CILB	Construction Industry Licensing Board
ECLB	Electrical Contractors' Licensing Board
FAQ	Frequently Asked Questions

