

NCARB Continuum Education (CE) Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Division 05 is associated with which construction specialty?**
 - A. Masonry**
 - B. Metals**
 - C. Openings**
 - D. Furnishings**

- 2. Describe the role of owner's criteria in a performance-based design.**
 - A. The owner's criteria are optional and rarely used.**
 - B. They specify performance requirements and benchmarks; design must meet these objectives and be verified through testing or simulations.**
 - C. The owner's criteria set aesthetics and are not part of performance verification.**
 - D. They replace building codes.**

- 3. What is the difference between 'ownership of documents' and 'copyright' in architectural practice?**
 - A. Ownership of documents belongs to the architect or owner per contract; copyright may remain with the architect; the contract details rights to use and reproduce.**
 - B. Ownership and copyright always belong to the owner.**
 - C. The architect owns all rights.**
 - D. Both automatically transfer to clients at project completion.**

- 4. What is the role of a construction administrator during the closeout phase?**
 - A. Manages procurement during early design.**
 - B. Coordinates final inspections, guarantees, and document delivery; ensures deficiencies are corrected; certifies substantial/completion.**
 - C. Writes specifications.**
 - D. Creates building code analysis.**

- 5. What is life-cycle cost analysis and why is it relevant to sustainability decisions?**
- A. It analyzes initial and operating costs over the building's life to compare long-term value.**
 - B. It only considers initial construction cost.**
 - C. It focuses on tax incentives rather than total cost.**
 - D. It ignores maintenance costs.**
- 6. Which division handles HVAC?**
- A. Division 14**
 - B. Division 22**
 - C. Division 23**
 - D. Division 26**
- 7. Division 04 corresponds to which construction specialty?**
- A. Masonry**
 - B. Metals**
 - C. Wood, Plastics, Composites**
 - D. Thermal/Moisture**
- 8. In construction administration, what is the purpose of a Request for Information (RFI)?**
- A. To approve a change order**
 - B. To submit a schedule of values**
 - C. To seek clarification of drawings or design details**
 - D. To request payment from the owner**
- 9. Division 07 is responsible for which category?**
- A. Thermal/Moisture**
 - B. Finishes**
 - C. Equipment**
 - D. Openings**

10. What coverage types are typical for architects?

- A. Auto liability and homeowners**
- B. Life and health**
- C. Flood insurance and workers' comp**
- D. Professional liability (errors and omissions) and general liability; cyber coverage is optional**

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Answers

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1. B
2. B
3. A
4. B
5. A
6. C
7. A
8. C
9. A
10. D

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Explanations

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1. Division 05 is associated with which construction specialty?

- A. Masonry
- B. Metals**
- C. Openings
- D. Furnishings

Division 05 refers to the Metals section of the CSI MasterFormat. This is where you specify metal products and systems used in a project, such as structural metal framing, metal decking, metal stairs and handrails, and various metal fabrications. That's why metals is the best fit for Division 05. Masonry, by contrast, is handled under division related to brick, block, and stone; openings pertain to doors and windows and are covered in other divisions; furnishings relate to fixtures and furniture and are not part of the metals category.

2. Describe the role of owner's criteria in a performance-based design.

- A. The owner's criteria are optional and rarely used.
- B. They specify performance requirements and benchmarks; design must meet these objectives and be verified through testing or simulations.**
- C. The owner's criteria set aesthetics and are not part of performance verification.
- D. They replace building codes.

Owner's criteria in performance-based design set measurable targets that the project must meet, derived from the client's goals and needs. These criteria translate what the owner wants into specific performance requirements and benchmarks—things like energy performance, occupant comfort, safety, resilience, or life-cycle cost. The design team uses these targets to compare options, choose systems and strategies, and develop solutions that meet the objectives. Verification through testing or simulations—such as energy models, daylighting studies, wind and flood analyses, or structural and fire performance tests—demonstrates that the chosen design actually achieves the specified performance. This approach ensures the project performs under real conditions and aligns with client intent while still working within applicable codes and standards.

3. What is the difference between 'ownership of documents' and 'copyright' in architectural practice?

A. Ownership of documents belongs to the architect or owner per contract; copyright may remain with the architect; the contract details rights to use and reproduce.

B. Ownership and copyright always belong to the owner.

C. The architect owns all rights.

D. Both automatically transfer to clients at project completion.

Documents produced in a project are not automatically the same as the copyright in those works. Ownership of documents refers to who has possession, control, and the right to use the actual drawings, plans, and specifications, and this is typically defined by the contract. The owner or the architect can be designated as the party who owns the documents, or ownership can stay with the entity that produced them, depending on the agreement. Copyright, on the other hand, is the legal protection for the creators' expression of ideas—the actual artistic and intellectual content of the drawings and specifications. It generally begins with the architect as the author, unless the contract explicitly assigns that right to someone else. Even if the owner ends up with the physical or digital documents, the copyright can remain with the architect unless the contract transfers it. The contract often grants the owner a license to use the documents for the project and to maintain or operate the building, but that license doesn't automatically give unlimited rights to reproduce or reuse the designs for other projects. So, ownership of the documents and copyright can diverge: ownership might be allocated by contract, while copyright remains with the creator or is otherwise assigned, with the contract detailing what uses and reproductions are permitted. That's why the best answer states that ownership of documents is defined by contract (who has possession and control), while copyright may stay with the architect (the creator) unless the contract transfers it, and the agreement should spell out rights to use and reproduce.

4. What is the role of a construction administrator during the closeout phase?

A. Manages procurement during early design.

B. Coordinates final inspections, guarantees, and document delivery; ensures deficiencies are corrected; certifies substantial/completion.

C. Writes specifications.

D. Creates building code analysis.

During the closeout phase, the construction administrator coordinates the handoff and finalization of the project, focusing on completing contractual obligations and delivering everything needed for occupancy. This includes organizing final inspections, securing warranties and guarantees, and compiling and delivering the project closeout documents such as operation manuals, maintenance data, as-built drawings, and lien waivers. They manage the punch list to ensure any deficiencies are corrected and formally certify when the project reaches substantial completion and then final completion, which also triggers warranty periods and final payments. Activities like procuring materials in early design, writing specifications, or performing building code analysis belong to earlier stages of the project and aren't part of closeout.

5. What is life-cycle cost analysis and why is it relevant to sustainability decisions?

- A. It analyzes initial and operating costs over the building's life to compare long-term value.**
- B. It only considers initial construction cost.**
- C. It focuses on tax incentives rather than total cost.**
- D. It ignores maintenance costs.**

Life-cycle cost analysis considers all costs tied to a building over its entire life, from initial construction through operation, maintenance, potential equipment replacements, and end-of-life disposal. This approach matters for sustainability decisions because it ties financial outcomes to long-term resource use and environmental impact; choosing systems and materials with lower energy use, greater durability, and lower maintenance can reduce total costs and the ecological footprint over decades, even if upfront costs are higher. The correct interpretation reflects this broader view by accounting for both upfront and ongoing costs to reveal true value across the building's life. Choices that focus only on initial construction cost, rely on tax incentives, or ignore maintenance misrepresent the total cost and sustainability implications.

6. Which division handles HVAC?

- A. Division 14**
- B. Division 22**
- C. Division 23**
- D. Division 26**

HVAC is categorized as a mechanical system, and in the CSI MasterFormat used for project specifications, it is grouped under Division 23: Heating, Ventilation, and Air Conditioning. This division covers the equipment, installation, and controls for climate control—think boilers, chillers, air handling units, ducts, and building automation—so it's the place where HVAC work is specified and coordinated with other building systems. The other divisions correspond to different systems—Division 22 is Plumbing, Division 26 is Electrical, and Division 14 covers Conveying Systems—so they don't house HVAC work.

7. Division 04 corresponds to which construction specialty?

- A. Masonry**
- B. Metals**
- C. Wood, Plastics, Composites**
- D. Thermal/Moisture**

In MasterFormat, divisions organize all products and work by trade, and each division number points to a specific construction specialty. Division 04 is devoted to masonry, covering materials and methods for brick, concrete masonry units (block), stone, terra cotta, and related mortars, grouts, anchors, and accessories. It encompasses both structural and decorative masonry work and the assemblies that involve masonry components. This area is separate from metals (Division 05), wood/plastics/composites (Division 06), or thermal/moisture protection (Division 07), so Division 04 corresponds to masonry.

8. In construction administration, what is the purpose of a Request for Information (RFI)?

- A. To approve a change order
- B. To submit a schedule of values
- C. To seek clarification of drawings or design details**
- D. To request payment from the owner

RFIs are used to obtain clarification of drawings or design details when something in the contract documents isn't clear. When the contractor or site team encounters ambiguity in plans, specifications, or coordination details, an RFI is submitted to the architect or design professional to confirm intent, dimensions, materials, or sequencing. The goal is to resolve questions before work proceeds, reducing misinterpretation, field conflicts, and rework. If the clarification reveals a need to change the design, that may lead to a modification or change order, but the RFI itself is the request for explanation, not an approval or payment action.

9. Division 07 is responsible for which category?

- A. Thermal/Moisture**
- B. Finishes
- C. Equipment
- D. Openings

Division 7 focuses on Thermal and Moisture Protection. This category covers the parts of a building that control heat flow and moisture movement, including insulation, vapor barriers, roofing, waterproofing, and air barriers. It's the group where you specify assemblies and methods that keep the building warm in winter, cool in summer, and protected from water intrusion. Finishes, Openings, and Equipment pertain to other aspects of construction, so they're not the right match for this division.

10. What coverage types are typical for architects?

- A. Auto liability and homeowners
- B. Life and health
- C. Flood insurance and workers' comp
- D. Professional liability (errors and omissions) and general liability; cyber coverage is optional**

Architects usually need two main types of protection: professional liability (errors and omissions) and general liability. Professional liability covers claims that a design or service caused financial loss due to errors, omissions, or negligent advice—this protects the firm if a client accuses a drawing, specification, or guide of causing cost overruns or delays. General liability covers bodily injury, property damage, or other third-party claims that arise from the firm's operations or on-site activities, such as a visitor being injured or a client's property being damaged during work. Cyber coverage is increasingly important in today's data-centric practice, addressing risks like data breaches, ransomware, or other cyber incidents, but it's optional and often tied to the firm's data exposure and client requirements. Other coverages like auto liability, homeowners, life and health, flood, or workers' comp address different needs (personal or scenario-specific) and are not the foundational protections for a design practice; the standard package centers on professional liability and general liability, with cyber coverage as an add-on when appropriate.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://ncarbce.examzify.com>

We wish you the very best on your exam journey. You've got this!

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