

**AGREEMENT  
BETWEEN  
PROFESSIONAL CREDENTIAL SERVICES, INC.,  
AND THE  
COMMONWEALTH OF PUERTO RICO  
DEPARTMENT OF STATE**

2012-0000 59

THIS AGREEMENT is made and entered into on this 27<sup>th</sup> day of April, 2012, by and between PROFESSIONAL CREDENTIAL SERVICES, INC. ("PCS"), a professional organization with offices at 150 Fourth Avenue North, Suite 800, Nashville, Tennessee 37219, represented by Andrea Bledsoe, Executive Vice President, of legal age, resident of Nashville, Tennessee and the DEPARTMENT OF STATE (the "DEPARTMENT"), as authorized by virtue of the Constitution of the Commonwealth of Puerto Rico and Law No. 101 of 2002, represented by Kenneth D. McClintock, Secretary of State, of legal age, resident of San Juan, hereinafter referred to as the "DEPARTMENT."

**RECITALS**

WHEREAS, the DEPARTMENT desires the provision of certain professional services and PCS desires to provide such services on the terms and conditions set forth below.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing, the mutual covenants and agreements hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the DEPARTMENT and PCS hereby agree as follows:

**I. PROVISION OF SERVICES:**

- A. PCS shall, in accordance with the terms and conditions of this Agreement:
1. Provide examination and licensing services for the Boards listed in the Scope of Work contained and incorporated herein by this reference.
  2. Collect fees as set forth in the Fee Schedules contained and incorporated herein as Attachment A and Attachment B.
  3. Provide examination administration, test development and licensing services in accordance with statutes and rules and regulations of the Commonwealth of Puerto Rico.

4. Administer national examinations in accordance with the policies and procedures of the national associations applicable to specific examinations listed within the Scope of Work included herein.

B. In the event that during the term of this Agreement, the DEPARTMENT desires to engage PCS to perform additional services for additional boards or professions not listed within the Scope of Work as of the date hereof, the DEPARTMENT and PCS shall execute an amendment to effect the addition of such services.

II. **SCOPE OF WORK:**

A. Overview:

In carrying out this Agreement, PCS will provide a system and services for the following Boards within the Department:

ACTORS  
AGRONOMISTS  
APPRAISERS  
ARCHITECTS AND LANDSCAPE ARCHITECTS (NATIONAL)  
AUTO TECHNICIANS  
AUTO MECHANICS  
BARBERS  
CHEMISTS  
COSMETOLOGISTS  
DRAFTSMEN  
ELECTRICIANS  
ELECTRONIC TECHNICIANS  
ENGINEERS & LAND SURVEYORS (NATIONAL)  
GEOLOGISTS (NATIONAL)  
INTERIOR DESIGNERS  
PLUMBERS  
PROFESSIONAL PLANNERS  
PUBLIC RELATIONS  
REAL ESTATE BROKERS AND SALESPERSONS  
REFRIGERATION AND AIR CONDITIONING TECHNICIANS  
SOCIAL WORKERS  
OPERATORS OF WATER TREATMENT PLANTS

Any other Board that the Departments assigns to PCS.

In addition, any Board that moves from its current jurisdictional examination to a national examination will be added to the above list, or if already on the list, the scope of work will be amended.

Specifically, the following are services that PCS will provide under the agreement:

1. Examination Administration for the following Boards on dates that are mandated by the associated national associations:

ENGINEERS AND LAND SURVEYORS

GEOLOGISTS

LANDSCAPE ARCHITECTS (This test will be offered until June 2012 as a result of computer based testing by the CLARB's national testing vendor)

2. Examination Administration Services:

In carrying out this Agreement, PCS will provide theory examination administrations and have oversight of all aspects of the administrations for the following Boards two times and/or windows, unless otherwise specified by law for a particular Board, each year and on dates that will be agreed upon between PCS and the DEPARTMENT:

BARBERS

CHEMISTS

COSMETOLOGISTS

DRAFTSMEN

ELECTRICIANS

ELECTRONIC TECHNICIANS

INTERIOR DESIGNERS

PLUMBERS

PROFESSIONAL PLANNERS

REFRIGERATION AND AIR CONDITIONING TECHNICIANS

OPERATORS OF WATER TREATMENT PLANTS

Additional Boards may be added during the term of this Agreement if requested by the Department.

3. Practical Examination Administration Services:

In carrying out this Agreement, PCS will provide practical examination services and have oversight of all aspects of the practical examination administrations for the following Boards within the Department and on a schedule that will be mutually agreed upon between PCS, the Department and Boards:

COSMETOLOGISTS  
BARBERS  
INTERIOR DESIGNERS  
ELECTRICIANS  
PLUMBERS  
DRAFTSMEN

4. Test Development Services:

In carrying out this Agreement, PCS will provide test development services for the following Boards' theory examinations:

BARBERS  
CHEMISTS  
COSMETOLOGISTS  
ELECTRICIANS  
INTERIOR DESIGNERS  
PLUMBERS  
PROFESSIONAL PLANNERS  
REFRIGERATION AND AIR CONDITIONING TECHNICIANS  
OPERATORS OF WATER TREATMENT PLANTS

Additional Boards may be added to the above list as agreed upon between the parties.

Test development services include the design and redesign of tests and test banks, revision of test questions, training in preparation of questions to board members, test translation from Spanish to English as needed, meetings with examining boards relating to the preparation of tests, test validation studies, preparation of statistical and technical reports upon request of the Auxiliary Secretary of Examining Boards.

5. Licensing and System Development Services

In carrying out this Agreement, PCS will provide Licensing and System Development Services for all Boards at the DEPARTMENT, which, include,

but are not limited to, document imaging of historical licensing files; development of initial and renewal applications and associated documentation in Spanish and English, which will be provided to approved DEPARTMENT staff and Board Members via PCS' on-line system that is being customized for the Department's use; collection of all required licensing documentation; on-going scanning of documents mailed directly to PCS; pre-evaluation to determine whether licensing applicants meet requirements as specified by Puerto Rico law; discrepancy letters systematically sent to applicants who are missing documentation; preparation of wall certificates and/or wallet licenses.

Imaged documents will be accessed through a web browser. Users / Applicants will need a password and username to log into the network and access data through a Secure Socket Layer (SSL) connection. Historical imaged documents will be searchable by license number. Once a renewal application is received by PCS, the historical files will be included into the applicant's electronic file. The DEPARTMENT may provide PCS with data which can be attached to a file pertaining to an applicant or professional. New records that are input into the system will be searchable by name, license number, email address and phone number.

The DEPARTMENT will assign levels of access to the system by its employees and provide to PCS, as needed to comply with their functions. Users / Applicants will only have access to their files in the system. The general public should be able to access non confidential information about a professional, including name, license number, category, dates of issuance and expiration of the license, license status, address, and email address.

It is understood that full authority for licensing remains with the Department and each of its regulatory Boards, which reserves the right to review applications, determine eligibility and observe the administration of examinations. Therefore, before any action is taken to initiate new services, PCS will confer with the Department and/or Boards to ensure that all forms and other materials meet the unique requirements and recommendations of the Department in every way. This consultation will also serve to clarify the roles and functions of PCS and the Department with respect to services provided.

Specific responsibilities related to system development and licensing are set forth below in paragraph 6, following examination and test development responsibilities.

6. The following are specific examination, test development, system and licensing services that PCS will provide under this Agreement:

EXAMINATIONS:

- ▶ Work closely with Boards, site(s), and examination teams to determine examination application deadlines, examination dates and publish dates in newspapers within time frames as directed by Puerto Rico law.
- ▶ Create/revise practical examination applications in English and Spanish and post to both PCS and DEPARTMENT web sites upon approval from the Boards.
- ▶ Collect all examination and Department fees and submit DEPARTMENT fees following each examination administration as agreed to and as indicated in Attachment A hereto.
- ▶ Process applications and determine eligibility as directed by Boards.
- ▶ Provide examination admission notices to candidates.
- ▶ Prepare all examination materials for each examination administration.
- ▶ Contract directly with examination sites.
- ▶ Contract directly with proctors.
- ▶ Administer practical examinations.
- ▶ Administer theory examinations.

TEST DEVELOPMENT:

- ▶ Process scores and provide score notices to candidates and boards as required.
- ▶ Prepare and submit Board Reports as required.
- ▶ Responsible for item banks and maintenance of item banks using LXR software or other software if PCS deems necessary to upgrade.
- ▶ Attend Board meetings as needed or requested.

- ▶ Maintain to the best of our ability security of examinations and related materials at all times.
- ▶ Provide necessary test development services for the Boards' theory examinations hereinabove stated.
- ▶ Meet with DEPARTMENT officials as needed and/or requested by the DEPARTMENT.

#### SYSTEM AND LICENSING SERVICES:

- ▶ PCS will contract with a reputable document imaging company in Puerto Rico to begin scanning historical licensing files at the DEPARTMENT upon execution of contract. It is estimated that this activity will take between 80-100 days. The DEPARTMENT will provide location at the DEPARTMENT for scanning to take place.
- ▶ Imaging Company will scan boxes of files in order as directed by PCS and the DEPARTMENT.
- ▶ PCS will collaborate with the DEPARTMENT and/or Boards to develop all documents required for licensure in both English and Spanish.
- ▶ PCS will contract with a Puerto Rico certified translator to translate its web site and all associated documents in priority order as directed by PCS and the DEPARTMENT.
- ▶ DEPARTMENT will provide, in priority order, each Board's detailed requirements for licensure and required documents, including samples of all currently used.
- ▶ The DEPARTMENT and/or Boards will assist PCS with communications to each board's professional society, when one exists, to explore the possibility of a society being willing and able to provide PCS with historical membership data that includes license numbers.
- ▶ The DEPARTMENT will provide PCS with blocks of license numbers for each license type for use in the system being developed to generate licenses to approved applicants.
- ▶ PCS will transition each Board to the licensing system one at a time and in order as directed by the DEPARTMENT.

- ▶ All licensing applicants will apply on-line for both initial and renewal licenses. PCS will receive physical applications for the purpose of scanning and entering documents into the PCS system and provide a fully imaged and scanned copy for evaluation by Board Officials.
- ▶ PCS's system will pre-evaluate each applicant's or licensee's application for completeness and attach all historical and current documentation to applicant's electronic file in licensing system. The pre-evaluation will be reviewed by the Examining Board Officials who, after reviewing the file, will confirm that it is complete in the system.
- ▶ Applications that have been pre-evaluated by PCS and determined to be complete by Examining Board Officials will be placed in the Board's review queue in PCS' system for review and approval or denial.
- ▶ The licensing system will allow applicants to enter their hours of completed continuing education and will enter course name, etc. The information entered will be evaluated by the Board Official to ensure that course provider is an accepted provider by the Board(s).
- ▶ PCS will provide training for all approved DEPARTMENT staff and Board Members with appropriate authorization levels to use PCS' software.
- ▶ Authorized Board Members will have authorization to review completed files on-line to approve or deny licensure. No staff will have this authorization level.
- ▶ Upon approval of licensure by the Board, PCS' system will automatically generate either a Wall Certificate or Wallet License for approved licensees, together with a congratulatory letter. Wall Certificates can be generated with electronic signatures if signature samples are provided by board members and/or can be submitted directly to Puerto Rico for signing by the Board upon approval.
- ▶ PCS will retain paper files created in PCS' offices and submit to Board or DEPARTMENT upon request. PCS will provide storage space to house all imaged Department of State paper files for a period of 5 years, not including historical scanned documents. After expiration of the 5-year period, PCS will seek authorization from the DEPARTMENT before any destruction of documents can take place. PCS will send the DEPARTMENT a list of the documents set to be destroyed. After verification of the document list, the DEPARTMENT will authorize PCS to carry out the destruction of said documents. Only the Assistant Secretary of the

Examination Boards or formally authorized board personnel can carry out the verification of the document list and determine the course of action.

- ▶ Any other related services as may be agreed upon between the DEPARTMENT and PCS under a signed amendment to this agreement.

Examination administrative work and some test development tasks shall be conducted by PCS staff in Nashville, Tennessee, PCS' contracted psychometrician located in Puerto Rico, and/or by a minimum of two PCS employees, who will be located in Puerto Rico and work out of the DEPARTMENT's offices in Old San Juan, Puerto Rico or in PCS' offices at The Atrium or other location as may be decided in the future by PCS. In addition, examiners and proctors will be retained as needed in Puerto Rico.

System and licensing services will be performed automatically by PCS' systems located in Nashville, Tennessee and, as needed, by PCS staff in Nashville, Tennessee or in San Juan, Puerto Rico.

PCS has hired the full-time services of two local Puerto Rico citizens ("PR Personnel") that were affected by dismissals under Law No. 7 of 2009 to fulfill many of the responsibilities set forth in this Agreement. The DEPARTMENT agrees to obtain and/or grant all necessary authorizations for each PR Personnel to occupy an office located at the DEPARTMENT'S offices during the term of the Agreement at no cost to PCS. In addition, the DEPARTMENT will provide during the term of the Agreement, a computer, telephone, internet and telephone service, and access to the software programs and databases necessary for such employees to perform their duties hereunder, including any other basic office needs for each PR Personnel at no cost to PCS.

PR Personnel will report exclusively to PCS supervisors and will only be responsible to complete duties related to the Scope of Work described in this Agreement unless otherwise agreed to between PCS and the DEPARTMENT.

**III. PAYMENT FOR EXAMINATION AND TEST DEVELOPMENT SERVICES AND FEE SCHEDULE:**

- A. Candidates will apply for each examination directly to PCS and submit payment of all fees directly to PCS as outlined in Attachment A, Fee Schedule. Said Fee Schedule was effective August 1, 2010, and will continue to be in effect throughout the term of this Agreement. Included in Attachment A is the DEPARTMENT'S \$35 fee (and herein designed as "Board Fee") collected directly by PCS from each first-time candidate and remitted to the DEPARTMENT on terms mutually agreeable to the DEPARTMENT and PCS. The Board Fee is meant to cover the cost of the Internal Revenue Receipt issued by the Collector of Internal Revenue of Puerto Rico and any other fee that may have been previously paid direct to the DEPARTMENT by Candidate.
- B. A non-refundable \$100 proctoring fee may be charged to candidates from other jurisdictions that take one of the national examinations if proctoring is permitted.
- C. Should the costs for national examinations and grading services purchased from any national association be increased during the term of this AGREEMENT, the national association and/or PCS shall so notify the DEPARTMENT in writing within thirty (30) days of receipt of the notice from the national association(s) and PCS shall be permitted to pass the increase on to the candidates without any further action.

**IV. PAYMENT FOR LICENSING SERVICES AND FEE SCHEDULE.**

- A. PCS will collect all fees from applicants for initial and renewal licenses. PCS' fee will be \$25 for each initial and renewal applicant. The DEPARTMENT'S fee will vary as indicated on Attachment B, Fee Schedule.
- B. The Department will bear the total expense of Document Imaging and Indexing for historical licensing files at the DEPARTMENT, up to a maximum of TWO HUNDRED AND FIVE THOUSAND DOLLARS (\$205,000.00) based on an estimate of THREE MILLION (3,000,000) images, at a cost of \$0.068 per page. Monthly invoices based on images generated will be sent and payment will be due fifteen (15) days after invoice. Payments made by the DEPARTMENT to PCS for Imaging and Indexing, until June 30<sup>th</sup>, 2012, are budgeted and will be paid from Account No. 245-0230000-000<sup>784</sup> - Any Payments due after June 30<sup>th</sup>, 2012 and up to December 31<sup>st</sup>, 2012, will be made from government accounts identified for such purpose next fiscal year.

PCS understands that the DEPARTMENT is not allowed by law to authorize payments from government accounts for future fiscal years.

C. Invoices submitted by PCS to the DEPARTMENT will comply with the following:

1. According to the Department of the Treasury of Puerto Rico Circular Letter No. 1300-02-10 dated on July 14<sup>th</sup> 2009, PCS should submit to the DEPARTMENT an invoice for services rendered no later than ten (10) days after the beginning of the following month.
2. Invoices submitted by PCS to the DEPARTMENT will be itemized and should include: PCS's letterhead, date of invoice, date or dates in which services were rendered, detail of the work performed, total quantity invoiced for the services and any other reasonable information requested by the DEPARTMENT or its authorized representative needed to authorize and process payment of invoice.
3. Invoices should be certified as correct by the Assistant Secretary of Examination Boards in order to process payment.
4. Invoices should also comply with Executive Order No. OE-2001-73 and Law No. 84 of 2002, as amended, "Code of Ethics for Contractors", 3 PR Stats. Ann § 1756, and each shall include the following Certification:

*Under penalty of absolute nullity, I certify that no public servant of the government entity is a party to or has an interest in the profits or benefits that are the product of the contract subject of this invoice, and to be a party to or have an interest in the profits or benefits of resulting from the contract, under this invoice a prior dispensation has been issued. The sole consideration to furnish the contracted goods or services subject of the contract is the payment agreed upon with the authorized representative of the government entity. The amount that appears in the invoice is fair and correct. The work has been performed, the products have been delivered and the services rendered, and no payment has been received for them.*

D. PCS is hereby warned that any excess of services of Imaging and Indexing for historical licensing files which are rendered without

authorization by an Amendment to this Agreement will in no way be responsibility of the DEPARTMENT. Any service provided by PCS, but not considered in this Agreement will be the total responsibility of PCS.

## V. SYSTEM LICENSE USAGE AGREEMENT

- A. **Software.** In consideration and exchange for the applicable Transaction Fees as set forth above, which shall be collected directly by PCS for the utilization of the Service (as defined below) by the Department and other third parties, PCS hereby grants DEPARTMENT access to PCS's software located on PCS's hosted servers ("Software") for as long as this Agreement remains in full force and effect. The DEPARTMENT shall only access the Software for the purpose of managing DEPARTMENT's examining boards' services, as defined in this Agreement or its attachments, and for no other purpose. Software will be available through the DEPARTMENT's portal, [www.estado.pr.gov](http://www.estado.pr.gov) and Puerto Rico Government's portal, [www.pr.gov](http://www.pr.gov), or any other portal the DEPARTMENT or the Government sets up for that purpose. Software will be available in English and Spanish. At DEPARTMENT's direction, PCS shall edit the Software for any of the wording or language. The design of the portal developed by PCS should be similar to the design of the website of the Department and should be approved by the Chief Information Officer of the Government of Puerto Rico or the person in whom he delegates.
- B. **Proprietary Rights.** The DEPARTMENT acknowledges and agrees that PCS owns all right, title and interest in and to the Software, subject to the access and use rights granted herein. PCS likewise owns all patents, trademarks, copyrights, trade names and other proprietary or intellectual property in, or used in connection with, the Software. The Software also contains confidential and proprietary trade secrets of PCS which are protected by law and are of substantial value to PCS.
- C. **Terms of Service.** The DEPARTMENT acknowledges and agrees to the following terms of service, which together with the terms set forth in Article I, shall govern DEPARTMENT's access and use of the Software to perform the business filing services of the DEPARTMENT (the "Service"). Unless explicitly stated otherwise, any Add-Ons or New Products that augment or enhance the Software or Service, and/or any new service(s) subsequently purchased by DEPARTMENT will be subject to this Agreement. However, such Add-Ons or New

Products that augment or enhance the Software or Service, and/or any new service(s) subsequently purchased during the Term by DEPARTMENT must be incorporated through written amendment to this Agreement.

- D. **Internet Access.** PCS shall not be responsible for providing or maintaining DEPARTMENT's access to the internet. PCS shall not be responsible for providing equipment necessary to make such (and maintain such) connection to the Internet. DEPARTMENT acknowledges and understands that a high speed Internet connection of adequate bandwidth is required for proper performance of the Service. DEPARTMENT agrees that PCS is not responsible for Internet outages, delays or interruptions affecting connectivity between DEPARTMENT and PCS.
- E. **Passwords, Access, And Notification.** PCS will be responsible for the confidentiality and use of the DEPARTMENT's user's passwords and user names. The DEPARTMENT will be responsible for providing PCS the names of authorized users, including staff and Board Members. Based upon direction from the DEPARTMENT, authorization levels will be determined in order to protect the DEPARTMENT and PCS from having unauthorized personnel determining whether licensees are approved or denied for license. This responsibility rests solely with the Board Members' authorized to make such determination. PCS will act as though any electronic communications it receives under the DEPARTMENT's passwords, user name, and/or account number will have been sent by the DEPARTMENT. The DEPARTMENT agrees to immediately notify PCS if the DEPARTMENT becomes aware of any loss or theft or unauthorized use of any of the DEPARTMENT's passwords, user names, and/or account number.
- F. **Department's Lawful Conduct.** The Service allows only authorized personnel from the DEPARTMENT to send electronic communications directly to PCS and to third parties. The DEPARTMENT agrees to comply with all applicable local, state, federal, and foreign laws, treaties, regulations, and conventions in connection with its use of the Service, including, without limitation, those related to privacy, electronic communications, export and anti-spam legislation and shall obtain any permits or licenses required for such compliance. The DEPARTMENT will not send any electronic communications from the Service that are unlawful, harassing, libelous, defamatory, or threatening. Except as permitted by this Agreement, no part of the Service may be copied, reproduced, distributed, republished, displayed, posted or transmitted in any



form or by any means. The DEPARTMENT agrees not to access the Service by any means other than through the interfaces that are provided by PCS. The DEPARTMENT shall not license, rent, sell, lease, transfer, assign, distribute, display, host, outsource, disclose, or otherwise commercially exploit or make the Service available to any unauthorized user, including but not limited to, by "mirroring" or "framing" any part of the Service, or by creating Internet links to the Service which include log-in information, user names, passwords, and/or secure cookies, unless such actions are consented in writing by PCS. The DEPARTMENT will not upload, post, reproduce or distribute any information, software or other material protected by copyright or any other intellectual property right (including but not limited to rights of publicity and privacy) without first obtaining the permission of the owner of such rights. The DEPARTMENT will not in any way express or imply that any opinions contained in DEPARTMENT's electronic communications are endorsed by PCS. Neither the DEPARTMENT, nor someone acting on DEPARTMENT's behalf, will use the Service for the purpose of providing any competitive product. The DEPARTMENT shall ensure that any use of the Service by the DEPARTMENT's employees (or the DEPARTMENT's other authorized users) is in accordance with the terms and conditions of this Agreement.

- G. **Third-Party Software.** The DEPARTMENT agrees to use third party software necessary for accessing the Service, including, but not limited to, Microsoft Internet Explorer Version 7.0 or higher as the DEPARTMENT's "browser" software which supports a data security protocol compatible with the protocol used by PCS. Until notified otherwise by PCS, the DEPARTMENT agrees to use software that supports the Secure Socket Layer (SSL) protocol or other protocols accepted by PCS and to follow logon procedures for services that support such protocols.
- H. **Transmission Of Data.** The DEPARTMENT understands that the technical processing and transmission of the DEPARTMENT's electronic communications is fundamentally necessary to the DEPARTMENT's use of the Service. The DEPARTMENT expressly consents to PCS's interception and storage of electronic communications and/or DEPARTMENT Data, and the DEPARTMENT acknowledges and understands that the DEPARTMENT's electronic communications will involve transmission over the Internet, and over various networks, only part of which may be owned and/or operated by PCS. The DEPARTMENT acknowledges and understands that changes to the DEPARTMENT's electronic communications may

occur in order to conform and adapt such data to the technical requirements of connecting networks or devices. The DEPARTMENT further acknowledges and understands that electronic communications may be accessed by unauthorized parties when communicated across the Internet, network communications facilities, telephone, or other electronic means. The DEPARTMENT agrees that PCS is not responsible for any electronic communications and/or DEPARTMENT Data which are delayed, lost, altered, intercepted or stored without authorization during the transmission of any data whatsoever across networks not owned and/or operated by PCS, including, but not limited to, the Internet. PCS understands that the DEPARTMENT Data is proprietary and Confidential Information of DEPARTMENT and/or DEPARTMENT's clients, and PCS shall not open or verify or observe or browse the DEPARTMENT Data except and as limited as it is necessary for PCS to comply with its obligations under this Agreement or provide the corresponding maintenance to its computer servers and systems. In order to protect transmitted information, PCS uses encrypted HTTPS and SFTP for all applicant/licensee communication.

- I. **PCS's Support.** PCS will make reasonable efforts to promote the DEPARTMENT's utilization of the Service in accordance with the terms of the Agreement, including, but not limited to, providing the DEPARTMENT with standard training, documentation, and online help for the term of the contract. Reasonable efforts should be consistent with PCS's past practice or the practice standard of the industry, that which is most beneficial for the DEPARTMENT, to achieve the successful utilization of the Service as expeditiously as possible.

PCS also offers the DEPARTMENT support and professional services consultation, free of additional charges as related to the system and services being provided under this Agreement. The DEPARTMENT acknowledges that PCS has extensive experience helping the DEPARTMENT improve utilization and realization of benefits of the Service, and that not following the advice of PCS or not engaging PCS in the provision of professional services may substantially limit DEPARTMENT's ability to successfully utilize the Service or to enjoy the power and potential of the Service.

- J. **Trademark Information.** PCS service marks, logos and product and service names are marks of PCS (the "PCS Marks"). The DEPARTMENT agrees not to display or use the PCS Marks in any manner without PCS's express prior written permission.

K. **Confidential Information.** For purposes of this Agreement, confidential information shall include DEPARTMENT Data, and any information that is clearly identified in writing at the time of disclosure as confidential ("Confidential Information"). Each party agrees: (a) to keep confidential all Confidential Information disclosed to it by the other party or by a third-party; (b) not to use the Confidential Information of the other party except to the extent necessary to perform its obligations or exercise rights under this Agreement; and (c) to protect the confidentiality thereof in the same manner as it protects the confidentiality of similar information and data of its own (at all times exercising at least a reasonable degree of care in the protection of such Confidential Information) and to make Confidential Information available to authorized persons only on a "need to know" basis. Either party may disclose Confidential Information on a need-to-know basis to its contractors who have executed written agreements requiring them to maintain such information in strict confidence (or that are otherwise required by law to maintain confidence) and use it only to facilitate the performance of their services in connection with the performance of this Agreement. Confidential Information shall not include information which: (1) is known publicly; (2) is generally known in the industry before disclosure; (3) has become known publicly, without fault of the recipient, subsequent to disclosure by the disclosing party; or (4) the recipient becomes aware of from a third party not bound by non-disclosure obligations to the disclosing party and with the lawful right to disclose such information to the recipient. Notwithstanding the foregoing, this Section 2.10 will not prohibit the disclosure of Confidential Information to the extent that such disclosure is permitted by law or order of a court or other governmental authority or regulation so long as it shall (x) first notify the disclosing party of such request, requirement or proposal; (y) in the case of a required disclosure, furnish only such portion of the Confidential Information as it is advised in writing by counsel that it is legally required to disclose; and (z) cooperate with the disclosing party in its efforts to obtain an order or other reliable assurance that confidential treatment will be accorded to that portion of the Confidential Information that is required to be disclosed. With respect to any information received by either party from the other as a result of any other relationship between the parties other than in the course of performance under this Agreement (i.e., business development, partnership, alliance, etc.), the parties will abide by the terms and conditions of any applicable Nondisclosure Agreement (or similar agreement) executed between the parties.

PCS is authorized to exchange information with the Chief Information Officer for the Government of Puerto Rico and any other Government agency. Disclosure of Department's Confidential Information to the Chief Information Officer or any other agency will require PCS to notify the DEPARTMENT via email. If the DEPARTMENT has any doubt regarding the information requested, the DEPARTMENT shall contact the concerned agency or the Chief Information Officer.

PCS's system will support and provide for the transfer of information to and from other agencies of the Government of Puerto Rico, for investigation, integration of electronic services and other purposes, as required by the Government of Puerto Rico. PCS shall make the necessary reasonable modifications to database and/or software, that permits such transfer of information.

Regarding the professionals regulated by the boards, non-confidential information is defined as: name, license number, category, dates of issuance and expiration of the license, license status. Any other information should be deemed confidential.

- L. **Storage Limits.** PCS will provide the entire database and image storage needed to accomplish the purposes of this Agreement.
  
- M. **License From Department.** The DEPARTMENT understands and agrees that it is PCS's practice to make backup copies of the DEPARTMENT Data. The DEPARTMENT acknowledges and agrees that PCS will store and maintain such data during the Term of the Agreement and for a period of one year after the expiration or earlier termination of the Agreement. Upon the expiration or earlier termination of the Agreement, PCS shall provide the DEPARTMENT with all backup copies of the DEPARTMENT Data which PCS made during the Term of the Agreement. Subject to the terms and conditions of this Agreement, the DEPARTMENT grants PCS a limited non-exclusive non-transferable license to copy, store, record, transmit, maintain, display, view, print, or otherwise use DEPARTMENT Data to the extent necessary to provide the Service to the DEPARTMENT. The DEPARTMENT agrees that the license to store and maintain DEPARTMENT Data shall survive the expiration or earlier termination of this Agreement for approximately one year for the sole purpose of storing backup DEPARTMENT Data at PCS's offsite storage facility. Subject to the terms of this Agreement, PCS agrees that, as between the DEPARTMENT and PCS, Department Data shall at all times be considered the property of Department.

- N. **Warranty Of Functionality.** PCS warrants to the DEPARTMENT during the Term that the Service will achieve in all material respects the functionality described in the Documentation applicable to the Service and that such functionality will be maintained in all material respects in subsequent upgrades to the Service. PCS does not warrant that the Service will be error-free. The DEPARTMENT's remedy for PCS's breach of this warranty shall be that PCS shall be required to use reasonable efforts to modify the Service to achieve in all material respects the functionality described in the Documentation and if PCS is unable to restore such functionality, the DEPARTMENT shall be entitled to terminate the Agreement. Reasonable efforts should be consistent with PCS's past practice or the practice standard of the industry, that which is most beneficial for the DEPARTMENT, to restore functionality as expeditiously as possible. PCS shall have no obligation with respect to a warranty claim unless notified of such claim within sixty (60) days of the first instance of any material functionality problem which was known or should have been known by the DEPARTMENT.
- O. **Security, Data Integrity And Backup Warranty.** PCS warrants during the Term of this Agreement that PCS will use reasonable efforts to safeguard and accurately maintain DEPARTMENT Data, utilizing at a minimum industry standard security and backup procedures. In the event of a breach of this provision, PCS will use reasonable efforts to correct the DEPARTMENT's Data or restore the DEPARTMENT's Data as quickly as possible. Reasonable efforts should be consistent with PCS's past practice or the practice standard of the industry, that which is most beneficial for the DEPARTMENT, to correct the DEPARTMENT's Data or restore the DEPARTMENT's Data as expeditiously as possible.

Physically, PCS's locations containing DEPARTMENT's files are secured by Security Staff, Controlled Security Procedures, CCTV surveillance system with minimum 30-day DVR backup, integrated card reader security systems, exterior security cameras and third-party security service, and access to the servers limited to specific PCS employees. PCS's server equipment is housed in office areas inside key-card locked rooms, additionally secured by lock and key in an equipment cage which is located in a key locked server cabinet. DEPARTMENT's database will be located on a network server protected by a firewall and password. All connections to the DEPARTMENT's database at PCS's server require Secure Socket Layer (SSL) connections. DEPARTMENT's files will be backed up daily.

- P. **Non-Infringement Warranty.** PCS warrants that it is the sole owner and has full power and authority to grant the DEPARTMENT access and use of the Service and other rights granted by the Agreement to the DEPARTMENT with respect to the Service and that the performance by DEPARTMENT in its utilization of the Service will not, in any way, constitute an infringement or other violation of any copyright or trademark of any third party.
- Q. **Other Warranty.** PCS warrants that the Service shall be free of viruses, Trojan horses, worms, spy ware, or other malicious code or components.
- R. **Handling Of Department Data In The Event Of Termination.** The DEPARTMENT agrees that following termination of DEPARTMENT's account and/or use of the Service, PCS will return the DEPARTMENT's Data to the DEPARTMENT on electronic media (in standard relational database formats and image formats to be agreed by both parties). The DEPARTMENT further agrees that PCS shall not be liable to DEPARTMENT nor to any third party for any termination of DEPARTMENT access to the Service or deletion of DEPARTMENT Data, provided that PCS is in compliance with the terms of this Section. PCS may not delete DEPARTMENT Data without having ensured that the DEPARTMENT obtained a copy of the DEPARTMENT Data prior to the DEPARTMENT Data being deleted.
- S. **Excusable Nonperformance.** If any party is delayed or prevented from performing its obligations under this Agreement due to any cause beyond its reasonable control, including natural disaster, fire, flood, unusually severe weather, Acts of God, labor disputes and governmental regulations, the delay shall be excused during the continuance of, and to the extent of, such cause, and the period of performance shall be extended to the extent necessary to allow performance after the cause of delay has been removed. Each party agrees to work with the other party, at the other party's request, to develop mutually agreeable alternatives in order to minimize the negative impact of any such delay.
- T. **Independent Contractor.** In performing its obligations or enjoying its rights under this Agreement, each party shall comply with all applicable laws and regulations. PCS is providing Software and Software Maintenance and Support to Department as an

independent contractor, and shall not be deemed to be a "state actor" for purposes of 42 U.S.C. § 1983. PCS will not be responsible for (a) user errors or (b) compatibility problems encountered through the use of the Software with equipment or software not meeting PCS's specifications. PCS may engage subcontractors to provide certain of the Software or Software Maintenance and Support, but shall remain fully responsible for such performance.

**U.** In the event the AGREEMENT is terminated, the DEPARTMENT and PCS may enter into a separate agreement under mutually acceptable terms relating to the continued use of the system.

**VI. TERM:**

A. The initial term of this AGREEMENT shall be from April 27 2012 through December 31, 2012.

B. This AGREEMENT shall automatically renew at the end of the term for an additional period of 2 years, unless either party notifies the other party in writing of its intention not to renew the Agreement by providing written notice within 30 days before December 31, 2012 or one-hundred (180) calendar days after January 2<sup>nd</sup>, 2013. In such case, the Agreement shall terminate thirty days after the notification of the intention not to renew. In the event the parties do not exercise this right to cancel within such one-hundred eighty (180) calendar day period, such right shall be of no further force and effect and the automatic renewal will prevail.

**VII. CONFIDENTIALITY:**

PCS warrants that it will maintain in confidence **all** information (candidate/applicant names, social security numbers, scores, test materials) belonging to the DEPARTMENT, and will neither use such information nor disclose it to anyone outside of the DEPARTMENT, a professional board or any of its members within the DEPARTMENT, or as required to perform any aspect of the Scope of Work, including providing information to any relevant national association, without explicit written permission of the DEPARTMENT.

**VIII. GENERAL PROVISIONS:**

A. PCS certifies and the DEPARTMENT understands that no member of the legislature or employee of the COMMONWEALTH OF PUERTO RICO or any



member of his/her family has any direct or indirect pecuniary interest in the consent of this AGREEMENT, or to any benefit that may arise therefrom.

B. In connection with the performance of work under this AGREEMENT, PCS agrees that:

1. It will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, age, height, weight, disability, marital status, political affiliations, or sex;
2. It will in all solicitations or advertisements for employees placed on behalf of PCS state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, ancestry, age, height, weight, disability, marital status or sex or alternatively that PCS is an equal opportunity employer; and
3. As part of its commitment to not discriminate on the basis of disability, PCS shall, at a minimum, meet the standards applicable to the Commonwealth and the DEPARTMENT under the Americans with Disabilities Act (42 U.S.C. 12101 etc., 28 C.F.R. part 35). These standards included, but are not limited to, giving primary consideration to the requests of individuals with disabilities when determining which appropriate auxiliary aids and services to furnish for purposes of giving such persons equal opportunity to participate in licensing and certification examinations. The same considerations and special accommodations or scheduling arrangements will be provided by PCS to any religious preferences in accordance with the regulations of any relevant national association.

C. This AGREEMENT is not assignable by PCS, either in whole or in part without prior written consent of the DEPARTMENT.

D. Notwithstanding any provision contained in this AGREEMENT to the contrary, a party to this AGREEMENT may immediately terminate this AGREEMENT upon written notice to the other party in the event that the other party makes an assignment for the benefit of its creditors; is unable to pay its debts as they become due; files a voluntary petition in bankruptcy; is adjudicated to be a bankrupt or an insolvent debtor; files a petition seeking for itself any reorganization; or consents to or acquiesces in the appointment of a trustee, receiver or liquidator. In the event a proceeding seeking involuntary reorganization, or similar relief is filed against one of the parties to this AGREEMENT, which is not dismissed within one (1) month after filing, or if any trustee, receiver or liquidator of a party or any substantial part of a party's business assets, or properties is appointed without the party's

consent or acquiescence and such appointment is not vacated within one (1) month after such appointment, then in such event, the other party shall have the right to terminate without notice.

- E. PCS shall indemnify and hold harmless the DEPARTMENT against any and all liability, loss, damages, costs and expenses which it may sustain, incur or be required to pay arising out of or in connection with services performed under this Agreement by reason of the gross negligence or willful misconduct of PCS, its agent(s) or employees, or any of its subcontractors.
- F. PCS shall maintain during the initial term of this AGREEMENT and any renewals thereof a comprehensive general liability insurance policy with minimum coverage limits of not less than \$3,000,000 in the aggregate.
- G. PCS hereby certifies that it has never been convicted of any criminal or civil action against the Government of the United States or the Commonwealth of Puerto Rico. PCS certifies that it has no knowledge of any ongoing investigation targeting PCS that involves any type of criminal or civil action against any instrumentality of the U.S. Government or the COMMONWEALTH OF PUERTO RICO government, nor has it been convicted of any crime involving U.S. or COMMONWEALTH OF PUERTO RICO funds. PCS acknowledge that it is under duty to inform the DEPARTMENT of any changes to the above certification throughout the life of this AGREEMENT. PCS hereby certifies that PCS does not have any outstanding debts to the Government of Puerto Rico or the Government of the United States of America. If in the future PCS is convicted of any of the aforementioned crimes, the DEPARTMENT may terminate this AGREEMENT immediately.
- H. PCS hereby certifies that it does not have any pending debt corresponding to child support or, in the alternative, that it has entered into and complied with a payment plan with the Administration of Child Support, government agency ascribed to the DEPARTMENT of the Family, pursuant to Law 86 of August 17, 1994. PCS acknowledges that this condition is an essential part of this Agreement. If the previously noted certification is not fully or partly correct, the DEPARTMENT shall be entitled to terminate the same thereby, and PCS shall be obligated to reimburse the entire sum received under this AGREEMENT to the DEPARTMENT less any value received by the DEPARTMENT. PCS hereby certifies that none of our employees have a retention order due to any residents of Puerto Rico.
- I. PCS agrees to abide by the Code of Ethics for Contractors, Supplies and Economic Solicitors of the Executive Branch of the COMMONWEALTH OF PUERTO RICO, which governs the relations of all natural or legal persons, that have an interest in doing business with, provide services to, or petition



economic incentives to the COMMONWEALTH OF PUERTO RICO, pursuant to Law 84 of June 18, 2002.

- J. PCS agrees that any breach of contract by PCS with respect to the duties and responsibilities as noted in this AGREEMENT, as well as any negligence or abandonment of this AGREEMENT on the part of PCS shall be sufficient cause for the DEPARTMENT to immediately terminate this AGREEMENT without effect and without any further obligation to PCS.

**VII. FORCE MAJEURE:**

Neither PCS nor the DEPARTMENT shall be responsible for delays or failures in performance resulting from acts beyond the control of either party. Such acts shall included, but not be limited to, acts of God, strikes, riots, acts of war, fire, communication line failures, power failures, earthquakes or other disasters.

**VIII. GOVERNING LAW:**

This Agreement shall be deemed to be executed in Puerto Rico, regardless of PCS's domicile. This Agreement shall be governed by and construed and enforced in accordance with the internal laws of the Commonwealth of Puerto Rico without giving effect to the principles of conflicts law thereof. PCS and the DEPARTMENT consent to the interpretation of laws, jurisdiction, and venue in the state and federal courts sitting in Commonwealth of Puerto Rico, in San Juan. In any action or suit to enforce any right or remedy under this Agreement or to interpret any provision of this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorneys' fees. If a provision of this Section is found to be invalid, illegal or unenforceable in any respect, the court may modify it to make such provision enforceable

**IX. CANCELLATION:**

- A. This AGREEMENT or any extension thereof may be cancelled by the DEPARTMENT without giving any reason upon 30 days' written notice prior to the effective date of cancellation. It may be cancelled also, if:
1. The purpose for which this AGREEMENT is entered into no longer exists due to its elimination by executive or legislative action; or
  2. Funds are not made available for the DEPARTMENT in the allocation of funds by state budgetary authorities.



B. This AGREEMENT or any extension thereof may be cancelled by PCS upon 60 days' written notice prior to the effective date of cancellation if Puerto Rico's statutes or regulations affecting PCS' performance under this AGREEMENT are enacted or changed to such an extent that, in PCS' opinion, continuation of this AGREEMENT would be detrimental to PCS.

**X. RESPONSIBILITIES:**

PCS hereby certifies that it has no outstanding tax debts with the Commonwealth of Puerto Rico within the last five (5) years. PCS expressly acknowledges that this is an essential condition of this AGREEMENT. If the preceding certification is not correct, the COMMONWEALTH OF PUERTO RICO shall be entitled to terminate this AGREEMENT and PCS shall be obligated to reimburse the entire sum received under this AGREEMENT to the COMMONWEALTH OF PUERTO RICO.

**XI. CONFLICTS OF INTEREST:**

PCS acknowledges that in performing its professional duties, it must have complete loyalty toward the DEPARTMENT that includes not having interests that are adverse to that government entity. These adverse interests include representation of clients that have or may have later conflict of interests with the contracting party. This duty also includes the obligation of divulging to the DEPARTMENT constantly all the circumstances of its relationships with clients and third persons and any interest that could exert some kind of influence on the DEPARTMENT or this AGREEMENT on the date the contract is granted or during its affectivity.

PCS represents conflicted interests when, for the benefit of a client, it has the duty to promote that which it must oppose in order to comply with its obligations with another previous, present or potential client. Furthermore, it constitutes conflict of interests when its behavior is described as such in the standards of ethics set forth in the profession or in the laws and regulations of the COMMONWEALTH OF PUERTO RICO. It shall constitute a violation of this prohibition in contracts with societies or companies that any of its directors, associates, or employee incurs in the herein-described behavior. PCS shall avoid even the appearance of the existence of conflict of interests.

PCS recognizes the power that the Chief Executive of the DEPARTMENT has to watch for the compliance of the prohibitions herein contained. If the Chief Executive of the DEPARTMENT understands that there exists or have appeared adverse interests toward PCS, he/she shall notify in writing his/her findings and his/her intention to rescind the contract in a thirty (30) day term. PCS shall be entitled within that term to ask for a meeting with such Chief Executive to



expose its arguments against such determination of conflict, which shall always be granted. If said meeting is not requested in the aforementioned term, or if the controversy is not satisfactorily solve during the meeting, this AGREEMENT shall be cancelled.

**XII. ENTIRE AGREEMENT AND AMENDMENTS:**

This AGREEMENT:

- A. Constitutes the entire AGREEMENT between the parties with respect to the subject matter. No change, alteration, or amendment to or of this AGREEMENT shall be effective unless it is in writing and signed by a duly authorized representative of the DEPARTMENT and a duly authorized representative of PCS.
- B. Shall have substantive meaning only with respect to the text and not with respect to the headings, nor shall any meaning be attributed to the order in which its provisions have been listed;
- C. Shall be enforceable with respect to the remainder should any provision be deemed illegal or unenforceable; and
- D. May be enforced by means of the remedies set forth herein and/or any other remedies available at law or in equity.



IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their properly authorized personnel on the day and year above written.

In San Juan, Puerto Rico, this 27<sup>th</sup> day of April, 2012.

PROFESSIONAL CREDENTIAL SERVICES, INC.

By: Andrea Bledsoe

Andrea Bledsoe  
Title: Executive Vice President  
S.S.N. 621-74-9258

DEPARTMENT OF STATE OF PUERTO RICO

By: Kenneth D. McClintock

Kenneth D. McClintock  
Title: Secretary of State  
S.S.P. 660-63-7290

**ATTACHMENT A  
EXAMINATION AND TEST DEVELOPMENT FEE SCHEDULE**

**I. THEORY EXAM FEES:**

<b>BOARD</b>	<b>PCS FEE/NAT'L EXAMS</b>	<b>PCS THEORY FEE</b>	<b>NATIONAL FEE</b>	<b>PR BOARD FEE</b>	<b>TOTAL FEE</b>
Barbers	N/A	\$75	NA	\$25	\$100
Chemists	N/A	\$75	N/A	\$25	\$100
Cosmetology	N/A	\$75	N/A	\$25	\$100
Draftsmen	N/A	\$75	N/A	\$25	\$100
Electricians	N/A	\$75	N/A	\$25	\$100
Electronic Technicians	N/A	\$75	N/A	\$25	\$100
Engineering- FEs*	\$190	N/A	\$55	\$25	\$270
Engineering – PEs*	\$215	N/A	\$165	\$25	\$405
Engineering-Str.*	\$215	N/A	\$655	\$25	\$895
Land Surveying-FS*	\$205	N/A	\$100	\$25	\$330
Land Surveying-PS*	\$195	N/A	\$165	\$25	\$385
Geology- Fundamental*	\$150	N/A	\$150	\$25	\$325
Geology- Professional*	\$150	N/A	\$200	\$25	\$375
Interior Designers	N/A	\$75	N/A	\$25	\$100
Landscape Architects*	\$100	N/A	\$276	\$25	\$401
Plumbers	N/A	\$75	N/A	\$25	\$100
Professional Planners	N/A	\$75	N/A	\$25	\$100
Refrigeration	N/A	\$75	N/A	\$25	\$100
Water Works	N/A	\$75	N/A	\$25	\$100

\*National Associations'  
Examinations




**II. PRACTICAL EXAM FEES:**

<b>BOARD</b>	<b>PCS PRACTICAL FEE</b>	<b>PR BOARD FEE</b>	<b>TOTAL FEE</b>
Barbers	\$60	\$0	\$60
Cosmetology	\$60	\$0	\$60
Draftsmen	\$60	\$0	\$60
Electricians	\$60	\$0	\$60
Interior Designers	\$60	\$0	\$60
Plumbers	\$60	\$0	\$60
Refrigeration	\$60	\$0	\$60
Water Works	\$60	\$0	\$60

The DEPARTMENT will notify PCS in writing of the addition of any other board (existing or newly created by law) to this fee schedule (theory or practical exams), or any change, addition or elimination of fees. Changes shall be effective without further amendment or change to this Agreement.

**ATTACHMENT B  
FEE SCHEDULE FOR LICENSING SERVICES**

SERVICE	TOTAL FEE	PCS FEE	PR BOARD FEE
<b>ACTORS</b>			
License	<b>\$100.00</b>	\$25.00	\$75.00
Renewal	<b>N/A</b>	N/A	N/A
<b>AGRONOMIST</b>			
License	<b>\$50.00</b>	\$25.00	\$25.00
Renewal	<b>\$25.00</b>	\$25.00	\$0.00
<b>ARQUITECTS AND LANDSCAPE ARQUITECTS</b>			
<b>LICENSE</b>			
Professional	<b>\$175.00</b>	\$25.00	\$150.00
Training	<b>\$125.00</b>	\$25.00	\$100.00
Reciprocity	<b>\$175.00</b>	\$25.00	\$150.00
Retired	<b>\$125.00</b>	\$25.00	\$100.00
Retired in Training	<b>\$125.00</b>	\$25.00	\$100.00
<b>RENEWAL</b>			
Professional	<b>\$175.00</b>	\$35.00	\$140.00
Training	<b>\$125.00</b>	\$35.00	\$90.00
Reciprocity	<b>\$175.00</b>	\$25.00	\$150.00




SERVICE	TOTAL FEE	PCS FEE	PR BOARD FEE
<b>LATE RENEWAL PENALTY FOR ARCHITECTS Y LANDSCAPE ARCHITECTS</b>			
PROFESSIONAL (ADDED AS PART OF RENEWAL FEE)			
first to second month	<b>\$50.00</b>	\$0	\$50.00
second to third month	<b>\$60.00</b>	\$0	\$60.00
third to fourth month	<b>\$75.00</b>	\$0	\$75.00
fourth to fifth month	<b>\$90.00</b>	\$0	\$90.00
fifth to sixth month	<b>\$110.00</b>	\$0	\$110.00
sixth to seventh month	<b>\$130.00</b>	\$0	\$130.00
seventh to eighth month	<b>\$150.00</b>	\$0	\$150.00
eighth to ninth month	<b>\$170.00</b>	\$0	\$170.00
ninth to tenth month	<b>\$190.00</b>	\$0	\$190.00
tenth to eleventh month	<b>\$210.00</b>	\$0	\$210.00
eleventh to twelfth month	<b>\$230.00</b>	\$0	\$230.00
Added per year	<b>\$250.00</b>	\$0	\$250.00
<b>BARBERS</b>			
LICENSE			
Barbershop Stylist	<b>\$25.00</b>	\$21.00	\$4.00
Barber	<b>\$25.00</b>	\$21.00	\$4.00
Apprentice	<b>\$30.00</b>	\$25.00	\$5.00
RENEWAL			
Barber*	<b>\$25.00</b>	\$21.00	\$4.00
* Penalty: \$10.00 per year counted after 3 years of expiration of Licence without Renewal)			




SERVICE	TOTAL FEE	PCS FEE	PR BOARD FEE
<b>DRAFTSMAN</b>			
License (Permanent)	<b>\$60.00</b>	\$25.00	\$35.00
<b>INTERIOR DESIGNERS</b>			
License	<b>\$50.00</b>	\$25.00	\$25.00
Renewal	<b>\$70.00</b>	\$25.00	\$45.00
<b>BEAUTY SPECIALIST</b>			
LICENSE			
Specialist	<b>\$50.00</b>	\$25.00	\$25.00
Temporary License	<b>\$30.00</b>	\$25.00	\$5.00
Reciprocity	<b>\$100.00</b>	\$25.00	\$75.00
RENEWAL			
Temporary License	<b>\$30.00</b>	\$25.00	\$5.00
<b>GEOLOGIST</b>			
LICENSE			
Training	<b>\$150.00</b>	\$25.00	\$125.00
Temporary	<b>\$150.00</b>	\$25.00	\$125.00
Professional	<b>\$180.00</b>	\$25.00	\$125.00
Reciprocity	<b>\$150.00</b>	\$25.00	\$125.00
RENEWAL AND REACTIVATION			
Training	<b>\$180.00</b>	\$25.00	\$155.00
Temporary	<b>\$150.00</b>	\$25.00	\$125.00
Professional	<b>\$180.00</b>	\$25.00	\$155.00
Reciprocity	<b>\$150.00</b>	\$25.00	\$125.00

RB

SERVICE	TOTAL FEE	PCS FEE	PR BOARD FEE
<b>ENGINEERS AND LAND SURVEYORS</b>			
LICENSE			
Training	<b>\$100.00</b>	\$25.00	\$75.00
Professional	<b>\$150.00</b>	\$35.00	\$115.00
Reciprocity	<b>\$150.00</b>	\$25.00	\$125.00
RENEWAL			
Training	<b>\$100.00</b>	\$25.00	\$75.00
Professional	<b>\$180.00</b>	\$35.00	\$145.00
<b>LATE RENEWAL PENALTY FOR ENGINEERS AND LAND SURVEYORS</b>			
PROFESSIONAL (ADDED AS PART OF RENEWAL FEE)			
Less than 90 days	<b>\$25.00</b>	\$0	\$25.00
More than 90 days	<b>\$50.00</b>	\$0	\$50.00
Full term	<b>\$200.00</b>	\$0	\$200.00
<b>WATER AND WASTE WATER TREATMENT PLANT OPERATORS</b>			
License	<b>\$50.00</b>	\$25.00	\$25.00
Renewal	<b>\$50.00</b>	\$25.00	\$25.00
<b>ELECTRICIANS</b>			
LICENSE			
Professional	<b>\$50.00</b>	\$25.00	\$25.00
Journeyman	<b>\$30.00</b>	\$25.00	\$5.00
Apprentice	<b>\$30.00</b>	\$20.00	\$10.00
RENEWAL			
Journeyman	<b>\$30.00</b>	\$25.00	\$5.00

SERVICE	TOTAL FEE	PCS FEE	PR BOARD FEE
<b>ELECTRICIANS RENEWAL</b>			
Apprentice	<b>\$30.00</b>	\$20.00	\$10.00
<b>PROFESSIONAL PLANNERS</b>			
License	<b>\$100.00</b>	\$25.00	\$75.00
Renewal and Reactivation	<b>\$90.00</b>	\$25.00	\$65.00
<b>PLUMBERS</b>			
<b>LICENSE</b>			
Apprentice	<b>\$30.00</b>	\$25.00	\$5.00
Journeyman	<b>\$40.00</b>	\$25.00	\$15.00
Master	<b>\$60.00</b>	\$25.00	\$35.00
<b>RENEWAL</b>			
Apprentice	<b>\$30.00</b>	\$25.00	\$5.00
Journeyman	<b>\$40.00</b>	\$25.00	\$15.00
Master	<b>\$60.00</b>	\$25.00	\$35.00
<b>CHEMIST</b>			
License	<b>\$60.00</b>	\$35.00	\$25.00
Renewal	<b>\$60.00</b>	\$25.00	\$35.00
<b>AUTOMOTIVE MECHANICS AND TECHNICIANS</b>			
<b>LICENSE</b>			
Technician	<b>\$60.00</b>	\$25.00	\$35.00
Mechanic	<b>\$40.00</b>	\$25.00	\$15.00
<b>RENEWAL</b>			
Technician	<b>\$50.00</b>	\$35.00	\$15.00




SERVICE	TOTAL FEE	PCS FEE	PR BOARD FEE
<b>AUTOMOTIVE MECHANICS AND TECHNICIANS</b>			
RENEWAL			
Mechanic	<b>\$30.00</b>	\$20.00	\$10.00
<b>ELECTRONIC TECHNICIANS</b>			
LICENSE			
Professional	<b>\$50.00</b>	\$25.00	\$25.00
Temporary	<b>\$50.00</b>	\$25.00	\$25.00
RENEWAL			
Professional	<b>\$75.00</b>	\$25.00	\$50.00
<b>REFRIGERATION AND AIR CONDITIONING TECHNICIANS</b>			
LICENSE			
Technician	<b>\$60.00</b>	\$25.00	\$35.00
Apprentice	<b>\$30.00</b>	\$20.00	\$10.00
RENEWAL			
Technician	<b>\$60.00</b>	\$25.00	\$35.00
Apprentice	<b>\$30.00</b>	\$20.00	\$10.00
<b>SOCIAL WORKERS</b>			
LICENSE			
Permanent and Experience	<b>\$100.00</b>	\$25.00	\$75.00
Temporary	<b>\$60.00</b>	\$25.00	\$35.00
RENEWAL			
Temporary	<b>\$75.00</b>	\$35.00	\$40.00

The DEPARTMENT will notify PCS in writing of the addition of any other board (existing or newly created by law) to this fee schedule, or any change, addition or elimination of fees. Changes shall be effective without further amendment or change to this Agreement.