

BAR

Candidate Information Guide

1. What is the name of the assessment?
 - The Builder Assessment Review (BAR). It is the first step towards the Certified Graduate Builder (CGB) designation.

2. What is the purpose of the CGB program?
 - The CGB designation requires that graduates meet prescribed standards of business practice, have proven track records of successful project management and complete a comprehensive education curriculum.

3. What organization awards the designation?
 - The NAHB CGB Board of Governors oversees the policies and procedures of the program.

4. What are the eligibility requirements for the CGB designation?
 - Two years of building industry experience
 - NAHB members and nonmembers
 - Completion of the required courses as determined by the results of the BAR.

5. When is the BAR scheduled and where can it be taken?
 - BAR computer-based administration is available at more than 600 testing locations across the nation administered by LaserGrade. BAR can be administered within 5 working days of contacting LaserGrade at 1-800-211-2753 or www.lasergrade.com.
 - LaserGrade's national call center is prepared to accept candidate telephone calls from 6 am to 5 pm Pacific Time, and 6 am to 2 pm on Saturday.
 - The paper and pencil version of BAR is scheduled at local Home Builders Associations and at regional and national trade shows across the country.

- A complete list of currently scheduled BAR offerings can be found at www.NAHB.org. Click on the education tab and search by keyword “BAR”.

6. What does it cost to take the BAR?

- BAR computer-based testing is available at \$195.00 per candidate.
- Candidate payment is only accepted by credit card, (Visa®, Discover®, and American Express®.)
- BAR fee will be collected when you contact LaserGrade to schedule BAR.
- Payment methods for the paper and pencil version of the BAR are determined by the local course host, but usually include both check and credit card. Please contact the registration person listed for the scheduled BAR for complete details.

7. What is the fee for retaking the BAR?

- BAR computer-based re-testing is available at \$195.00 per candidate.
- Candidates may retake BAR on demand at the convenience of the candidate.
- Paper and pencil candidates must register to retake the BAR with a local course host, and are limited to scheduled versions of the BAR.

8. What about refunds?

- There are no refunds for BAR. If you are unable to attend for any reason, you will be credited for another BAR.
- The refund policy for paper and pencil sessions of the BAR is determined by the local course host.

9. How do I reschedule BAR?

- Call LaserGrade at 1-800-211-2753 to reschedule BAR.

10. What computer skills do I need to take the exam?

- No specific computer skills are required other than very basic keyboard skills.

11. What should I take to the LaserGrade assessment center?

- A non-programmable and non-print calculator
- Scratch paper and pencil (optional)
- Drivers license and second form of identification (required)

12. What should I expect on the day the BAR is administered?

- A proctor at the assessment center will verify your eligibility against your BAR registration information.
- BAR is a three-hour 120 multiple-choice assessment.

13. What is covered on the BAR?

- Building Technology
 - Building Technology
 - Indoor Air Quality
 - Building Codes and Standards
 - Energy Efficient Construction
- Business and Finance
 - Finance Banking
 - Construction Contracts and Law
 - Business Management
 - Estimating
- Project Management
 - On-Site Management
 - Off-Site Management
- Sales and Marketing
 - Sales and Marketing
 - Land Development, Site Planning and Zoning
 - Customer Service

14. How will BAR be scored?

- NAHB has contracted with Wasdyke Associates LLC to score the BAR based on the criteria established by the CGB Board of Governors.

- You will not be penalized for guessing and are encouraged to answer all questions to the best of your ability.
- Your results are derived from the number of questions you answer correctly and will indicate a 0, 1, or 2 which is the number of courses required to complete the CGB designation requirements for that subject area.
- Your scores include statistical adjustments to equalize the difficulty of passing all forms of the BAR.

15. What happens if I perform poorly on some parts of BAR?

- You may be required to take from one (1) to eight (8) CGB approved courses.
- Your results report will indicate which courses and how many are required in a given subject area.

16. How soon will I receive my results?

- If you take the computer-based version of BAR, you will receive your results on-site immediately after you complete the assessment. For paper and pencil versions of the assessment please allow four to six weeks for processing.
- BAR scores are confidential; therefore, they will not be given over the phone or fax. If you have signed the program waiver, we will be able to release your results to your local builders association for use in scheduling and planning only.

17. What if I think there was an error in my assessment?

- If you feel there was an error in your score, you may request to have your assessment re-scored. Your request:
 1. Must be in writing to The NAHB University of Housing, CGB Program, 1201 15th Street, NW, Washington, DC 20005.
 2. Must be made within six months of your assessment date.
 3. Must be accompanied by a \$25 fee, payable to Wasdyke Associates LLC.
 4. Wasdyke Associates LLC will inform you of your re-scored results within approximately two to four weeks from receipt

of request from NAHB University of Housing to Wasdyke Associates.

18. Can I be disqualified during the exam?

- You may be disqualified from taking or continuing in the BAR assessment, or from receiving assessment results, if the NAHB CGB Board of Governors or Wasdyke Associates LLC determines through either proctor observation or statistical analysis that you were engaged in collaborative, disruptive or other unacceptable behavior before, during or following the administration of the BAR assessment.

19. How do I renew my CGB designation?

- Pay a \$50 renewal fee annually for members, \$75 for non-members.
- Complete 12 hours of continuing education as outlined below: Earn a minimum of six hours by successfully completing or teaching one full-day NAHB University of Housing course; The remaining six hours may come from: any local, state or national trade shows (e.g. International Builders' Show, Remodeling Show); any other professional designation successfully earned (e.g. CAPS); manufacturer product training (e.g. facility tours, fabrication process demonstrations, product demonstrations, sponsored education on business or installation techniques); business-related college courses completed with a grade of "C" or better (courses in business offered by college or university or a community college are accepted; one college course is equated to 6 hours of continuing education per three-year certification period.)

20. How do I arrange for special accommodations for BAR?

- LaserGrade facilities accommodate those in wheel chairs and are ADA (American with Disabilities Act) accessible.
- The LaserGrade system is for sighted, and persons who have the ability to use one-good hand.
- Contact the local BAR host for special accommodations for all other scheduled BARs.

Taking the BAR

The following strategies may help you take the BAR.

1. Read the directions carefully and follow them as precisely as you can.
2. Plan your time effectively. Work steadily during the BAR. Do not let a question on which you are uncertain of the answer to take up too much of your time.
3. Read the question carefully. This tells you what is being asked.
4. Read the question a second time to be clear about what the question is asking.
5. Read all four-answer choices completely. One will be correct (the answer) and the other three are incorrect (the distractors). Incorrect answers usually contain common errors that may seem reasonable to a BAR candidate who does not fully understand the concept that is being assessed in the question.
6. Carefully evaluate the answer choices for key words and phrases. Be sure to note words such as NOT, EXCEPT and LEAST that may give critical clues to help you answer the question. If the question uses one of these words, the question is telling you that three of the answers are yes and the correct answer, or key, is the no response.
7. Read each answer choice twice. As you read each answer the second time, think to yourself whether it definitely does not answer what is being asked (a definite no), appears to answer what is being asked (a probable yes), or may answer what is being asked (a possible yes).
8. If you identified more than one answer you think might be correct, evaluate each of these to select the one that is the best answer to the question in the stem. Look critically at the choices for clues.
9. Be careful not to read elements or to make assumptions that are not in the stem and answer choices. A common reason candidate's select a wrong answer is that they assume something that is not indicated in the question.

Using the Sample BAR to Help You Prepare for BAR

It is recommend that you take the sample questions in this booklet or on the website so that you get a better understanding of the types of questions asked and a general feeling of what the BAR is like. Be sure to read each question carefully so that you know exactly what is being asked. Each question has only one best answer.

The following steps are recommended for getting ready to take the BAR.

1. Study the description of the content topical areas that are covered in BAR.
2. Take the questions to become familiar with each question type and content covered.
3. Score the questions and find out how well you did in each of the four subject areas.
4. Look carefully at the areas in the sample BAR in which you scored well and areas where you scored lowest. Then identify any areas in the BAR in which you think you need more study to perform well. Your answers to these two questions will give you a self-needs assessment.
 - Where did I score poorly on the BAR?
 - Which content areas do I need to prepare for most?

Certified Graduate Builder

Builder Assessment Review

Sample Questions

(20 Questions)

Building Technology

1. Which of these statements accurately describes laying out a foundation for a rectangular building?
 - A. Corner stakes should be driven 8' to 10' behind the building corner stake.
 - B. Batter boards usually are set inside building corner stakes.
 - C. Equal diagonal measures between corners of building lines indicate that the building is square.
 - D. Building lines should be set even with the excavation wall to allow room to construct forms.

2. Sealing a house against infiltration may result in which of these?
 - A. Increased outdoor airflow through a house
 - B. Reduced outdoor airflow into a house
 - C. Lower humidity levels in a house in the winter
 - D. Higher humidity level in a house in the summer

3. Which statement is correct?
 - A. Performance codes describe exactly which methods and materials are to be used in building a house.
 - B. Prescriptive codes generally allow engineering professionals to select the best methods and materials to construct a house.
 - C. Residential dwellings should never include both engineered and conventional building products.
 - D. Stud walls and floor joists are examples of conventional building components.

4. Window U-values can be improved in which of these ways?
- A. Installing storm windows
 - B. Using low-e glass
 - C. Increasing the air space between the glass
 - D. All of the above

Business and Finance

5. Which statement is correct?
- A. Combining several short-term loans into a single long-term loan would most likely reduce loan fees.
 - B. The low fee and high rate loan is preferred over a high fee and low rate loan for short-term residential mortgages.
 - C. The longer the term, the less a loan costs.
 - D. Loan origination fees are calculated as an annual interest rate that increase with the length of the term.
6. Which of these is **LEAST** likely to reduce liability problems for a builder?
- A. Hire an attorney to write a separate contract for each new house.
 - B. Respond to all punchlists and callbacks as quickly as possible.
 - C. Allow time for interruptions or bad weather in all scheduling.
 - D. Review brochures and advertising to eliminate unintended promises.
7. Which of these is best determined from a cash flow statement?
- A. The net worth of the business
 - B. A comparison of sales and revenue to net income
 - C. The sources of income during the last accounting period
 - D. A picture of what occurred financially over a period of time

8. Which statement is correct?
- A. Computerized estimating applications require relevant and accurate data.
 - B. A computerized estimating application does not require the initial input of historical data in order to generate quantity takeoffs.
 - C. Manual estimating never requires as much time as computer-based estimating.
 - D. Computerized-based applications have limited reporting capabilities.
9. Which statement is correct?
- A. Estimating software can be used to interface with accounting.
 - B. In a checklist takeoff system items such as joists or other framing lumber are individually selected to be included in an estimate.
 - C. Both A and B
 - D. Neither A nor B
10. If a customer and builder cannot agree upon a price for a written change order, which of these is most likely to occur first?
- A. The change order will be completed on a fixed price basis
 - B. The agreement between the builder and customer will be terminated
 - C. The difference between the price of the change order will be paid by the builder
 - D. The difference must be negotiated between the customer and builder before work is continued

Project Management

11. All of these are safety management issues *EXCEPT*:
- A. clean work site.
 - B. liability insurance.
 - C. control of work area.
 - D. ceilings and floors.

12. Which of these is most likely to contain a record of an accident at a job site?
- A. Lead sheet
 - B. Project log
 - C. Communications schedule
 - D. Any of the above
13. Which of these statements accurately describe off-site management?
- A. A pre-construction conference checklist includes job site considerations such as parking, materials storage, temporary utilities and so on.
 - B. A pre-estimate checklist includes job site information such as soil conditions, drainage, lot condition and so on.
 - C. A scope of work describes in detail all tasks to be completed.
 - D. All of the above
14. Which of these should be considered when developing a production schedule?
- A. “Slack time”
 - B. Value engineering
 - C. Door and window schedule
 - D. Loan approval date
15. Which of these schedules is *LEAST* likely to provide information for adjusting tasks to complete a job on time?
- A. A critical path
 - B. A Gantt chart
 - C. A bar chart
 - D. A calendar

Sales, Marketing and Land

16. Which statement is correct?
- A. Marketing focuses on the needs of the seller.
 - B. Marketing focuses on the needs of the buyer.
 - C. A market-driven builder focuses on the product.
 - D. A market-driven builder focuses on customer-oriented decisions.

17. Which of these control land use?
- A. Land surveys
 - B. Zoning ordinances
 - C. Performance standards
 - D. National building codes
18. Which of these is an effective strategy for controlling excessive warranty costs?
- A. Carefully defining warranty standards for buyers
 - B. Setting a ceiling on warranty costs at settlement
 - C. Setting up appointments with suppliers to review warranty standards
 - D. Informing the buyer about warranty costs they are responsible for
19. Which of these is **LEAST** commonly found in a homeowner's manual?
- A. Steps in the home-buying process
 - B. List of the responsibilities of new homeowners for warranties
 - C. Copy of the building permit
 - D. List of all suppliers and subcontractors
20. Who among these is responsible for disclosure of warranties?
- A. Buyer
 - B. Seller
 - C. Lender
 - D. Manufacturer

You have reached the end of this sample BAR.

BAR Sample Review Answers

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|-----|---|-----|---|
| 1. | C | 11. | B |
| 2. | B | 12. | B |
| 3. | D | 13. | D |
| 4. | D | 14. | A |
| 5. | A | 15. | B |
| 6. | A | 16. | D |
| 7. | C | 17. | B |
| 8. | A | 18. | A |
| 9. | C | 19. | A |
| 10. | D | 20. | B |