

Commonwealth of Kentucky

Department of Housing, Building, and Construction

2008 Examination Information Bulletin

Contractor/Trades Examinations

Computer-based Testing

Exam Fee: \$100/exam (Business & Law: \$60/exam)

REVISED August 5, 2008

**International Code Council
Contractor Trades Examinations
Birmingham District Office
900 Montclair Road
Birmingham, AL 35213**

1-888-ICC-SAFE (422-7233)

www.iccsafe.org/contractor

International Code Council Vision

Protecting the health, safety, and welfare of people
by creating better buildings and safer communities.

International Code Council Mission

Providing the highest quality codes, standards, products, and services
for all concerned with the safety and performance of the built environment.

**Information contained in this bulletin is deemed accurate as of the time of printing.
Contents are subject to change at any time.
For the most updated information, visit www.iccsafe.org/contractor.**

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Note: Examination requirements, including registration/scheduling, dates, locations, fees and references are subject to change. For up-to-date information on Code Council contractor trades examinations, go to www.iccsafe.org/contractor or call 1-888-ICC-SAFE (422-7233), ext. 33805.

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Table of Contents

About the Code Council Contractor/Trades Examination Program	1
Before You Register for an Examination	3
Electronic Examinations	5
Registering	5
Payment Policy.....	5
Taking the Examinations	5
2008 Examination Dates	6
Inclement Weather or Other Emergencies	6
To Cancel Without Monetary Penalties	6
If You Are Absent from Your Reserved Examination	7
What You May Bring to the Test Site	7
Test Results	8
Special Arrangements and Services	8
Pearson VUE Computer-based Testing Locations.....	9
Fax Reservation Form.....	10
Voucher Request Form	11
Administrative Rules and Procedures	13
Special Needs	13
Passing Score and Release of Results	13
Cancellation of Examination Scores.....	13
Challenge Information	13
Test Site Regulations	15
Participating Jurisdictions.....	17
Examination Outlines	19
Test-taking Tips.....	25
Format of Questions.....	26
Frequently Asked Questions	27

Examination registration/scheduling requirements, dates, locations, fees and references are subject to change. Please make sure that you have the most current candidate bulletin before registering for/scheduling any examination by visiting our web address at www.iccsafe.org/contractor.

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About the Code Council National Contractor Trades Examination Program

The International Code Council Contractor Trades Examination Program is a cooperative endeavor between the Code Council and participating states and jurisdictions.

Passing a Code Council examination is not a license to practice and does not guarantee that a license will be granted. Instead, a passing score satisfies the testing requirement for licensing.

To acquire a license to practice, you must apply to the Commonwealth of Kentucky at the following address:

Electrical:

Commonwealth of Kentucky
Public Protection Cabinet
Department of Housing, Buildings, and Construction
Electrical Licensing Section
101 Sea Hero Drive, Suite 100
Frankfort, KY 40601-5405
Phone: (502) 573-2002

Mechanical:

Commonwealth of Kentucky
Public Protection Cabinet
Department of Housing, Buildings, and Construction
Division of HVAC
101 Sea Hero Drive, Suite 100
Frankfort, KY 40601-5405
Phone: (502) 573-0395

Additionally, some jurisdictions may not recognize all of the examination categories offered by this program. You are strongly encouraged to check with the specific licensing board where you wish to be licensed to determine whether it recognizes these examinations.

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Before You Register for an Examination

Before you register for an electronic examination:

- Step 1** Contact the applicable licensing board for specific licensing requirements.
- Step 2** Ensure that you have the most current examination information by going to www.iccsafe.org/contractor for the applicable examination information bulletin.
- Step 3** Read all the information contained in the examination information bulletin in its entirety.
- Step 4** Select the examination you need to take. You may want to contact the specific licensing board/agency, if you need clarification.
- Step 5** Review the examination content outline for the examination you need to take.
- Step 6** Determine the reference materials required for the examination and obtain the references. Study these references well in advance of taking the examination.
- Step 7** Follow the registration requirements for electronic/computer-based examinations if you select to have the examination administered electronically or if the exam is only administered electronically.
- Step 8** Pass the examination. If a candidate does not pass an electronic exam, in most cases, they must wait 10 days from the exam date to retest. However, a licensing agency/board may have specific retest requirements. Before registering to retake an examination you should refer to the specific examination information bulletin by going to www.iccsafe.org/contractor and contact the specific licensing board. To retake an electronic exam, contact Pearson VUE at 1-877-234-6082 to reschedule/register to take the examination.

Passing a Code Council examination is not a license to practice and does not guarantee that a license will be granted.

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Electronic Examinations

Registering

Computer-based certification examinations are administered for the Code Council by Pearson VUE (formerly Promissor), a professional test administration company. **To register to take a Code Council computer-based certification exam, call Pearson VUE at 1-877-234-6082. You must provide the Pearson VUE representative the EXAM ID and EXAM TITLE.** Pearson VUE's customer care reservations and customer service lines are open Monday through Friday from 8:00 a.m. to 11:00 p.m. (Eastern Time), Saturday from 8:00 a.m. to 5:00 p.m., and Sunday from 10:00 a.m. to 4:00 p.m.

When you call to make your examination reservation, a representative will help you select the optimal test date and location for your schedule, provide instructions and directions, and give your examination reporting time. Walk-in testing is not available.

You may make an exam reservation up to one business day prior to your desired exam date, depending on space availability at the test center.

You must have the following information available at the time you are registering for a Code Council computer-based certification examination:

1. Exam ID and title. Exam IDs and titles can be found in this bulletin
2. Your full name, address, social security number, home and work telephone numbers
3. Selected examination date and location of the area you desire to take the exam
4. Your score report, if you are retaking the examination
5. Your credit card or payment information

Test Site Information

To locate test sites in your area, see page 9.

Payment Policy

Examination fees must be paid by credit card, debit card (issued through VISA or MasterCard) or electronic check at the time a reservation is made, NOT at the test center. Candidates who do not have or do not wish to use a credit card, debit card, or personal checking account may choose to prepay their examination fees by filling out and sending in a voucher request form to Pearson VUE (see page 11 for a copy of the Pearson VUE Voucher Request Form). Pearson VUE will process mailed requests within ten business days, and will notify candidates by mail when processing is complete. Candidates may then make a reservation.

Taking the Examinations

Examinations are administered on a personal computer (PC). Candidates are not required to have any computer knowledge to take the examination on the PC. Before you begin your test, you may take up to 15 minutes to practice with the sample questions. Timing of the examination does not begin until you look at the first question of the actual examination. You will be allowed to change your answers, mark answers for review, go back to skipped questions and, time permitting, review your test.

2008 Examination Dates

Code Council certification examinations are administered nationally, Tuesday through Saturday (exceptions noted below). Testing sessions are generally held at 8:00 a.m. and 1:00 p.m. Some test centers are open daily, while others are open on specific days of the week. In some locations, exams are administered on a monthly basis. Pearson VUE offices are closed in observance of the following holidays in 2008:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (including Friday following holiday)
- Christmas (including day after Christmas)

Inclement Weather or Other Emergencies

Test administrations will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be canceled. Call Pearson VUE at 1-800-274-2615 to check weather or other emergency delays.

How to Change an Examination Appointment

To change or cancel your reservation without monetary penalty, you must notify Pearson VUE two business days before your scheduled examination. When this is done, the fee from your first appointment will be applied to your new test date. If you call Pearson VUE less than two business days before your scheduled examination, you will be charged the full examination fee. The fee from your first appointment will be owed in addition to the fee for the new test date.

To Cancel Without Monetary Penalties

Cancel or change your appointment by:	If your examination is scheduled for:
Wednesday	Saturday
Thursday	Tuesday
Friday	Wednesday
Monday	Thursday
Tuesday	Friday

If You are Absent from Your Reserved Examination

There are no refunds for examinations not taken. All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE within 14 days of the original examination date. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence. If, on the day you are scheduled to test, you are unable to attend the examination for which you were scheduled, you may be excused without monetary penalty for the following reasons:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

Written verification and supporting documentation for excused absences must be submitted to the Pearson VUE Program Coordinator via fax or mail within fourteen (14) days of the original examination date.

Pearson VUE
c/o Candidate Services
P.O. Box 8588
Philadelphia, PA 19101
Fax: 888-204-6291

If you are absent from an examination that you were scheduled to attend, and you did not reschedule or cancel according to the policy, you will owe Pearson VUE the full examination fee for that missed examination. You will not be permitted to take future exams until the fee owed Pearson VUE for the previous missed examination has been paid.

What You May Bring to the Test Site

Examinees may bring the following items to the examination:

1. Correct/approved reference(s)
2. Magnifying glass
3. Eyeglasses, if necessary
4. Architects' scale or rule
5. Battery-operated calculator that is nonprogrammable. The calculator **cannot** be capable of storing alpha-numeric numbers or storing examination information, nor have ribbon or paper printing capabilities. Solar-powered calculators are not recommended. Lighting conditions are such that there is usually insufficient light to power a solar calculator. Calculator malfunctions are not grounds for challenging test results or requesting additional time. Special seating is not available to accommodate solar calculators or electrical supply cords.
6. Foreign language/English translation dictionaries, if needed

Test Results

After completing the test, candidates will raise their hands and the assessment center manager will retrieve the unit for immediate scoring. Failing candidates will be provided with diagnostic information on their performance on major content areas of each examination taken. This information is not used to determine whether a candidate passes or fails; it is for self-evaluation only. Candidates who pass will be notified with the word "PASS."

Special Arrangements and Services

Pearson VUE certifies that it shall comply with the provisions of the Americans with Disabilities Act (ADA). If you need special arrangements for testing, you may ask for special testing services at the time of registration. All examination sites have access for candidates with disabilities.

Pearson VUE will provide auxiliary aids and services, except where it may fundamentally alter the examination or results. It is recommended that you submit a written request for special test arrangements and services approximately two to three weeks in advance of your desired test date. In addition, candidates should indicate when registering for re-examination that special arrangements were made or services used for the prior test administration, and that these services will be needed again for the upcoming test date.

Pearson VUE is equipped with TDD (Telecommunications Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available during standard business hours through a special Pearson VUE toll-free number, 1-800-274-2617. This phone number is for express use by candidates with compatible TDD equipment.

Pearson VUE will determine the time and place of specially arranged examinations and confirm these arrangements with the candidate directly. In some cases, there may be an additional fee for special arrangements.

In the event that an examination is offered only on Saturdays, candidates who cannot take the examination for religious reasons may request a non-Saturday test administration. Such a request must be put in writing on official stationery by your religious advisor and sent via fax machine, or mailed to Pearson VUE. Non-Saturday testing for this circumstance is done only on a prearranged basis.

Pearson VUE Computer-based Testing Locations

LOCATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Visit www.pearsonvue.com/icc for the most up-to-date site information.

AK	Anchorage, Fairbanks, Juneau	MS	Ridgeland
AL	Birmingham, Decatur, Vinemont	MT	Billings, Fargo, Helena, Missoula, West Fargo
AR	Little Rock, Springdale, Texarkana	NC	Asheville, Greenville, Huntersville, Raleigh, Statesville, Wilmington
AZ	Phoenix, Tucson	ND	Bismarck, West Fargo/Moorhead
CA	Anaheim, Gardena, Oakland, Ontario, Pasadena, Sacramento, San Diego	NE	Omaha
CO	Bayfield, Colorado Springs, Grand Junction, Greeley, Greenwood Village, Pueblo, Wheat Ridge	NH	Concord
CT	Hartford, Wallingford, Wethersfield	NJ	Cedar Knolls, Edison, Fairfield, Hamilton Township, Milburn/Springfield, Mt. Laurel, Northfield, Toms River
DC	Washington, DC	NM	Albuquerque, Santa Fe
DE	Dover, Newark	NV	Las Vegas, Reno
FL	Boynton Beach, Coral Gables, Doral, Fort Lauderdale, Fort Myers, Fort Myers 2, Gainesville, Hollywood, Jacksonville, Lake Mary, Lakeland, Melbourne, Miami, Oakland Park, Orlando, Ormond Beach, Pensacola, Sarasota, St. Petersburg, Tallahassee, Tampa	NY	Albany, Buffalo, East Syracuse, Islandia, New York, Rochester
GA	Albany, Atlanta South, Augusta, Macon, Marietta North, Savannah	OH	Bath, Cincinnati, Columbus, Dayton, Dayton/Clayton
HI	Honolulu, Kahului (Maui), Kamuela, Lihue (Kauai)	OK	Oklahoma City, Tulsa
IA	West Des Moines	OR	Beaverton, Medford, Salem
ID	Boise, Coeur d'Alene, Pocatello	PA	Bala Cynwyd, Harrisburg, Pittsburgh, Scranton
IL	Carterville, Chicago, East Moline, Oak Brook, Schaumburg, Springfield	RI	East Providence
IN	Evansville, Fort Wayne, Indianapolis, Merrillville, Terre Haute	SC	Columbia, Greenville
KS	Hays, Overland Park, Topeka, Wichita	SD	Sioux Falls
KY	Lexington, Louisville	TN	Chattanooga, Jackson, Johnson City, Knoxville, Memphis, Nashville
LA	Baton Rouge, Metairie, Shreveport	TX	Amarillo, Arlington, Austin, Corpus Christi, Dallas, El Paso, Houston, Lubbock, Midland, San Antonio, Tyler, Waco
MA	Boston, North Dartmouth, Springfield, Woburn, Worcester	UT	Midvale, Ogden, Orem
MD	Baltimore, Cumberland, Salisbury	VA	Lynchburg, Richmond, Roanoke
ME	Bangor, Westbrook	VT	South Burlington
MI	Grand Rapids, Lansing, Marquette, Southfield	WA	Everett, Kennewick (Pasco), Lacey (Olympia), Spokane, Tukwila/Seattle, Vancouver, Wenatchee, Yakima
MN	Edina, Hermantown/Duluth, Maplewood, Rochester, Willmar	WI	Eau Claire, Elm Grove, Green Bay, Madison, Wausau
MO	Columbia, St. Ann, Springfield	WV	Beckley, Charleston, Morgantown
		WY	Casper



FAX RESERVATION FORM

Today's Date:		Time of Day:	
Candidate/Sponsor Signature:			
First Name:			
Last Name:			
Date of Birth:		Social Security Number:	
Address:			
City:		State:	ZIP:
Telephone (Daytime):		Telephone (Evening):	
Your Fax Number:		Licensure State:	
School Code:	May we register you for the next exam date if your two choices are taken? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Candidate Signature (<i>verifies completion of prelicense education</i>):			
Test Center Code:	Exam Session: <input type="checkbox"/> am <input type="checkbox"/> pm	Exam Date:	
1 st Exam Code:	2 nd Exam Code:	2 nd Choice: <input type="checkbox"/> am <input type="checkbox"/> pm	2 nd Date:

Credit Card Payments:		Electronic Check Payments:	
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AmExpress <input type="checkbox"/> Discover		Bank Name:	
Card #:		Next Available Check #:	
Expiration Date:		Account #:	
Signature:		Routing #:	
		Name/Address on Account: (<i>if different from above</i>)	

FOR PEARSON VUE USE ONLY

Pearson VUE ID# Assigned:		
Reservation Date:	Time:	TC#:
Pearson VUE Representative:		

Fax to Pearson VUE at (888) 204-6291.

VOUCHER REQUEST FORM



PLEASE PRINT CLEARLY

Date:			
Last Name:			
First Name:		M.I.:	
Address:			
City:		State:	ZIP:
Daytime Telephone:		Evening Phone:	
Email Address (if you would like Pearson VUE to email the voucher#):			
Payment Type: <input type="checkbox"/> Money Order <input type="checkbox"/> Company Check <input type="checkbox"/> Cashier's Check			
Name of Examination:			
<p style="text-align: center;">Make all checks payable to Pearson VUE and mail this form to: Pearson VUE, c/o AP Voucher Program, PO Box 41508, Philadelphia, PA 19101-1508. Overnight Address: Pearson VUE, c/o AP Voucher Program, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004.</p>			

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Administrative Rules and Procedures

Special Needs

Electronic Examinations

If you require special accommodations under the Americans with Disabilities Act (ADA) for a computer-based examination, you may ask for special services at the time you are scheduling your testing appointment with the Pearson VUE representative.

Passing Score and Release of Results

The passing score on most examinations is 70 with the exception of Master Electrician, which requires a score of 75 to pass.

Code Council examinations are not designed to discriminate among passing examinees. Therefore, if you pass a Code Council examination, your actual score is not indicated/reported. The Code Council only sends written notification that you have passed the examination, and your name is added to the Official Pass List for Contractor Examination on the Code Council website at www.iccsafe.org/contractor.

Cancellation of Examination Scores

On rare occasions, circumstances may render examination scores invalid. The Code Council reserves the right to cancel or withhold examination scores if, in the sole opinion of the Code Council, there is adequate reason to question the validity of certain results.

Canceled scores may result from two situations:

1. Doubts raised about the validity of certain scores because of suspected misconduct, such as giving or receiving help or removing materials or notes from the examination site. In such circumstances, examinees will be expected to cooperate in an investigation of their scores.
2. Some scores may be rendered invalid because of circumstances beyond the examinee's control, such as faulty examination materials.

These situations will be thoroughly investigated. When such occurrences result in cancellation of examination scores, the Code Council will arrange for retesting at a time and place convenient to all concerned with no additional cost to the examinees.

Challenge Information

There are three opportunities available to challenge an examination.

Comments

The Comment and Challenge form is for comments and/or complaints, usually pertaining to operational issues. Candidates may complete this form (or submit the information on a separate piece of paper) and submit to the address listed below. An original signature is required. Comments may include complaints of issues such as site, location, proctor, and/or computer problems.

Challenges of the exams must be in writing, and signed and dated by the candidate. An original signature on this form is required. This form must contain a separate and complete statement of each ground upon which the challenge is based. Additional forms must be attached for each item. **Initial comments, complaints, or challenges must be received by the Code Council no later than 90 days of the examination administration date.** For forms and/or additional information, contact the Candidate Services Coordinator at 1-888-422-7233, ext. 5227, or by e-mail at reviewform@iccsafe.org.

Hand Scores

The Hand Score Request form is designed to verify the accuracy of the candidate's reported score. Candidates must submit this form with the \$25.00 fee and a copy of the score report received. An original signature on this form is required. The Code Councils follows very careful scoring procedures to ensure accuracy prior to issuance of score reports. **Hand Score Requests must be received by the Code Council no later than 90 days of the examination administration date.** For forms and/or additional information, contact the Candidate Services Coordinator at 1-888-422-7233, ext. 5227, or by e-mail at reviewform@iccsafe.org.

Review Sessions

The Review Session Request form is designed for a candidate to review missed questions and/or answers. It is not an opportunity to change answers on an examination. Only failing candidates who receive a score within ten (10) points of passing will be allowed a review session. Reviews are completed at a paper-and-pencil testing location and are limited to one half of the original examination time. For a two-part examination, reviews are limited to one half of the original time for the portion of the examination which was failed. Candidates may bring in any of the texts listed in the Examination Information Bulletin as approved references for the examination. The candidate will be provided the questions which were scored as incorrect, along with the answer the candidate marked. Candidates will not be allowed to ask questions.

Candidates must sign, date, and submit this form with the \$50.00 fee and a copy of the score report received. An original signature on this form is required. **Review Session Request forms must be received by the Code Council no later than 90 days of the examination administration date.** For forms and/or additional information, contact the Candidate Services Coordinator at 1-888-422-7233, ext. 5227, or by e-mail at reviewform@iccsafe.org.

Mail completed forms, fees, etc. to:

International Code Council
ATTN: Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213

Test Site Regulations

The Code Council and participating licensing agencies are committed to safeguarding the public health, safety, and general welfare. The Code Council's copyrighted testing materials and stringent testing security procedures, including videotaping, ensure participating licensing agencies that examinees who have passed a Code Council contractor/trades examination possess knowledge governing the trade in which the examinee seeks to be licensed.

To ensure the security of examination materials, reliable test results, and public confidence in the integrity of licensed trade professionals, the following rules and procedures are strictly enforced at all Code Council examinations:

1. Examination will be given only on the date and time scheduled.
2. For electronic examinations, examinees must possess and provide their testing confirmation number (that was provided by the Pearson VUE representative at the time of exam registration) at the testing site on the exam day in order to be admitted to take the exam.
3. For paper-and-pencil examinations, examinees must possess and present a valid photo ID issued by a state or federal regulatory agency, i.e., a driver's license, passport, etc.
4. For electronic examinations, examinees must possess and present two current forms of signature identification, at least one of which is a valid photo ID issued by a state or federal regulatory agency, i.e., a driver's license or passport. **The name on the exam reservation must match the name on the IDs provided.**
5. Metal detectors may be randomly used to search examinees entering and/or leaving the exam room.
6. Proctors may inspect all materials an examinee carries into and from the exam room.
7. The Code Council randomly videotapes examination sessions.
8. Individuals who pass an examination cannot retake the examination they passed.
9. Examinees are allowed to bring/use only approved references. References must be in their original forms; however, notes written in ink in the code sections, highlighted code sections, and permanent tabs are allowed.
10. Examinees are not allowed to communicate, verbally or nonverbally, with each other during the examination.
11. Examinees are not allowed to share references.
12. Examinees are not allowed to bring ballpoint pens, colored pencils, highlighters, felt pens, writing paper, or briefcases into the exam room.
13. Examinees are not allowed to bring and use calculators with print capability and/or that store electrical formulas.
14. Examinees are not allowed to bring copying, recording, or photo devices into the exam room.
15. Examinees are not allowed to bring cell phones, beepers, radios, MP3 players, and/or PDAs into the exam room.
16. Examinees are not allowed to write or mark in or on their reference books during the examination.
17. Examinees are not allowed to leave the building and return to the exam room while the examination is being administered.
18. If an examinee wishes to leave the exam room for any reason, he or she must receive permission from the proctor and turn in all his or her examination materials and references to the proctor.
19. Only one examinee at a time is allowed outside the exam room.
20. Examinees are not allowed additional test time for time spent outside the exam room.
21. Visitors are not allowed in the exam room.

Proctors

The proctors are responsible for administering the examination and ensuring security of the exam materials at the test site. Proctors are well-trained and will treat candidates with respect, and in turn, will expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at *any* time may be considered a criminal offense and punishable by law.

Proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to remove a candidate's test and require the individual to leave the building if the candidate:

1. Gives or receives help during the examination;
2. Attempts to remove exam materials or notes from the room;
3. Creates a disturbance; or
4. Copies or attempts to copy examination questions or answers.

If a candidate is dismissed from an examination for an infraction of the policies presented in this booklet, the candidate will not be entitled to a refund, may jeopardize his or her right to take a Code Council examination in the future, and may face possible prosecution.

Examinees

Examinees are responsible for arriving at the exam site on the proper date, at the proper time, with proper identification, and with approved reference(s). Approved examination references are listed with the individual examination outlines found in this bulletin. References for examinations are not supplied by the Code Council or the testing center.

Examinees must know, understand, and adhere to all of the regulations governing Code Council examinations as listed in this bulletin.

Before the Exam

Examinees should arrive at the exam site at least 30 minutes before the examination is scheduled to begin. Remember, it is your responsibility to already be familiar with the regulations governing Code Council examinations.

The Code Council proctor will check your identification, have you sign in, and may assign you a seat. The examination proctor will explain the procedures for taking the examination, answer questions related to taking the exam, and provide notification to begin the exam.

During the Exam

For electronically-administered examinations, there is a clock on the computer that counts down to display the time remaining. When the time limit is up for the examination, the computer will end the test.

After Completing the Exam

If you complete an examination before the time limit has expired, you may conclude your examination appointment and leave.

Participating States and Jurisdictions

States and jurisdictions participating in the Code Council National Contractor Trades Examination Program are subject to change as is the range of qualifying examinations offered. For the most up-to-date information on participating states and jurisdictions, go to the Code Council website at www.iccsafe.org/contractor.

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Examination Outlines

The percentage of questions for each content area is subject to change and may not equal 100% due to rounding.

MECHANICAL EXAMINATION CATEGORIES

Master HVAC — two examinations, one on Business and Law and one covering technical HVAC knowledge and codes. Candidates are required to pass both examinations for licensure. License permits holder to contract and engage in the business and practice of HVAC work within the Commonwealth of Kentucky.

Journeyman HVAC Mechanic — license permits holder to install, maintain, alter, remodel, and repair heating systems, ventilation systems, hydronic systems, burner service, or cooling systems. Must be employed under the supervision of a Master HVAC Contractor.

Limited Journeyman Installer Mechanic — license permits holder to install any system of air conditioning, warm-air heating, and ventilation, including startup of equipment and any duct system necessary to make an air-conditioning system complete. Must be employed under the supervision of a Master HVAC Contractor.

Limited Journeyman Duct Mechanic — license permits holder to fabricate, install, repair, or extend ductwork. Must be employed under the supervision of a Master HVAC Contractor.

EXAM ID#: 595 **EXAM: MASTER HVAC**
(One Part - Open Book - 100 Questions - 4-Hour Time Limit)

Major Content Area	No. Of Questions	Percent of Exam
HVAC Principles, Terminology, Administration, and Safety	16	16 %
HVAC Installation Requirements	14	14 %
Venting, Duct, and Combustion Air	18	18 %
Gas Piping	8	8 %
HVAC Electrical	13	13 %
Boilers, Exhaust Systems, and Fire Protection	11	11 %
Plan Analysis	20	20 %

Approved References: *International Fuel Gas Code*[®], 2006 Edition; *International Mechanical Code*[®], 2006 Edition; *National Electrical Code*, 2005 Edition; and *Modern Refrigeration and Air Conditioning*, 18th Edition, **OR** *Refrigeration and Air Conditioning Technology*, 5th Edition

EXAM ID#: 598 **EXAM: JOURNEYMAN HVAC MECHANIC**
(One Part - Open Book - 60 Questions - 3-Hour Time Limit)

Major Content Area	No. Of Questions	Percent of Exam
HVAC Principles, Terminology, Administration, and Safety	14	23 %
HVAC Installation Requirements	8	13 %
Venting, Combustion Air, and Gas Piping	15	25 %
Boilers, Ducts, and Electrical	10	17 %
Plan Analysis	13	22 %

Approved References: *International Fuel Gas Code*[®], 2006 Edition; *International Mechanical Code*[®], 2006 Edition; *National Electrical Code*, 2005 Edition; and *Modern Refrigeration and Air Conditioning*, 18th Edition, **OR** *Refrigeration and Air Conditioning Technology*, 5th Edition

EXAM ID#: 597 **EXAM: LIMITED JOURNEYMAN INSTALLER MECHANIC**
(One Part - Open Book - 50 Questions - 3-Hour Time Limit)

Major Content Area	No. Of Questions	Percent of Exam
HVAC Principles, Terminology, and Safety	10	20 %
HVAC Installation Requirements	10	20 %
Gas Piping	8	16 %
Duct	6	12 %
Electrical	2	4 %
Venting	7	14 %
Plan Analysis	7	14 %

Approved References: *International Fuel Gas Code*[®], 2006 Edition; *International Mechanical Code*[®], 2006 Edition; *National Electrical Code*, 2005 Edition; and *Modern Refrigeration and Air Conditioning*, 18th Edition, **OR** *Refrigeration and Air Conditioning Technology*, 5th Edition

EXAM ID#: 596 **EXAM: LIMITED JOURNEYMAN DUCT MECHANIC**
(One Part - Open Book - 60 Questions - 3-Hour Time Limit)

Major Content Area	No. Of Questions	Percent of Exam
Duct System Materials	4	7 %
Combustion Air	6	10 %
Exhaust Systems	12	20 %
Fresh Air and Ventilation Systems	12	20 %
Grease Hoods	8	13 %
Supply and Return Duct Systems	10	17 %
Gas Appliance Venting	8	13 %

Approved References: *International Mechanical Code*[®], 2006 Edition; *International Fuel Gas Code*[®], 2006 Edition; and *SMACNA HVAC Duct Construction Standards*, 2005

EXAM ID#: 231 **EXAM: BUSINESS & LAW**
(One Part - Open Book - 30 Questions - 1.5-Hour Time Limit)

Major Content Area	No. Of Questions	Percent of Exam
Business Structure Practices and Licensing	3	10 %
Estimating and Bidding	4	13 %
Contracts and Acceptance	2	8 %
Project Management and Planning	4	13 %
Financing and Recordkeeping	4	13 %
Insurance and Bonding	3	10 %
Labor Law and Personnel Policies	3	10 %
Tax, Lien Laws, and Dispute Resolution	4	13 %
Safety and OSHA Compliance	3	10 %

Approved Reference: *Kentucky Contractors Business and Law Reference Manual, 2005 Edition*

ELECTRICAL EXAMINATIONS

EXAM ID: 701 EXAM: STANDARD MASTER ELECTRICIAN
One Part - Open Book - 100 Multiple-Choice Questions - 5-Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Service Transformers and Equipment	19	19 %
Wiring Methods and Installation	16	16 %
Cabinets, Panelboards, Switchboards, Boxes, and Conduit Bodies	4	4 %
Conductors	14	14 %
Control Devices	5	5 %
Motors and Generators	10	10 %
Utilization Equipment and Devices	7	7 %
Special Occupancies and Uses	10	10 %
Miscellaneous	5	5 %
Plan Reading and Analysis	10	10 %

Approved Reference: *National Electrical Code, 2005 Edition*

EXAM ID: 703 EXAM: STANDARD JOURNEYMAN ELECTRICIAN
One Part - Open Book - 80 Multiple-Choice Questions - 4-Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Service Transformers and Equipment	13	16 %
Wiring Methods and Installation	19	24 %
Cabinets, Panelboards, Switchboards, Boxes, and Conduit Bodies	4	5 %
Conductors	16	20 %
Control Devices	3	4 %
Motors and Generators	6	8 %
Utilization Equipment and Devices	6	8 %
Special Occupancies and Uses	9	10 %
Miscellaneous	4	5 %

Approved Reference: *National Electrical Code, 2005 Edition*

EXAM ID: 218 EXAM: LOW-VOLTAGE ELECTRICIAN
One Part - Open Book - 50 Multiple-Choice Questions - 3-Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
General Low-Voltage Requirements	10	20 %
Power Limiting /Alarm Systems	20	40 %
Telephones	10	20 %
Televisions and Radios	10	20 %

Approved Reference: *National Electrical Code, 2005 Edition*

EXAM ID #: 231

EXAM: BUSINESS AND LAW

One Part - Open Book - 30 Multiple-Choice Questions — 1.5-Hour Time Limit

Major Content Area	No. of Questions	Percent Of Exam
Business Structure Practices and Licensing	3	10 %
Estimating and Bidding	4	13 %
Contracts and Acceptance	2	8 %
Project Management and Planning	4	13 %
Financing and Recordkeeping	4	13 %
Insurance and Bonding	3	10 %
Labor Law and Personnel Policies	3	10 %
Tax, Lien Laws, and Dispute Resolution	4	13 %
Safety and OSHA Compliance	3	10 %

Approved Reference: *Kentucky Contractors Business And Law Reference Manual, 2005 Edition*

Contractor (Business & Law Examination) – A contractor's license may be held to conduct business without holding a master license. However, a person with a contractor license must be associated with a master license holder.

FIRE EXAMINATIONS

EXAM ID: 700 EXAM: FIRE ALARM INSPECTOR
One Part - Open Book - 50 Multiple-Choice Questions – 2.5-Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Fundamentals, Definitions, and Administration	7	14 %
Initiating Devices	12	24 %
Protected Premises Fire Alarm Systems	7	14 %
Notification, Supervision, and Reporting Systems	7	14 %
Inspection, Testing, and Maintenance	11	22 %
Alarms and Household Fire Alarm Systems	6	12 %

Approved References: *International Building Code*[®], 2006 Edition; *Kentucky Building Code*, 2007 Edition; and 2002 NFPA 72

EXAM ID: 209 EXAM: FIRE SPRINKLER INSPECTOR
One Part - Open Book - 60 Multiple-Choice Questions - 3-Hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Sprinkler Systems	30	50 %
Standpipe and Hose Systems	9	15 %
Special Systems	12	20 %
Fire Pumps	9	15 %

Approved References: *Kentucky Building Code*, 2007 Edition; *International Building Code*[®], 2006 Edition; 2002 NFPA 13, 13R, and 25; 2003 NFPA 14; and 1999 NFPA 20

Test-taking Tips

Code Council examinations have been professionally designed to test the extent of your trade experience and knowledge of the codes. If you have prepared for the examination, you will have ample time to answer all the questions and review your answers.

The following tips and recommendations may assist you in preparation for your exam.

1. Do not try to cram all your studying into one night before the examination.
2. On the morning of the examination, avoid the last-minute rush. Get up early, have breakfast, and leave early for your examination.
3. Don't spend too much time on any one question. If you have no idea which answer is correct, eliminate any options which you know are incorrect, mark an answer on the answer sheet that you think might be correct, then go on to the next question. If you finish before time is called, you can then go back to the questions you have doubt about.

Format of Questions

The following is representative of the style and format of Code Council contractor trades examination questions. The questions below are not intended to represent content, references, or questions that will be on any examination. They are not intended nor should they be referenced or used as a study tool for examinations.

A low-pressure steam-heating boiler cannot by code deliver hot water at pressures exceeding _____ psi.

- a. 10
- b. 15
- c. 20
- d. 30

Answer: b. IMC, 2006, Definitions

An aboveground horizontal or vertical pipe between the water supply and the mains (cross or feed) that contains a control valve (either directly or within its supply pipe) and a water flow alarm device is a _____.

- a. system riser
- b. deluge pipe
- c. pipe controller
- d. supervisory device system

Answer: a. 2002 NFPA 13, 3.5.8

Where a supplemental electrode is a rod, pipe, or plate, that portion of the bonding jumper that is the sole connection is not required to be larger than _____ AWG copper wire.

- a. 6
- b. 4
- c. 3
- d. 2

Answer: a. 6 NEC, 2008, Section 250.53 (E)

Frequently Asked Questions

- **How do I get signed up to test?**
Refer to page 3 of this bulletin before you register for an examination. Once you have read the information on page 3 of this bulletin in its entirety, you can refer to page 5 of this bulletin for computer-based examinations. For the most up-to-date information on registration/scheduling requirements, dates, locations, fees, and references, go to www.iccsafe.org/contractor.
- **Can I sign up to test over the phone?**
Yes, for computer-based testing.
- **If I pass a Code Council examination, does that mean I am licensed to practice?**
No. Passing a Code Council examination is not a license to practice and does not guarantee that a license will be granted.
- **When can I test?**
Computer-testing is administered frequently at over 1,000 sites across the nation. To get the most updated information, go to www.iccsafe.org/contractor.
- **Can I get my results over the phone?**
No. Examination results are confidential and private information. The Code Council and the test administrator will not release/provide exam results over the telephone.
- **When will I receive my results?**
Electronic exams:
Unofficial results for examinations taken electronically are available immediately after completion of the examination. Official results for electronic examinations are mailed to passing examinees within five working days after the exam date.
- **How can I get licensed?**
If you want to get licensed in a city and/or state that requires that you take and pass a Code Council exam, you will need to check with that city and/or state on what other requirements they have for you to get licensed with them. The Code Council only does testing and is not a licensing agency.
- **What are the references for the examination?**
Examination information, including approved references, is listed in this bulletin starting on page 19.
- **Do you offer any courses for the exams?**
No. However, the Code Council does offer courses and study references on the International Codes®. The courses are not intended to serve as preparation to pass examinations, nor do they ensure you will pass an examination. The courses may allow you to increase your knowledge on code provisions and you are welcome to take them, but keep in mind that the content and instruction are not specific to contractor exams or contractor exam content.
- **Can I review my exam that I recently took?**
You can review only those questions on the exam that you marked incorrectly. A review is for the purpose of completing a challenge. There is a fee for a review session. You can review an exam if you scored within 10 points of passing. The process for challenging your test results can be found on page 13 of this bulletin.

- **How often can I test?**
You may test as many times as needed until you pass the exam. You must wait 10 days between each time you test. However, a licensing board may have specific retesting requirements. Before you register to take an exam again, you should contact the applicable licensing board.
- **Can I reschedule or cancel my exam?**
For computer-based testing, you must contact Pearson VUE at 1-877-234-6082 at least 24 hours prior to your exam date and time.
- **Can I get a copy of my results mailed to me?**
Yes, but there is a fee to get a copy of the result letter. Contact the Code Council at 1-888-ICC-SAFE (422-7233), extension 33805, for fee information and to receive the applicable request form to complete.
- **Are the examinations open book?**
Yes, exams are open book. To get the most updated information on examinations, go to www.iccsafe.org/contractor.
- **How long are the examinations?**
The length and allowed time varies depending upon the subject matter. To get the most updated information on examinations, go to www.iccsafe.org/contractor.
- **What materials can I bring with me to use during the examination?**
The following materials are allowed at test sites:
 1. Clock or watch to keep track of time
 2. Three No. 2 pencils (sharpened)
 3. Eraser
 4. Eyeglasses, if necessary
 5. Architect's scale or rule
 6. Magnifying glass
 7. Approved reference(s). Refer to approved examination references starting on page 19 of this bulletin. Photocopies of reference materials may not be used. Tabbing with loose pieces of paper or adhesive notes is not permitted. Any pencil notes are not permitted.
 8. Portable calculator. Calculators must be silent, battery-operated, and nonprogrammable. Calculators with alpha (letter entry) capability are not permitted. Solar-powered calculators are not recommended. Lighting conditions are such that there is usually insufficient light to power a solar calculator. Calculator malfunctions are not grounds for challenging test results or requesting additional time. Special seating is not available to accommodate solar calculators or electrical supply cords.
 9. Foreign-language/English translation dictionaries, if needed
- **What type of question format will be included in the examination?**
Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct.
- **Should I guess if I don't know the answer to a question?**
There is no guessing penalty, so answer every question.
- **What is considered a passing score?**
Most exams have a passing score of 70, with the exception of 75 for the Master Electrician examination. Refer to page 13 of this bulletin for specific information. To get the most updated information, go to www.iccsafe.org/contractor.

Examination requirements, fees, and references are subject to change. Please make sure that you have the most current candidate bulletin before scheduling any examinations by visiting our web address at www.iccsafe.org/contractor.