

GAINESVILLE INDEPENDENT TESTING (GITS)

Cabinet Contractor

Follow the steps below in order:

1. Order required books
2. Submit Sponsorship Application with payment
3. Schedule and Pass exam(s)
4. Submit Collier County Firm Application Packet

1. Call Gainesville Independent Testing Services, Inc. (GITS) customer service at **1-800-997-2129** to order your books. You can also contact other sources including bookstores, library, and online (Amazon and eBay).
2. Complete the attached sponsorship application(s). Submit the application(s) with a copy of your Driver's License and the administrative fee of **One Hundred Thirty Dollars (\$130.00)** per exam to our office by mail, email, or in person. Make Checks payable to "Board of County Commissioners". **The sponsorship will be valid for six (6) months from date of payment.**
3. Once you are sponsored by Collier County and are ready to schedule your exam(s), call GITS customer service at **1-800-997-2129**. They will advise dates, times, and locations to take your exam(s).

Note: The Business Procedures exam is separate from your Trade Exam. Therefore, you will be taking the Business Procedures exam and the Trade exam, if applicable.

FEES FOR TESTING:

(paid to the testing agency)

- \$80 – Two (2) hour exam
- \$100 – Three (3) hour exam
- \$120 – Four (4) hour exam

Exams available in Spanish have an additional \$25 fee

4. After receiving a passing grade of at least 75% on all the required exam(s), submit the Collier County Firm Application to our office by mail or in person.

THE APPLICATION IS FOR COLLIER COUNTY ONLY AND MAY NOT BE RECIPROCATED WITH OTHER COUNTIES. IF YOU WISH TO OBTAIN A LICENSE IN ANOTHER COUNTY, YOU WILL NEED TO CONTACT THAT COUNTY PRIOR TO TAKING THE EXAM(S) TO GET THEIR REQUIREMENTS. ALL THE INFORMATION ON THIS APPLICATION IS PUBLIC RECORD AND MAY BE OBTAINED BY VARIOUS PREP SCHOOLS.

Collier County Ordinance No. 2006-46, as amended, states that in order to obtain a Certificate of Competency an applicant must prove practical experience in his or her trade, plus other requirements (i.e. insurance, credit report(s) etc.) **PLEASE UNDERSTAND THAT IF YOU FAIL TO MEET THESE REQUIREMENTS, YOUR APPLICATION MAY BE REFERRED TO THE CONTRACTOR LICENSING BOARD FOR FULL REVIEW AND YOUR APPLICATION COULD BE DISQUALIFIED, REGARDLESS IF YOU HAVE PASSED THE EXAM(S).**

If you have any questions, please contact our office at 239-252-2431 or email Contractorslicensing@colliercountyfl.gov.