



NEF



Candidate Information Bulletin **Paper/Pencil Testing**

General Testing Information

NEF - NAWIC Education Foundation offers certification and educational programs for individuals who want to gain a greater knowledge and understanding of construction industry principles and practices. NEF has contracted with Prov, Inc. to administer the examinations for their certification courses. This bulletin has been developed to help explain the rules and processes necessary to undertake and complete the testing requirement for the NEF certification programs.

NEF requires an individual to complete its Order Form and pay for appropriate program book and testing fees prior to testing. NEF's Order Form is available online or by contacting NEF directly. Payment options are outlined in detail on this order form.

Retesting Policy

Candidates who fail the exam or who fail to take the exam by the end of their eligibility must contact NEF and pay the retesting fee. Please contact NEF if you have any questions regarding retesting rules. Once reapproved by NEF to test, candidates must wait until next scheduled exam date.

Examination Categories

The following is a list of the examinations administered by Prov for certification through NEF. All exams are closed book and are timed. Detailed information about certification requirements, exam content, duration and reference materials can be found in the Certification and Exam Descriptions section of this document.

- Construction Bookkeeping Technician (CBT)
- Construction Document Technician (CDT)
- Construction Industry Specialist (CIS)
- Construction Industry Technician (CIT)
- Estimating and Scheduling Practitioner (ESP)

Contact Information

For questions not addressed in this bulletin contact:

For Certificate Questions

NEF

1800 Pembroke Drive,
Suite 300
Orlando, FL 32810
Toll Free: (866)277-2883
www.nef-edu.org
nawicedu@gmail.com

For Computer Testing Questions

Prov Inc.

5200 NW 43rd St,
Suite 102-167
Gainesville, FL 32606
Toll Free: (866) 720-7768
Fax: (877) 228-3926
www.provexam.com
Office Hrs: 8 a.m. to 6 p.m.

Results Reporting

Because the examination process is a requirement for certification with NEF, candidates automatically consent to permit Prov to share their test results with NEF. Upon completion of an examination, a candidate's test will be scored and electronically sent to NEF.

Prov's scoring system will grade your exam immediately upon completion of your test and will automatically forward the results to NEF. You will receive a copy of this same report the day of your test from the testing center. You must achieve a 75% score in order to pass the exams.

Exam Challenge Process

If during an exam, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to enter an Exam Comment into Prov's system detailing why they feel the question is in error. Candidates testing on computer may make their comments in the testing system. Prov staff will review each comment within two weeks of submittal. Should any comment result in a change to a test question and/or candidate score, Prov will report the change to NEF. Prov will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

Test Day Rules and Procedures

Check-in Deadline

The doors to each testing center will open at least 30 minutes before all scheduled testing appointments in order to check candidates into the testing center. Candidates should plan to arrive early to make sure they are seated by the time the testing begins. If candidates are late in arriving, AND the testing session has already begun, CANDIDATES WILL BE TURNED AWAY and will forfeit their exam fees and will be required to reschedule for a future testing date.

Proof of Identity

Upon arriving at the testing center, candidates 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. Candidates will also be required to sign a test center log. If candidates cannot produce a valid government-issued photo ID, or refuse to participate in signing the test center log, they will be dismissed from the testing center and forfeit all testing fees for that testing session.

There may be times for religious reasons, a candidate does not have a photo ID. In this situation, if they have a State driver's license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate, we will accept these as valid identification.

Prohibited Items

No cameras, recorders, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

▪ Approved Items

Candidates may bring the following approved items into the testing center:

- **Pencils.** (Paper/pencil testing only)
- **Calculator.** Only simple 4-function calculators are permitted. PDAs, cell phones or other special calculators (i.e. ElectriCalc, etc.) are NOT permitted.

Reference Material Rules

All exams are closed book. Prov asks that candidates leave all unauthorized materials in their vehicle. If candidates are caught using unauthorized materials during testing, these materials will be confiscated, their testing will be terminated with fees forfeited, and NEF will be notified of their actions.

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 NEF. 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 for theft of copyrighted testing materials.

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 866-720-7768 or write to: Prov, Inc., 5200 NW 43rd St, Suite 102-167, Gainesville, FL 32606.

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 (866) 720-7768. 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.

Preparing for Your Exams

Studying for your Exam

The test questions used on the examinations cover the wide range of topics candidates would normally encounter in their particular field. If candidates have worked in construction for some period of time in a variety of different settings, they likely have experienced much of what will be found on their examination. On the other hand, if the candidates’ experience is limited (not only in years but in the variety of work performed) then it is likely they may want to spend time increasing their knowledge by studying areas in which they are less familiar.

For all candidates, the reality is that people forget those things they don’t use, and over time a candidate’s knowledge in some areas may have decreased.

Prov recommends that candidates prepare for their tests by familiarizing themselves with the exam references with emphasis on the subject areas listed in each exam description. Candidates who are familiar with their reference materials will spend less time searching for answers during the exam.

Check-List / Requirements

- _____ Contact NEF in writing (email is acceptable) with specific date/time location request for group testing.
 - _____ Obtain written approval/confirmation from NEF.
 - _____ Provide specific testing monitor/proctor information to NEF for approval.
 - _____ Each approved testing session **must** have a minimum of ten (10) candidates.
 - _____ Each candidate must purchase a course textbook and exam bundle from NEF's web store.
 - _____ Provide NEF a confirmed list of candidates 60 days prior to approved testing date.
- *Candidates do not have to test for same course*

Certification and Exam Descriptions

Construction Bookkeeping Technician (CBT)

Construction Bookkeeping Technician is an entry level course that will enable anyone to work in both simple and complex bookkeeping systems and learn how to set-up and operate a simple bookkeeping system for a construction company. Upon completion of the course and passing the Construction Bookkeeping Technician Examination candidates are awarded a CCB (Certified Construction Bookkeeping) Certification.

Construction Bookkeeping Technician Exam

Exam Type	Closed Book
Passing Score	75
Number of Questions	100
Time allowed (hours)	3

Construction Industry Specialist (CIS)

The Construction Industry Specialist is a certificate program created for those individuals wishing to increase their overall knowledge of the construction industry. This comprehensive introductory look at the construction industry will prepare the participant for further training and educational opportunities needed in the various construction career pathways.

Exam Type	Closed Book
Passing Score	75
Number of Questions	100
Time allowed (hours)	3

Construction Industry Technician (CIT)

The Construction Industry Technician (CIT) Program represents an overview of the construction industry and its processes. Lessons covered include types of construction, forms of business ownership, contractual agreements, contract documents and the construction process. Upon completion of the course and passing of the Construction Industry Technician Exam the participant will receive the CIT certification.

Exam Type	Closed Book
Passing Score	75
Number of Questions	100
Time allowed (hours)	3

Construction Document Technician (CDT)

An intermediate program that test participant knowledge and understanding of the interpretation and implementation of information conveyed from architects/engineers to contractors by way of a legal document.

Exam Type	Closed Book
Passing Score	75
Number of Questions	100
Time allowed (hours)	3

Estimating and Scheduling Practitioner (ESP)

An intermediate program that test participant knowledge and understanding of the interpretation and implementation of information conveyed from architects/engineers to contractors by way of estimating principles, preparing the bid and project scheduling.

Exam Type	Closed Book
Passing Score	75
Number of Questions	100
Time allowed (hours)	3

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.
- 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 testing sponsor, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.



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 NEF's 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 NEF and Prov for theft of copyrighted testing materials.