



Contractors Institute Inc. provides one-stop training for those who want to pass the contractor exam the first time. **Contractors Institute teaches the Basic Contractors Business License course required by the Board for Contractors for new licensure within Virginia (see below for more information).** This course is recognized as meeting the requirements for remedial education.

We have nearly perfect pass performance on the Virginia Contractor license examination and have presented these seminars to thousands of students who then passed their exams. We do not teach to the exam, in other words, this is not a “cram” course where students memorize questions; instead, we prepare students to be successful by creating a knowledge base of the content areas that are explored.

Our staff experience includes teaching at all levels of education including elementary, high school, college, and the military. Our staff knows the construction industry first hand and the testing industry. Our staff has experience in education as instructors, professors, in government as administrators and inspectors, and executives of testing companies. All training is completed in one day.

Contractor A & B Business and Law Seminar

The A & B seminar is presented in the morning. This half-day seminar follows the exam format: laws, regulations, business organization, estimating and bidding, contract management, project management, risk management, safety (OSHA), labor laws, and financial management. There will be continuous interaction to ensure your understanding of the material and reinforcement by using a seminar workbook that has sample problems to build your comfort level. We also provide tips on successful exam taking strategies that are proven to better your score. The text for this seminar is the Virginia Contractor’s Law 3rd Edition and the Contractor’s Business Reference Manual 3rd Edition. These are accepted references for use in the exam room. The A & B seminar starts at 8:30 AM and lasts till 12:00.

Contractor BLD Technical Seminar

This seminar, administered following the A & B seminar, is for those who must have the BLD designation on their license. The program reviews the three referenced books and content areas of the examination which includes building planning, soil types, foundations, framing, exterior, finishing, and OSHA. The pertinent sections and tables of the referenced documents will be reviewed and explained. We will also install tabs in these books so that your search during the exam is easier. The BLD seminar starts at 1:00 and will end no later than 4:00 pm.



Basic Contractor Business Licensing Class/

Remedial Training

Companies who are not previously licensed in Virginia must complete this course prior to obtaining a contractor license for Class A, B, or C.

This eight hour course is recognized by the Virginia Board for Contractors as fully meeting the requirements of 18 VAC 50-22-40.F, 22.50.H and 22.60.H that requires "A member of Responsible Management shall have successfully completed a board approved basic business course." The course also meets the requirements of 18VAC50-22.200 for contractors who have signed a consent order and are required to attend remedial education.

Course Content

This course is recognized by the Department of Professional and Occupational Regulation (DPOR) as meeting the requirements for pre-licensure or remedial education. Course material includes a manual with a sample contract, legal forms, and all the posters required by state and federal agencies. This course is intended for first time applicants for a Class C, B or A license or changing a business type. Students have consistently given this course high ratings based on instruction, content and practical application of knowledge. Benefits of the course include:

- Taught by a professional in the field of contracting
- Learn the advantages of each business type
- Receive a sample contract template that complies with DPOR regulations
- Tips on working with the building code
- Cost saving advice on insurance
- Explanation of tax advantages
- Learn strategic ways to improve customer satisfaction
- Tips on cost effective advertising to grow your business
- Learn multiple ways to legally and successfully collect payment from the customer

Instructor: Robert D. Gregory, CPCA , CBO, is President of Contractors Institute, Inc., a Virginia Class A building and electrical contracting company. He has served as supervisor of the Virginia State Building Code, and adjunct professor of building code studies in the Virginia Community College System. He has decades of experience in construction related activities, state certified in many areas of inspection and is a Virginia Master Electrician. Bob has authored books on contracting, business and exam preparation. He is a former Marine with service in Vietnam and is a life member of the Disabled American Veterans. He lives in Virginia with his spouse of 39 years and is the leader of the pack of various dogs and visiting animals.

Manual

The manual contains state and federal regulations and information about business structure, employment law, liens and other essential things to know in order to practice as a contractor.

Cost \$179 for the class and the manual. Class is held in Richmond.

Determining Licensing Classification:

The three classes of contractor licenses are: **Class A**, **Class B**, and **Class C**. Each class of license is based upon the value of the project or contract and gross yearly revenue. A company does not need to be a Class C contractor before moving to a Class B or Class A contractor.

Class A contractors perform or manage construction, removal, repair, or improvements when the total value of a single contract or project is \$120,000 or more, or the total value of all such construction, removal, repair, or improvement contracts undertaken by such person within any twelve-month period is \$750,000 or more.

Class B contractors perform or manage construction, removal, repair, or improvements when the total value of a single contract or project is \$7,500 or more, but less than \$120,000, or the total value of all such construction, removal, repair, or improvement contracts undertaken by such person within any twelve-month period is \$150,000 or more, but less than \$750,000.

Class C contractors perform or manage construction, removal, repair, or improvements when the total value of a single contract or project is over \$1,000 but less than \$7,500, or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is no more than \$150,000.

Building (BLD) Contractors - A contractor with a building (BLD) classification may perform what's typically called general contracting; that is, commercial, residential (single family, two-family or multifamily) and remodeling. A BLD classification is typically required if the contractor will be changing the outside footprint of a structure, building decks with roofs, or building from the ground up.

This information is intended as a guideline only. Confirm licensing requirements with the Department of Professional and Occupational Regulations. www.dpor.virginia.gov

Reference and Study Material -

A & B Candidates need the following:

- ▶ ***Virginia Contractor's Law Manual 3rd edition*** ISBN 1-4277-8422-1 This manual contains specific laws and regulations referenced on the Virginia exam section. Contains advice on reading a regulation, starting a business in Virginia, contractor requirements, erosion and sediment controls, Uniform Statewide Building Code, labor laws, taxes, liens, OSHA and underground utilities.
- ▶ ***Contractor Business Reference Manual 3rd edition*** ISBN 1-4277-8423-X This book is used for the General and Advanced sections of the exam and includes business organization, management, estimating and bidding, contracts, risk management, project management, employment law, accounting, payroll taxes, OSHA, and environmental issues. It is indexed by topic and page number to quickly assist the student in looking up particular subject, and has a glossary of terms.
- ▶ ***Business and Law Practice Exam*** ISBN 1-4195-3509-9 A 100 question exam that tests your knowledge of the content areas covered on the actual exam. Includes an explanation of the answers and test taking tips. Recently revised to extensively explore the accounting area.

**Order above references as the Virginia Law Set from Contractors Institute
804.556.5518 for \$89.25, tax included.**

BLD Candidates need the following:

- ▶ ***2006 International Residential Code*** published by International Code Council which brings together the provisions for all the components of homebuilding: building, plumbing, mechanical, fuel gas, energy, and electrical in one comprehensive manual
- ▶ ***Carpentry and Building Construction, 6th Ed*** by John Louis Feirer This manual is a valuable reference for any contracting business while also covering many topics on the BLD exam such as building layout, plan reading, foundations, framing, roof materials, interiors and more.
- ▶ ***Virginia Safety*** has both Virginia and Federal OSHA regulations covered on the BLD exam and particulars on excavating and grading.
- ▶ ***BLD Sample Questions*** contains questions and answers specific to the exam.
- ▶ ***BLD Study Guide*** This is the step-by-step learning experience that will take the contractor through the content areas that are explored on the exam.

Price for BLD reference package delivered at seminar is \$193.85 including tax.

Books may be purchased separately or as a package with the seminar.

See the registration form for details or call 804.556.5518.

Registration for the Class A & B, BLD Seminar, and the Basic Contractor Business Licensing Class

Clip and mail or fax the form below to register today!

Payment for the class can be made by check, Visa, Master Card, or AMEX.

We can accept registrations by e-mail, FAX, phone, or mail.

Classes must be paid for in advance.

Make check or money order payable to Contractors Institute, Inc. and send to:

Contractors Institute, Inc.

Phone orders & info: 804.556.5518

P. O. Box 335

FAX 804.556.3410

Oilville VA 23129-0335

instruct@earthlink.net

Confirmation and directions will be sent after receipt of registration form.

Seminar Hours

Basic Contractor Licensing Class 8:30 am – 4:30 pm, Tuesday

Class A & B exam preparation 8:30 am – Noon, Wednesday

Builders Technical exam preparation 1 pm – 3:00 pm, Wednesday

