Candidate Information Bulletin

**General Testing Information**

The NAWIC Education Foundation (NEF) offers certification and educational programs for individuals who want to gain a greater knowledge and understanding of construction industry principles and practices. 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 interested candidate to visit [https://nef-edu.org](https://nef-edu.org) and click on the button “Buy Books”. The candidate will then choose the learning format he/she wishes to use, with the various cost items explained. NEF requires that the appropriate book and testing fee be paid prior to testing. Once you have purchased a book and test option, you will be eligible for online testing. NEF will notify you of the link for your test.

If a candidate is unsure which exam is needed for the certification being sought, resolve this question before purchasing with NEF.

For questions, please contact:

NEF  
1800 Pembrook Drive, Suite 300  
Orlando, FL 32810  
(866) 277-2883  
[www.nef-edu.org](http://www.nef-edu.org)  
nawicedu@gmail.com

**Non-Discrimination Statement**

NEF provides equal access to its exams and testing programs for all eligible persons. It is the policy of NEF 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.

**Examination Categories**

The following is a list of the examinations administered by NEF for certification. 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 Exam Description 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)

**Exam Administration Methods**

**Computer-Based Testing**

NEF has taken every effort to make its computer testing system as easy to use as possible. No specific computer experience or typing skills are needed to take the test. Candidates who take a computer-based test will be given written instructions and will complete an interactive tutorial prior to testing.

The written instructions for computerized exams are included in this bulletin. Please refer to the Computer Based Testing Candidate Notice for these instructions and a visual of the screen layout.

September 2019
**Scheduling Process**

NEF registers each approved candidate using the information provided on their order form. All candidates must contact NEF via email with their preferred date and time for scheduling purposes.

**Advance Scheduling**

Candidates must schedule in advance for their examinations in order to ensure the availability of the test.

Effective August 1, 2019, testing for all programs must be completed within a two (2) year time limit from date of program purchase.

No more than two (2) exams may be taken on one exam date.

Special exam requests, such as group or written testing, can be submitted to the NEF Executive Committee. A minimum of 10 tests is suggested for group testing, with additional needs addressed by the NEF Executive Committee. An additional one-time testing fee of $50.00 will be charged to cover costs, with any additional fees addressed on a case-by-case basis.

Any candidate who fails to achieve a passing score on any test may request an Online Review of said test. This Online Review must be requested within thirty (30) days of the notification of test score. The cost of the Online Review is $100.00 and must be paid in advance of scheduling the Online Review.

**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. Any candidate who fails to achieve a passing score on any test will be required to wait a minimum of fourteen (14) calendar days before retesting. Please contact NEF if you have any questions regarding retesting rules.

**Results Reporting**

Upon completion of an examination, the candidate’s test score is shown immediately, and NEF is also notified. A score of 75% or higher is required in order to pass the exam.

**Exam Challenge Process**

If during an exam the candidate encounters a question they think is inaccurate or otherwise incorrect, they are encouraged to enter an Exam Comment into the system detailing why they feel the question is in error. Should any comment result in a change to a test question and/or candidate score, NEF 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 Procedures**

All exams are closed book. If candidates are caught using unauthorized materials during testing, their testing will be terminated with fees forfeited.

Any individual caught giving or receiving assistance during or after an examination, or caught using unauthorized materials during the examination will be reported. Those caught in the act of cheating will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following an examination will be prosecuted for theft of copyrighted testing materials.

**Preparing for Your Exams**

**Studying for your Exam** The test questions used on the examination 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 candidate’s 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 is some areas may have decreased.

NEF 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.

Certification & 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.

Exam Type: Closed Book
Passing Score: 75
Number of Questions: 100
Time Allowed (hours): 1.5

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 legal document.

Exam Type: Closed Book
Passing Score: 75
Number of Questions: 100
Time Allowed (hours): 1.5

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.

Exam Type: Closed Book
Passing Score: 75
Number of Questions: 100
Time Allowed (hours): 1.5

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): 1.5

Estimating and Scheduling Practitioner (ESP)

An intermediate program that tests participant’s 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): 1.5
1. Logging into the Test Site

Once you have scheduled an NEF exam, you will be sent an email that looks like this:

This is the testing website. You will need to follow this link and use your assigned user name and password given in the email.

2. Test Site

Enter your user name and password here and click login.
3. Open Your Test

Your test(s) will be listed here. If this is not the test requested, please contact the NEF Administrator.

All NEF exams are for ONE attempt only. Once you enter the test, you must finish in the time allotted. You WILL NOT be able to access the test at a later date and time.

When you are ready, click the green button to enter the test.

4. Instructions Page

Once you login, you will be shown an instruction screen similar to the screen shot below.

All NEF tests have a time limit of 90 minutes and will be indicated here. If you are not finished at the 90 minute time limit, the test will log you out and you will be unable to finish.

All NEF tests can be entered and taken once. Your screen will read "Limited" in this section. You will also NOT have the capability of saving the test to finish at a later date.

All NEF tests allow you the option of skipping a question and coming back later to answer. This will be shown on the next page. The test will also not allow you to finish if you did not answer a question. It will prompt you to go back to the questions unattempted.

All NEF tests need a 75% score to pass. You will know this result immediately upon completion of the test.
5. Taking the Test

Construction Document Technician

Question 1 of 100
Which one of the following answers is typically NOT shown on a topographic survey?

- Manmade Features
- Geological Features
- Contour Lines
- Building Details

Select your answer here. Make sure to click inside the bubble(s).

6. Navigating the Test

Once you have started answering questions, you can go back to previous questions and complete missed questions or change answers. REMEMBER: This can only be done while you are in the test and within the time limits. You cannot get back in once you finish and the timer does not stop once you are logged in to the test.

Construction Document Technician

Question 2 of 100
A cost plus contract appeals to certain contractors because it provides that the owner will pay for all costs associated with the project with a provision for a percentage or a lump sum profit to the contractor.

- True
- False

Click here to see previous questions

You can easily navigate back to a question by clicking the link here.

The previous questions will show in a list here.
Once you answer the last question, you will be asked if you want to finish the test.

You may also review any questions prior to clicking the "Finish Now" link.

Once you click on the "Finish Now" link, you will be asked to confirm finish.

If you pass the test, you will be given an option to download your personalized certificate.