

Commonwealth of Kentucky Office of Housing, Building, and Construction

2008 Examination Information Bulletin

Electrical Contractor Examinations

REVISED November 26, 2007

**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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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.

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:

Commonwealth of Kentucky
Environmental and Public Protection Cabinet
Office of Housing, Building, and Construction
101 Sea Hero Drive, Suite 100
Frankfort, KY 40601-5405
Phone: (502) 573-0365, ext. 133 or 128

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.

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 LaserGrade at 1-800-211-2754 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.

Electronic Examinations

Registering

Code Council electronic (computer-based) examinations are administered by LaserGrade, LP. To register for an electronic examination, call LaserGrade at 1-800-211-2754 between 6:00 a.m. and 5:00 p.m. Pacific time, Monday through Friday; or 6:00 a.m. to 2:00 p.m. on Saturday. A LaserGrade representative will take your name and information and will help you select the optimal test date and location for your schedule. Testing locations near you can be found at www.lasergrade.com/locate.shtml. Same-day, walk-in testing is not available.

Confirmation

The LaserGrade representative will give you a confirmation number when you register. You will need to provide this confirmation number at the testing site to be admitted to take the electronic examination. You will not be admitted to take the electronic examination without providing the confirmation number at the testing site.

Dates and Locations

Code Council computer-based exams are administered Monday through Saturday, with the exception of holidays. Some testing centers are open daily, while others are open on specific days of the week. To access the most current information on testing centers, hours of operation, and test center code numbers, go to the LaserGrade website at www.lasergrade.com/locate.shtml. Test administrations are delayed or canceled only in emergencies. If severe weather or a natural disaster makes a test center inaccessible or unsafe, the test administration will be canceled.

Computer Experience

Even if you have never used a computer, you can still take a Code Council electronic examination. Before you take the examination you will receive a short tutorial and introduction to taking the exam using the computer.

Once the examination begins, the questions and choice of answers are displayed on the computer screen along with clear, easy-to-follow, step-by-step instructions. The questions on the electronic examinations are the same type as on the paper-and-pencil examinations.

Rescheduling and Refunds

To change or cancel your reservation without monetary penalty, you must notify LaserGrade at least 24 hours before your scheduled exam date. When this is done, the fee from your first appointment will be applied to your new test date.

The following actions will result in forfeiture of your examination fee:

1. Attempting to cancel or reschedule your examination less than 24 hours before your examination date.
2. Failing to appear at the examination site on your examination date.
3. Failing to have acceptable photo identification when you appear at the examination site. Acceptable photo identification is a driver's license. If you do not possess a driver's license, you will be required to provide two forms of ID issued by a federal or state regulatory agency. One of the two required forms of ID must be a photo ID. The second form of ID can be your birth certificate or social security card, military ID, or passport.

Examination Results

When you have completed a Code Council electronic examination, the examination proctor will provide you a printed test report with your unofficial test results. If you failed the exam, this test report may help you determine the areas you may need to focus your studies.

Official test results for passing scores only will be mailed to you from the Code Council within five working days. All examinees that have passed Code Council contractor trades exams are included in the Official Pass List for Contractor Examination on the Code Council website at www.iccsafe.org/contractor.

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 LaserGrade 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 Council 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

LaserGrade Electronic Examinations

Any LaserGrade CBT examinee that has failed the examination and scored within ten (10) points of passing may contact LaserGrade directly to complete a review session challenge of his score. There is a fee for a review session, which the candidate is responsible for paying to LaserGrade. For more information on the challenge process for electronic examinations, please contact LaserGrade at 1-800-211-2754. Candidates will request a review session challenge, schedule a date and time for the review, and complete the review at a CBT location. Once completed, LaserGrade will submit the review to ICC and a response will be sent to the candidate via U.S. mail within 15 business days upon receipt.

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 LaserGrade 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. 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. Metal detectors may be randomly used to search examinees entering and/or leaving the exam room.
5. Proctors may inspect all materials an examinee carries into and from the exam room.
6. The Code Council randomly videotapes examination sessions.
7. Individuals who pass an examination cannot retake the examination they passed.
8. Individuals who failed an examination may take the exam again. Individuals must wait 10 days before they take the exam again. 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 or contact the specific licensing agency/board.
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 perform electrical functions or 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.

Examinees may bring the following items to the examination:

1. Three No. 2 pencils (sharpened)
2. Correct/approved reference(s)
3. Eraser
4. Magnifying glass
5. Eyeglasses, if necessary
6. Architects' scale or rule
7. Watch - no alarms/cameras allowed during exams
8. Battery-operated calculator that is nonprogrammable. The calculator **cannot** be capable of storing alpha-numeric numbers or 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.
9. Foreign language/English translation dictionaries, if needed

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.

Examination Outlines

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

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*

Contractor (Business & Law Examination) – license permits the holder of Standard Master Electrician to contract work covered by Standard Master Electrician license. Anyone who contracts work must pass both the Contractor and Standard Master Electrician examinations.

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.

What is the minimum dimension required by code for a working space containing live parts on both sides of the workspace that will require examination and maintenance while energized and operating at 500 volts?

- a. 8 feet
- b. 6 feet
- c. 5 feet
- d. 4 feet

Answer: d. 4 feet NEC, 2005, Table 110.26 (A) (1)

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, 2005, 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 15.
- **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 7 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 LaserGrade at 1-800-211-2754 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 17 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 7 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.