



Residential Building Contractor, Residential Remodeler, Residential Roofer, & Manufactured Home Installer License Examination Guide

The Licensing Unit of the Department of Labor and Industry provides this guide to individuals applying for Residential Building Contractor, Residential Remodeler, Residential Roofer, and Manufactured Home Installer license. The guide contains information about the exams and process; however, it **does not** contain all the information an applicant needs to apply for these individual certifications and pass the respective exam.

The examination format, difficulty, and length has not changed since July 2006.

This examination guide is based on the following resources:

- **Minnesota Statutes § 176, 181, 326B, 327A, 327B, 333, & 514**
- **Minnesota Residential Code, 2020 edition**
- **Minnesota Rules chapters 1300, 1303, 1309, 1315, 1322, 1350, 1360, & 2891**
- **Code of Federal Regulations, Title 24, parts 3280, 3282, 3285, & 3286**

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Examination

Purpose

The department requires individuals to pass an examination to obtain a Residential Building Contractor, Residential Remodeler, Residential Roofer, or Manufactured Home Installer license. Passing the examination shows an applicant's ability to apply skills and knowledge gained through education, training, and/or experience. Licensing demonstrates to the public that an individual is qualified.

This guide has the following information about the licensing examinations:

- Subject matter
- Question format
- Examination format and length
- Examination length
- Time allowed for completing the examination
- Examination process and rules

General Examination Information

Applicants cannot ask questions to department staff monitoring the examination. The examination instructions, questions, and answers do not require any further explanation.

Examination questions test knowledge needed to become a Residential Building Contractor, Residential Remodeler, Residential Roofer, or Manufactured Home Installer.

The department provides current statutes and codes as reference materials along with a standard desktop calculator for applicants to use during the examination. The calculator includes addition, subtraction, multiplication, division, square root, and percentage functions. The reference materials are available for the entire exam. However, applicants should not rely on the reference materials to answer all the questions.

No other materials or electronic devices, including cell phones, are allowed in the building.

Applicants will automatically fail the examination and be required to submit a new application, including required fees, for the following actions:

- Giving assistance to or receiving it from anyone, including those who are also taking the examination;
- Copying questions or making notes regarding questions; or
- Leaving the building before completing the examination.

Applicants may leave the examination room to use the restroom within the building.

The department may electronically monitor the examination room.

Applicants may only view examination materials during the examination because they are classified as nonpublic data per Minnesota Statutes §13.34. This ensures the fairness and integrity of the examination process.

Question Format

Examination questions require applicants to show they have the skills and knowledge needed to be a Residential Building Contractors, Residential Remodelers, Residential Roofers, or Manufactured Home Installers. The

department designed the examinations to test an applicant’s ability to apply knowledge and the building code to situations they may encounter. In order to assess applicants, the examinations have:

- Multiple choice questions with answer selections that could be correct. An applicant’s knowledge will allow them to determine which of the reasonable answers is correct.
- Questions with unnecessary information that test and applicant’s ability to determine what information is important to answer the question correctly.
- The information contained in the question will direct applicants to apply their knowledge of the subject area or code to arrive at the correct answer.

All examination questions are multiple choice. The question or statement will be followed by five answer options that you may select from. The examination has different multiple-choice question formats:

- Questions that require applicants to select more than one answer period the question will state how many answers must be selected.
- Questions phrased negatively so applicants must select the answer options that do not apply. Applicants must select the answer option that is **not** correct. All other answer options are correct.

Additional information:

- As many as five different versions of the same examination may be given on the same day.
- The Department may modify the examinations up to three times during a code adoption cycle.
- The Department accepts suggestions and questions about the examinations and may use them to develop future examinations.

Examination Difficulty

The license category an applicant applies for determines the difficulty of the examination and its questions. For example, the Residential Building Contractor license examination contains questions that are more difficult than the questions contained in Residential Roofer license examination. A Residential Building Contractor must be more knowledgeable about the requirements of the Residential Building Code.

Length of Examination

The license examinations for Residential Building Contractor, Residential Remodeler, Residential Roofer, and Manufactured Home Installer test applicants about technical information, business requirements, the Residential code, and Minnesota statutes. Below is the number of questions on each examination and the length of time an applicant has to complete it.

License Examination	Number of Examination Questions	Time Provided
Residential Building Contractor	110	4 hours
Residential Remodeler	110	4 hours
Residential Roofer	110	4 hours
Manufactured Home Installer	90	4 hours

Scoring

- All questions have the same point value.
- Partial points are not granted. Applicants will receive full credit for answering the question correctly. If a question is answered incorrectly, then no points are given.
- Applicants will pass the examination if they answer 70 percent of the questions correctly.

Examination Results

- The department will mail results within two weeks of the examination.
- Results cannot be provided to applicants by telephone or email.
- **If an applicant passes**, a letter containing instructions about obtaining certification will be sent.
- **If an applicant fails**, a letter containing instructions about how to retake the examination will be sent. Applicants must wait 30 days after receiving results before reapplying.

Examination Review

- The department rechecks examinations that are within five percentage points of passing.
- The department **will not** provide a written or oral review of an applicant's examination. However, applicants may submit a written comment to the licensing unit about specific examination questions.

Sample Questions

Below are examples of the question formats used in the examinations. The knowledge areas used in the sample questions may not apply to examinations for all license categories.

1. Which **three** of the following requirements specifically apply to conventionally framed floor cantilevers?
 - A. Floor cantilever spans shall not exceed the nominal depth of the wood floor joist.
 - B. Floor cantilevers are not permitted when an exterior deck is attached to the floor framing.
 - C. Floor cantilevers supporting an exterior balcony are permitted to be constructed in accordance with Table R502.3.3(2).
 - D. Floor cantilevers are permitted to exceed the nominal depth of the joist if the joists are doubled.
 - E. Floor cantilevers constructed in accordance with Table R502.3.3 (1) shall be permitted when supporting a light-framed bearing wall and roof only.

Answers: A, C, E Reference: IRC R502.3.3

This question demonstrates “multiple correct answers” multiple-choice question format.

2. Which of the five statements listed below **does not** correctly state code requirements pertaining to tenant separations in a Covered Mall building?
 - A. Tenant spaces are not required to be separated from the mall.
 - B. Each tenant space shall be separated from other tenant spaces by a fire partition complying with Section 708.
 - C. A tenant separation wall is not required in attic or ceiling spaces above tenant separation walls.
 - D. Tenant spaces shall be separated from each other by a 2-hour fire wall.
 - E. Tenant separation walls shall have a fire-resistance of not less than 1 hour.

Answer: D Reference IBC 402 and IBC 708

This question is phrased negatively. All answers are correct except for one. Applicants are asked to select the one answer that does not meet the condition in the question.

3. The maximum allowable floor area per floor, without allowable area increases, for a two story, Type V-B, Group B occupancy that has 3 different tenants including a bank, an outpatient clinic, and post office in the basement is limited to _____square feet.
- A. 9,000
 - B. 27,000
 - C. 18,000
 - D. 3,000
 - E. 13,500

Answer: A Reference IBC Table 503

This question has unnecessary information about the building tenants. It tests an applicant's ability to ignore that information and focus on the items that are important.

4. Only one exit stairway is required from the second floor of a single-family dwelling unit. A second stairway is shown on the plan that connects the second floor with the first floor and basement. The second stairway must meet the following:
- A. The stairway must be in a vertical exit enclosure in accordance with IBC 1020.1.
 - B. The stairway is not required to comply with rise and run requirements.
 - C. The stairway is not required to comply with headroom requirements of R311.7.2.
 - D. There may be reduced sized landings at each floor level.
 - E. Stairways must meet all the requirements of section R311.7.

Answer: E Reference IRC R311.1

This question is a typical multiple-choice question. It asks an applicant to select one of the answer options provided.

Formulas and Calculations

The examinations require applicants to use mathematical formulas and calculations. The examples provided are basic and do not include all the formulas and calculations an applicant must be familiar with in order to pass.

The knowledge applicants have gained through practical experience is useful, but other resources are necessary to find examples of more complicated calculations and formulas. Studying other resources will help to be as prepared as possible.

Units of Measurement

All questions and answers use the inch-pound unit system.

Percentages

A percentage is the ratio of a whole number to 100. To express the percentage (%) as a decimal value, divide the percentage by 100.

Sample Percentage Questions:

What is 70% of 140?

The percentage amount is divided by 100 to obtain the decimal value:

$$70 \div 100 = .70$$

Then, 140 is multiplied by .70

$$140 \times .70 = 98$$

Answer: 98

What is the result of increasing 120 by 25%?

The percentage amount is divided by 100:

$$25 \div 100 = .25$$

Then, 120 is multiplied by .25:

$$120 \times .25 = 30$$

30 is then added to the original value of 120

$$30 + 120 = 150$$

Answer: 150

Equations

An algebraic formula is a type of equation that shows the relationship among different variables. If the formula is known, then the opposite function can be performed on both sides of the equation to isolate the unknown variable.

For example, a simple formula is $a + b = c$. If $a = 7$ and $c = 10$, then the equation is:

$7 + b = 10$. To determine what the unknown b variable is you subtract 7 from each side of the equal sign:

$$7 + b - 7 = 10 - 7$$

$$\mathbf{b = 3}$$

If the formula is known, then the opposite function can be performed on both sides of the equation to produce a variation of the equation. Using the formula, $a + b = c$, it may be changed by subtracting a or b from both sides resulting in the equations:

$$\mathbf{a = c - b \text{ OR } b = c - a.}$$

Examination Knowledge Areas

Applicants are expected to be familiar with the knowledge areas for the license category. However, the examination may not test familiarity with all knowledge areas.

The following table generally identifies knowledge areas included in examinations by certification type.

Residential Building Contractor Examination Content Outline 60 Scored Questions

Knowledge Area	Code References
I. Plans and Specifications	Minnesota Rules 1300
A. Basic Plan Information	Minnesota Rules 1300
II. Energy Code (Envelope Criteria)	2020 Residential Energy Code
A. Interior Air Barrier	2020 Residential Energy Code
B. Wind Wash Barrier	2020 Residential Energy Code
C. Vapor Retarder	2020 Residential Energy Code
D. Insulation	2020 Residential Energy Code
E. Fenestration (Doors and Windows) Openings	2020 Residential Energy Code
F. Mechanical/Passive Ventilation	2020 Residential Energy Code
III. Building Planning/Life Safety	2020 Residential Code
A. Means of Egress	2020 Residential Code
B. Stairways	2020 Residential Code
C. Smoke Alarms	2020 Residential Code
D. Required Exit Door	2020 Residential Code
E. Wall Between House and Garage	2020 Residential Code
F. Safety Glazing	2020 Residential Code
G. Natural Light and Ventilation	2020 Residential Code
H. Minimum Ceiling Heights	2020 Residential Code
I. Replacement Windows	2020 Residential Code
IV. Sitework	2020 Residential Code
A. Soils	2020 Residential Code
B. Surveys	2020 Residential Code
C. Excavation (Gopher One Call)	2020 Residential Code
D. Filling/Soil Correction	2020 Residential Code
E. Erosion Control	2020 Residential Code
F. Backfill	2020 Residential Code
G. Frost Protection	2020 Residential Code
V. Concrete & Masonry Footings and Foundations	2020 Residential Code
A. Strength of Concrete	2020 Residential Code
1. Admixtures	2020 Residential Code
2. Specification	2020 Residential Code
3. Air Entrainment	2020 Residential Code
B. Curing	2020 Residential Code
C. Foundation Wall Design	2020 Residential Code

Knowledge Area	Code References
D. Vertical Reinforcement and Anchors	2020 Residential Code
E. Minimum Size Footings	2020 Residential Code
F. Damp proofing and Waterproofing	2020 Residential Code
G. Slab-On-Grade	2020 Residential Code
VI. Carpentry	2020 Residential Code
A. Protection Against Decay	2020 Residential Code
B. Floor Systems	2020 Residential Code
1. Engineered	2020 Residential Code
2. Conventional	2020 Residential Code
C. Wall Framing	2020 Residential Code
D. Roof Framing and Trusses	2020 Residential Code
1. Engineered	2020 Residential Code
2. Conventional	2020 Residential Code
E. Stairs	2020 Residential Code
F. Decks and Balconies	2020 Residential Code
G. Chimneys and Chases	2020 Residential Code
H. Structural	2020 Residential Code
I. Wood Foundations	2020 Residential Code
VII. Roofing	2020 Residential Code
A. Underlayment/Ice Protection	2020 Residential Code
B. Rolled Roofing	2020 Residential Code
C. Asphalt Shingles	2020 Residential Code
D. Wood Shingles and Shakes	2020 Residential Code
E. Flashing	2020 Residential Code
F. Ventilation	2020 Residential Code
VIII. Exterior Finishes	2020 Residential Code
A. House Wraps	2020 Residential Code
B. Flashing	2020 Residential Code
C. Siding	2020 Residential Code
1. Vertical	2020 Residential Code
2. Wood	2020 Residential Code
3. Aluminum and Vinyl	2020 Residential Code
4. Hardboard	2020 Residential Code
D. Wood Shakes and Shingles	2020 Residential Code
E. Stucco	2020 Residential Code
F. Brick	2020 Residential Code
IX. Foam Plastic Insulation	2020 Residential Code
A. Flame Spread	2020 Residential Code
B. Thermal Protection	2020 Residential Code
X. Interior Finishes	2020 Residential Code
A. Drywall	2020 Residential Code
XI. Associated Issues	2020 Residential Code
A. Electrical	Minnesota Rules 1315
B. Plumbing	Minnesota Rules 4714

Knowledge Area	Code References
C. Energy	2020 Residential Energy Code
XII. Job Site Safety	Minnesota Statutes 326B
A. Lead	Minnesota Statutes 326B

Residential Remodeler Examination Content Outline

60 Scored Questions

Knowledge Area	Code References
I. Plans and Specifications	Minnesota Rules 1300
A. Basic Plan Information	Minnesota Rules 1300
II. Energy Code (Envelope Criteria)	2020 Residential Energy Code
A. Interior Air Barrier	2020 Residential Energy Code
B. Wind Wash Barrier	2020 Residential Energy Code
C. Vapor Retarder	2020 Residential Energy Code
D. Insulation	2020 Residential Energy Code
E. Fenestration (Doors and Windows) Openings	2020 Residential Energy Code
F. Mechanical/Passive Ventilation	2020 Residential Energy Code
III. Building Planning/Life Safety	2020 Residential Code
A. Means of Egress	2020 Residential Code
B. Stairways	2020 Residential Code
C. Smoke Alarms	2020 Residential Code
D. Required Exit Door	2020 Residential Code
E. Wall Between House and Garage	2020 Residential Code
F. Safety Glazing	2020 Residential Code
G. Natural Light and Ventilation	2020 Residential Code
H. Minimum Ceiling Heights	2020 Residential Code
I. Replacement Windows	2020 Residential Code
IV. Sitework	2020 Residential Code
A. Soils	2020 Residential Code
B. Surveys	2020 Residential Code
C. Excavation (Gopher One Call)	2020 Residential Code
D. Filling/Soil Correction	2020 Residential Code
E. Erosion Control	2020 Residential Code
F. Backfill	2020 Residential Code
G. Frost Protection	2020 Residential Code
V. Concrete & Masonry Footings and Foundations	2020 Residential Code
A. Strength of Concrete	2020 Residential Code
1. Admixtures	2020 Residential Code
2. Specification	2020 Residential Code
3. Air Entrainment	2020 Residential Code
B. Curing	2020 Residential Code
C. Foundation Wall Design	2020 Residential Code
D. Vertical Reinforcement and Anchors	2020 Residential Code
E. Minimum Size Footings	2020 Residential Code
F. Damp proofing and Waterproofing	2020 Residential Code
Knowledge Area	Code References
G. Slab-On-Grade	2020 Residential Code
VI. Carpentry	2020 Residential Code
A. Protection Against Decay	2020 Residential Code

Knowledge Area	Code References
B. Floor Systems	2020 Residential Code
1. Engineered	2020 Residential Code
2. Conventional	2020 Residential Code
C. Wall Framing	2020 Residential Code
D. Roof Framing and Trusses	2020 Residential Code
1. Engineered	2020 Residential Code
2. Conventional	2020 Residential Code
E. Stairs	2020 Residential Code
F. Decks and Balconies	2020 Residential Code
G. Chimneys and Chases	2020 Residential Code
H. Structural	2020 Residential Code
I. Wood Foundations	2020 Residential Code
VII. Roofing	2020 Residential Code
A. Underlayment/Ice Protection	2020 Residential Code
B. Rolled Roofing	2020 Residential Code
C. Asphalt Shingles	2020 Residential Code
D. Wood Shingles and Shakes	2020 Residential Code
E. Flashing	2020 Residential Code
F. Ventilation	2020 Residential Code
VIII. Exterior Finishes	2020 Residential Code
A. House Wraps	2020 Residential Code
B. Flashing	2020 Residential Code
C. Siding	2020 Residential Code
1. Vertical	2020 Residential Code
2. Wood	2020 Residential Code
3. Aluminum and Vinyl	2020 Residential Code
4. Hardboard	2020 Residential Code
D. Wood Shakes and Shingles	2020 Residential Code
E. Stucco	2020 Residential Code
F. Brick	2020 Residential Code
IX. Foam Plastic Insulation	2020 Residential Code
A. Flame Spread	2020 Residential Code
B. Thermal Protection	2020 Residential Code
X. Interior Finishes	2020 Residential Code
A. Drywall	2020 Residential Code

Residential Roofer Examination Content Outline

60 Scored Questions

Knowledge Area	Code References
I. General Roofing Principles and Estimating	2020 Residential Code
A. Requirements Specific to Roofers	Minnesota Statutes 326B
1. Bonding	Minnesota Statutes 326B
2. Code Edition	2020 Residential Code
3. Basic Roofing Math Skills	2020 Residential Code
4. Determine Pitch of Roof	2020 Residential Code
5. Evaluating an Existing Roof System (Number of Layers)	2020 Residential Code
II. Roof Deck Requirements	2020 Residential Code
A. Spaced Sheathing	2020 Residential Code
B. Thickness and Type of Sheathing	2020 Residential Code
III. Underlayment	2020 Residential Code
A. Ice Protection	2020 Residential Code
B. General Underlayment	2020 Residential Code
C. Half Lap vs. 2-Inch Lap	2020 Residential Code
D. General Underlayment	2020 Residential Code
IV. Pitched Roofs	2020 Residential Code
A. Asphalt Shingles	2020 Residential Code
1. Starter Course	2020 Residential Code
2. Staples vs. Nails	2020 Residential Code
3. Overhang	2020 Residential Code
4. Attachment	2020 Residential Code
B. Wood Shingles and Shakes	2020 Residential Code
1. Grade of Wood	2020 Residential Code
2. Minimum Deck Slope	2020 Residential Code
3. Application	2020 Residential Code
4. Standard of Material	2020 Residential Code
5. Overhang	2020 Residential Code
C. Tile and Slate	2020 Residential Code
1. Starter Course	2020 Residential Code
2. Underlayment	2020 Residential Code
3. Application	2020 Residential Code
D. Metal Roofs	2020 Residential Code
1. Compatibility of Different Metals	2020 Residential Code
2. Structural Systems	2020 Residential Code
3. Expansion and Contraction	2020 Residential Code
4. Manufacturer Installation Requirements	2020 Residential Code
5. Attachment	2020 Residential Code
6. Flashing	2020 Residential Code
V. Low-Sloped Roofs	2020 Residential Code
A. Rolled Roofing	2020 Residential Code
B. Membranes	2020 Residential Code
C. Built-up	2020 Residential Code

Knowledge Area	Code References
D. Drainage	2020 Residential Code
VI. Roofing Fasteners	2020 Residential Code
A. Types of Fasteners	2020 Residential Code
B. Location of Fasteners	2020 Residential Code
C. Number of Fasteners	2020 Residential Code
VII. Flashing	2020 Residential Code
A. Step Flashing	2020 Residential Code
B. Apron Flashing	2020 Residential Code
C. Counter Flashing	2020 Residential Code
D. Cricket/Saddle Flashing	2020 Residential Code
E. Valley Flashing	2020 Residential Code
F. Base and Cap Flashing	2020 Residential Code
G. Kick-out Flashing	2020 Residential Code
VIII. Ventilation	2020 Residential Code
A. Installation of Vents	2020 Residential Code
B. Types of Vents	2020 Residential Code
C. Requirements	2020 Residential Code
IX. Reroofing	2020 Residential Code

Manufactured Home Installer Examination Content Outline

50 Scored Questions

Knowledge Area	Code References
I. Federal and State Standards, Rules, and Regulations	Minnesota Rules 1350
A. Seals, Construction Labels, and Certificates	Minnesota Statutes 327B, CFR 3280
B. Alternate Construction	CFR 3282
C. Permits and Inspections	Minnesota Rules 1300
D. Alterations	Minnesota Rules 1350
II. Placement and Site Preparation	Minnesota Rules 1350
A. Temporary Support	Minnesota Rules 1350
B. Conditions of Delivery	Minnesota Rules 1300
C. Surveys/Site Plans	Minnesota Rules 1300
D. Soils	Minnesota Rules 1303
1. Support	Minnesota Rules 1350
2. Stabilizing	Minnesota Rules 1350
E. Excavation	Minnesota Rules 1350
F. Filling/Soil Correction/Compaction	Minnesota Rules 1350
G. Backfill/Site Drainage/Moisture Barrier	2006 IRC, CFR 3285
III. Stabilizing System	Minnesota Rules 1350
A. Support Systems	Minnesota Rules 1350
1. Footings	Minnesota Rules 1350
2. Foundation Systems and Piers	Minnesota Rules 1350
B. Anchoring Systems	Minnesota Rules 1350
1. Anchors, Anchor Equipment, Connections, and Ties	Minnesota Rules 1350
2. Design	Minnesota Rules 1350
3. Approval	Minnesota Rules 1350
C. Installation	Minnesota Rules 1350
IV. Multi-Section Connections and Alternate Construction	CFR 3280
A. Structural Connections	CFR 3280
1. Floor	CFR 3280
2. Ridge/Roof	CFR 3280
3. Sidewall	CFR 3280
4. Ceiling	CFR 3280
B. Weatherization	CFR 3280
C. Drain/Waste and Vent	CFR 3280
D. Water	CFR 3280
E. Gas Piping	CFR 3280
F. Heating and Air Conditioning Ducting	CFR 3280
G. Electrical	CFR 3280
V. Site – Utilities Installation and Testing	Minnesota Rules 4714, CFR 3280
A. Water	Minnesota Rules 4714, CFR 3280
B. Sewer	Minnesota Rules 4714, CFR 3280
C. Gas	Minnesota Rules 1350, CFR 3285
D. Electrical	Minnesota Rules 1315
VI. Skirting and Perimeter Enclosure/Ventilation	Minnesota Rules 1350, CFR 3285

Applicants are expected to be familiar with the knowledge areas for the certification type. However, the examination may not test familiarity with all knowledge areas.

Summary of Your Disability Rights

The Americans with Disabilities Act (ADA) and the Minnesota Human Rights Act (MHRA) require the Department of Labor and Industry to provide reasonable accommodations and modifications for qualified individuals with disabilities who are applying for a license, taking a test, and accessing a facility. The accommodation must be requested, be necessary and not create an undue burden.

- A qualified individual must meet the essential eligibility requirements for the license sought.
- A person with a disability has a physical or mental impairment that substantially limits the major life activity.
- A person with a disability it is substantially limited when his or her impairment causes significant difficulty, effort, and time to perform a major life activity in comparison to most people in the general population. A major life activity includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others and working.

If you have questions, call:

- ADA - 1-800-514-3001 (voice) or 1-800-514-0383 (TTY)
- MHRH - 1-800-657-3704 (voice) or 1-800-627-3529 (Minnesota Relay)

If you are a qualified individual with a disability and need reasonable accommodation to apply for a license take a test or access a facility:

- Fill in, sign and date the [Reasonable Accommodation Request Form](#);
- Sign in date the data practices act form; and
- Mail or drop off both forms to DLI with your application for examination form.

Minnesota Department of Labor and Industry
 CCLD Licensing and Certification Services
 443 Lafayette Road North
 St. Paul, MN 55155
 Phone: (651) 284-5031
 Fax: (651) 284-5743
 Email: dli.license@state.mn.us
www.dli.mn.gov

Reasonable Accommodation Request Form

All requests must first be approved by DLI’s Construction Codes and Licensing Division. Candidates must wait for confirmation of the approval before applying, scheduling an examination or accessing a facility.

Last name	First name	M.I.	Date
Street address	City	State	Zip code
Phone number	Email address		
Describe the accommodation you want (equipment, reader, extra testing time, etc.)			
Describe any accommodation DLI has provided you in the past			

An individual who has a physical or mental disability as defined by the Americans with Disabilities Act (ADA), as amended, or the Minnesota Human Rights Act (MHRA) may request an accommodation to apply for a license, take an examination or access a facility.

The Minnesota Department of Labor and Industry (DLI) will provide an accommodation unless it creates an undue burden. DLI will contact the requestor upon receipt of required documents and after a determination is made. An examination will be scheduled and confirmed directly with the applicant.

If you wish to request an accommodation, send the following to DLI’s CCLD Licensing.

1. This accommodation request form – filled in, signed and dated.
2. A written statement from your health care provider (on letterhead, signed and dated by your health care provider) documenting: the nature of your disability; what major life activity your disability substantially limits; and the type of reasonable accommodation needed to apply for a license, take a license test or access a building.
3. The attached Licensing ADA data practices notice – signed and dated.

Note: If you are requesting an accommodation to take a license test, also include your Application for Examination form along with the above documents.

Office use only

Application number _____ Approved date _____ Denied date _____

This material can be made available in different forms, such as audio, Braille or large print by calling (651) 284-5005 or 1-800-342-5354.

CCLD Licensing ADA/MHRA Data Practices Notice

Pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes § 13.04, subd. 2, the Minnesota Department of Labor and Industry (DLI) is asking you to supply private or confidential data concerning your request for reasonable accommodation or modification as governed by the Americans with Disabilities Act (ADA), as amended, and/or the Minnesota Human Rights Act (MHRA).

Sign and date below after you have fully read, understand and agree to the following.

- I authorize the DLI Construction Codes and Licensing Division's (CCLD's), Licensing Section and any other authorized division within DLI to receive and review my medical information to determine whether I have a disability and my need for reasonable accommodation.
- I understand the medical information being requested shall be provided to DLI's CCLD Licensing Section within 15 days of written request. If the requested information is not provided within 15 days of request, reasonable accommodation may be delayed or denied.
- I authorize any authorized personnel from DLI to contact my health care provider to clarify and authenticate medical information should it be deemed incomplete or insufficient and I fail to resolve any deficiency within seven days of written request from DLI.
- I understand I may refuse to provide DLI with the requested medical information. However, I understand refusal may result in reasonable accommodation being delayed or denied.
- I understand the medical information I provide may be accessed by authorized DLI personnel to determine eligibility under the ADA/MHRA and released to other persons or entities authorized by state or federal law.

Signature of person requesting accommodation

Date

Scheduling Examinations

Do not schedule an examination until you receive notification that the Department approved your application. The Department must verify that an applicant qualifies for a license before the examination is scheduled. Applicants will be directed to the department's website to schedule an examination

The department will not schedule dates for individuals who have not received written approval for of their application

Applicants must schedule their examinations. Walk-ins are not permitted. Applicants may reschedule their examination one time. The Department will deny applications of individuals that fail to appear for a rescheduled examination.

Applicants that have failed the examination must apply to retest, submit the fee, and qualify for another examination date.

For more information about exam dates, location and scheduling, visit:

<http://www.dli.mn.gov/business/get-licenses-and-permits/license-exam-schedule>

Examination Day

- Applicants must arrive at least 30 minutes before their examination is scheduled to begin.
- The Department requires applicants to present photo ID before they can take the examination.
- Applicants can bring food and beverages into the examination room.

Location

[The Department of Labor and Industry](#) building is located at 443 Lafayette Rd North, Saint Paul, north of the intersection of Interstate 94 in US highway 52 (Lafayette Rd North), northeast of downtown Saint Paul.

The “**Approved for Examination**” letter contains specific instructions for those scheduled to take the examination in Saint Paul or at a site in greater Minnesota.

Reciprocal Agreements

The Minnesota Department of Labor and Industry does not have reciprocal agreements with other states for Residential Building Contractors, Residential Remodelers, Residential Roofers, and Manufactured Home Installers licenses. If an individual has received certification from another state, they must still apply for certification in Minnesota and take the examination.

Continuing Education Requirements

The department requires licensed Residential Building Contractors, Residential Remodelers, Residential Roofers, and Manufactured Home Installers to complete continuing education in order to maintain their license.

[Minnesota Statutes § 326B.821](#) describes the continuing education requirements for each category. Continuing education credits may be used for renewal of more than one category of license but may only be used once for each category of license. Continuing education credits beyond those required for renewal and earned prior to

license expiration do not carry over to the next license term. The department approves continuing education that meets the requirements of Minnesota Statutes § 326B.0981, subd. 5 and has content that is useful to Residential Building Contractors, Residential Remodelers, Residential Roofers, and Manufactured Home Installers. For a list of continuing education courses, visit: <https://secure.doli.state.mn.us/cldcecourses/>

License and Examination Application

For a license application, visit: <https://secure.doli.state.mn.us/license/intro.aspx>

Upon request this document can be made available in alternative formats (Braille, large print, or audio).