



**BOARD FOR LICENSING CONTRACTORS**

500 JAMES ROBERTSON PARKWAY; NASHVILLE, TENNESSEE 37243-1150  
TELEPHONE: (615) 741-8307 OR FAX (615) 532-2868

Website: <https://www.tn.gov/commerce/regboards/contractors.html>  
Email: [Contractors.Home-Improvement@tn.gov](mailto:Contractors.Home-Improvement@tn.gov)

**Approved Pre-Licensed Exam Course Providers**

Course Provider Name	License #
<b>@ HOME PREP - A DIVISION OF STAUTZENBERGER COLLEGE,</b> Toll Free: (800) 952-0910 <a href="https://www.athomeprep.com/">https://www.athomeprep.com/</a>	1
<b>American Contractors Exam Services, Inc.</b> Toll Free: (800) 955-7277 <a href="https://www.examprep.org/">https://www.examprep.org/</a>	2
<b>RocketCert, LLC</b> Toll Free: (800) 495-6612 <a href="https://rocketcert.com/">https://rocketcert.com/</a>	14
<b>Certified Training Institute LLC</b> Toll Free: (800) 727-7104 <a href="https://www.certifiedtraininginstitute.com/">https://www.certifiedtraininginstitute.com/</a>	15

**Verify Status of Pre-Licensed Provider**

You may verify the current status and expiration dates of all exam prep schools from the website at: <http://verify.tn.gov/> For best results, select “**Pre-License Providers**” profession and search by one of the following criteria

- Firm Name; or
- License #

**Requirements to offer Courses**

Pursuant, T.C.A. § 62-6-138, all pre-licensing exam course providers offering courses designed to assist an individual with taking a contractor licensing examination for the purposes of obtaining a license with the Tennessee Board for Licensing Contractors, must first be approved and licensed. This includes online classes.

Providers may apply as a course provider by completing the application process. This requires a nonrefundable fee of \$1,500 and \$50,000 bond. The application may be printed from our website’s <https://www.tn.gov/content/dam/tn/commerce/documents/regboards/contractors/forms/ContPrelicensingSchoolApp.pdf>

Please note, the Board does not require applicants to take any of these courses to aid in passing the exams. An applicant may take the license exams without taking a prep/cram course. The actual license exams are offered by [PSI Exam Services, LLC](#).

**Complaints** – To report a complaint against a course provider for a violation of the law or for offering services without a license by the Board, go to:

<https://www.tn.gov/commerce/regboards/contractors/consumer-resources/file-a-complaint.html>

- You may set up an online account or login as a “guest” to file a complaint.
- Select a profession; scroll to “**Contractors: Contractors and Ltd Licensed Plumbers**” (*questions that do not apply, enter “NA” since this was intended mainly for contractors*).
- When entering the Respondent, if you know their license number, it will populate the address fields automatically.
- When reporting unlicensed activity, you may enter into the summary “Pre-Licensed Provider for Contractor Exam Courses”.
- Before logging into the online complaint system, you may want to draft or type up the information (may copy and paste it in the complaint form field section to explain the problems). Include what would resolve the issues if it is for a licensed provider. Also, scan your evidence ahead of time in order to attach copies before hitting “submit” (advertisement, receipts, invoices, pictures, text messages, emails, etc.). Having this ready in advance will prevent being “timed-out” of the system which can happen if idle for a period. Note: Having this evidence is very helpful to our attorneys when investigating cases.
- A confirmation by email acknowledging the complaint filed will be sent upon receipt of the complaint.

### **Law Violations**

It is considered a violation of law for course providers to perform the following:

- Disseminate false or misleading information concerning any course, classification or law;
- Claim to possess, reveal or distribute any questions utilized in the examination given by the Board’s examination vendor;
- Entice applicant to apply for unnecessary classes or purchase unnecessary course materials;
- Advertise or promote or guarantee fees charged for the course will be waived if the student fails exam (promoting “no pass, no pay”);
- Advertise or promote they are recommended or endorsed by the Board; or
- Advise, offer or recommend accountants to prepare financial statements or to utilize certain insurance brokers to complete any license application requirements; and
- To offer exam prep courses for Tennessee exams without first being approved by the Board.

**NOTE: Only [PSI Exam Services, LLC](#) offer actual contractor licensing exams!!**