Arkansas Business & Law Test
(Instructions)

The test is given by an independent testing company (P.S.I). If you have questions about the test or need more information beyond what is furnished here please call them at 1-855-257-1620.

Examination Fee: $84.00
Examination fees are not refundable or transferable

Registration Instructions:
Registering Online: **www.psiexams.com** Phone: P.S.I. at 1-855-257-1620

Follow these instructions:

1. Go to the above website. CREATE YOUR ACCOUNT FIRST!!!
   Put in your email address and the spelling of your name EXACTLY as it is shown on your identification that you will be presenting at the examination site.
2. Once your account is created follow these instructions:
   a. Click on View all my activities
   b. Click on register for a test
   c. Click on Select Organization
   d. Select Government/State Licensing Agencies
   e. Click on Select Jurisdiction
   f. Select Arkansas
   g. Click on Select Account
   h. Click on AR Construction
   i. Under Classification click on AR Business and Law Examination
   j. Click on Register and enter personal contact information; hit submit
   k. Click to check the box that reads AR Business and Law Examination (120 minutes)
   l. Click continue – enter payment information and follow instructions from there.
3. Testing is held Monday - Saturday at most sites. Hours are determined at each site.
4. The test is open book, multiple choice, and 50 questions, with a 2-hour time limit.
5. You can order the book by calling the publisher directly at (623) 587-9519.
   Order the following:
   Arkansas Contractors Guide to Business, Law and Project Management
6. You may highlight, underline, annotate, and or tab with permanent tabs prior to the exam session. However, reference material may not be written in during the exam session.
7. Permanent tabs are permitted.
   (Permanent tabs are defined as tabs that would tear the page if removed)
8. Temporary tabs are NOT permitted.
   (Temporary tabs are defined as post-it notes or other tabs that may be removed without tearing the page)
9. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by calling P.S.I at 855-257-1620.
10. On the day of your examination, you must arrive at the P.S.I. Center 30 minutes before your scheduled appointment to complete the admission procedures required before your test begins. You must bring the following with you: One official government issued photo identification such as a driver's license, passport, etc., and your Contractors Guide to Business, Law and Project Management, Arkansas Edition.

PLEASE BE ADVISED:

a) You will only be tested from the Contractors Guide to Business, Law and Project Management, Arkansas Edition.
b) Verify your exam before you take the test to make sure it is the AR Contractors Exam.
c) **P.S.I will give you your results immediately. You can also have P.S.I. send the results directly to you**. **It is your responsible to get the passing test score to our office by fax 501-372-2247 or regular mail.** If you request your results be sent to our offices it could take several weeks to get to us, which could postpone the approval and release of your license.

NASCLA CONTRACTORS GUIDE TO BUSINESS, LAW AND PROJECT MANAGEMENT, ARKANSAS EDITION

ORDER FORM

To order a copy of the ***NASCLA Contractors Guide to Business, Law and Project Management, Arkansas Edition, Tabs Bundle Pak***, you can visit our website bookstore at www.nascla.org. You can also order by mailing a copy of this order form to the address below with credit card information.

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The ***NASCLA Contractors Guide to Business, Law and Project Management, Tabs Bundle Pak*** offers our permanent reference tabs that will help you navigate quickly through this publication. Please note that these tabs are self-adhesive and must be added at least one day prior for sufficient adhesive power.

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