

**Information Bulletin  
for  
State of New Hampshire  
Plumbing Contractor/Trades Examinations**

Effective August 1, 2006

**International Code Council**



INTERNATIONAL  
CODE COUNCIL®

*People Helping People  
Build a Safer World™*

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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](http://www.iccsafe.org/contractor).

## ***Introduction***

The International Code Council Standard Examination Program is a cooperative endeavor between ICC and participating jurisdictions. Passing an ICC 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 a participating jurisdiction and meet all, if any, additional licensing requirements the jurisdiction may have established.

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 jurisdiction where you wish to be licensed to determine whether they recognize these examinations.

## ***Paper-and-Pencil Examinations***

### **Registering**

To register for a paper-and-pencil examination you must obtain a registration application. The registration application must be completed and forwarded to ICC with pre-payment. There are three ways to obtain a registration application for a paper-and-pencil examination:

1. Go to the ICC website at: [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).
2. Contact ICC at the address or phone number provided on the cover of this bulletin.
3. Contact the licensing department of the jurisdiction in which you plan to be licensed.

Once you have received a registration application it must be filled in completely and returned with payment to ICC by the deadline date indicated on the registration application.

If you fail to completely fill in the registration application, it will delay processing, which may cause you to miss the exam date you have selected.

Examination sites have a limited seating capacity. To ensure registration for the examination and date you have selected, return your completed registration application and fee as far in advance of the deadline date indicated on the registration application as possible.

Registrations for ICC examinations are accepted on a first-come, first-served basis.

### **Special Needs**

If you require special accommodations under the Americans with Disabilities Act (ADA) for a paper-and-pencil examination contact the ICC Contractor/Trades Examination Services Department at 1-877-STD-EXAM (783-3926) to obtain an accommodation request form.

### **Confirmation**

After ICC receives your completed registration application and pre-payment you can expect to receive a letter from ICC confirming your examination date by U.S. mail approximately two weeks prior to the examination date. The letter will also include the location of the examination site, directions to the site, and the time of day you should be at the site. If you do not receive your confirmation letter from ICC within one week before the exam date, call ICC at 1-877-STD-EXAM (783-3926).

Your confirmation letter cannot be used as a form of identification for entrance to the examination. You must present an acceptable form of photo ID in order to take the ICC examination. An acceptable form of photo ID is your driver's license.

### **Dates and Locations**

Examination dates and cities where the exams are administered are listed on the registration application that you are required to complete and forward to ICC with pre-payment. The exact location of the site will be included in the confirmation letter that is sent to you about two weeks prior to the examination date.

### **Rescheduling and Refunds**

If you are unable to attend the examination you registered for and would like a refund or to reschedule for another examination date, you must notify ICC in writing at least 14 days before the examination date for which you have registered.

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

1. Attempting to cancel or reschedule your examination less than 14 days 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**

ICC notifies all examinees of their examination results by U.S. mail. ICC will send your examination results to you within three weeks after the examination date.

All examinees that have passed ICC contractor/trades exams are included in ICC's Official Pass List for Contractor Examination on the ICC website at: [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

## ***Electronic Examinations - effective August 1, 2006***

### **Registering**

ICC electronic (computer-based) examinations are administered by LaserGrade, LP. Effective August 1, 2006, 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; 6:00 a.m. to 2:00 p.m. on Saturday.

Have the following information available when you call LaserGrade to register for an electronic examination:

1. Your full name, address, social security number, telephone number, fax number or e-mail address.
2. The examination date and location of the area you desire. Testing locations near you can be found at: [www.lasergrade.com/locate.shtml](http://www.lasergrade.com/locate.shtml).
3. Exam ID and examination title.
4. Last exam date (if you are retaking the examination).

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](http://www.lasergrade.com/locate.shtml). Same-day, walk-in testing is not available.

### **Special Needs**

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.

**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 test without a confirmation number.

**Dates and Locations**

ICC computer-based exams are administered Monday through Saturday, with the exception of holidays.

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](http://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 an ICC 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.

**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 an ICC 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 will be mailed to you from ICC within five working days. All examinees that have passed ICC contractor/trades exams are included in ICC's Official Pass List for Contractor Examination on the ICC Website at: [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

## ***Cancellation of Examination Scores***

On rare occasions, circumstances may render examination scores invalid. ICC reserves the right to cancel or withhold examination scores if, in its sole opinion, there is adequate reason to question the validity of certain results. Canceled scores may result from two situations:

1. Doubts may be 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 examinees' control, such as faulty examination materials. These situations will be thoroughly investigated. When such occurrences result in cancellation of examinees' scores, ICC will arrange for re-testing at a time and place convenient to all concerned at no additional cost to the examinees.

## ***Comments***

If you desire to comment about any matter related to the examination, you may submit written comment to ICC by e-mail: [contexam@iccsafe.org](mailto:contexam@iccsafe.org) or mail to the address listed on the front cover of this bulletin. Please be sure to include the examination taken, the examination date, the center location, and your complete name and address with your comment.

## ***Challenges***

Examinees have the right to challenge an examination or examination process. Challenges must include a completed challenge form and separate written statement of challenge that details the reason for the challenge. If you failed an examination and scored within ten (10) points of passing you may request an examination review session to assist you in composing the written statement of challenge. ICC must receive your completed challenge form before you can schedule a review session. The completed challenge form must be postmarked or received by ICC no later than 90 days following the date of the examination. There is a \$50 service fee for an examination review session. To request a challenge form contact ICC at 1-877-STD-EXAM (783-3926).

## ***Regulations Governing ICC Examinations***

ICC and participating jurisdictions are committed to safeguarding the public health and safety of communities. ICC's copyrighted testing materials and its stringent testing security procedures ensure participating jurisdictions that examinees who have passed an ICC test possess a working knowledge of the codes 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 ICC examinations:

1. The examination will be given only on the date and time scheduled.
2. ICC requires examinees to possess and present a photo ID issued by a state or federal regulatory agency, i.e., a driver's license or passport.
3. Metal detectors may be randomly used to search examinees entering and/or leaving the exam room.
4. Proctors may inspect all materials an examinee carries into and from the exam room.
5. ICC randomly video records examination sessions with cameras that may or may not be within sight.

6. Anyone that has passed an examination cannot take the same examination again.
7. A person failing an examination must wait 30 days before he or she can take the examination again.
8. Examinees are not allowed to bring or use reference books other than those indicated on the examination outline. These books must be in their original forms, however, class notes written in ink in the code sections, highlighting, and permanent tabs are allowed.
9. Examinees are not allowed to communicate, verbally or non-verbally with each other during the examination.
10. Examinees are not allowed to share reference books.
11. Examinees are not allowed to bring ballpoint pens, colored pencils, highlighters, felt pens, writing paper, or briefcases into the exam room.
12. Examinees are not allowed to bring and use calculators that perform electrical functions or store electrical formulas.
13. Examinees are not allowed to bring any device that could be used to make copies of or record exam materials.
14. Examinees are not allowed to bring cells phones, beepers, or radios into the exam room.
15. Examinees are not allowed to write or mark in or on their reference books during the examination.
16. Examinees are not allowed to leave the building and return to the exam room while the examination is being held.
17. 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 reference books to the proctor.
18. Only one examinee at a time is allowed outside the exam room.
19. Examinees are not allowed additional test time for time spent outside the exam room.
20. Visitors are not allowed in the exam room.

### **ICC Proctors' Responsibilities**

The ICC proctor and assistant proctors are responsible for administering the examination and ensuring security at the test site. ICC proctors are well trained and experienced professionals. They will treat all examinees with respect and, in turn, will demand the same level of respect from examinees.

Threatening or interfering with an ICC proctor during or after the administration of his or her duties may be considered a criminal offense punishable by law.

1. Proctors cannot discuss with examinees the contents of the examination or reference books.
2. Proctors are not authorized to make any exceptions to the rules and regulations put forth in this information booklet.
3. Proctors will take up an examinee's test and require him or her to leave the room if the examinee:
  - Gives or receives assistance during the examination.
  - Creates a disturbance during or after the examination.
  - Attempts to remove examination materials or notes from the exam room.
  - Copies or attempts to copy examination questions or answers.

If an examinee is dismissed from an examination for any infraction of the regulations as presented in this booklet, the examinee may not be entitled to a refund, may jeopardize his or her right to any ICC examinations in the future, and may face possible prosecution.

### **Your Responsibilities as an Examinee**

Your first responsibility as an examinee is to arrive at the exam site on the proper date, at the proper time, with the proper identification, and with the approved references. The approved references are listed with the individual Examination Outlines found in this booklet.

Reference(s)/code book(s) for the examination are not supplied by ICC or the testing center.

Your second and equally as important responsibility is to know, understand, and adhere to all of the regulations governing ICC examinations as listed in this booklet.

If you fail to meet any of your responsibilities, you may either be barred from taking the examination, significantly reduce your chance of passing the examination, or be dismissed from it with consequences.

Examinees may bring the following items to the examination.

1. Three or four sharpened #2 pencils
2. Approved references
3. Eraser
4. Magnifying glass
5. Eyeglasses, if necessary
6. Ruler
7. Watch (no alarms allowed during exams)
8. Battery-operated calculator that is non-programmable, incapable of performing electrical functions, does not have paper tape, and cannot store examination information.

### **Procedures at the Examination Site**

Don't take a chance on arriving late. 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 ICC examinations.

The ICC proctor will check your identification, have you sign-in, and may assign you a seat. Once everyone is seated, the proctor will explain the procedures for taking the examination, and answer any questions.

When the proctor determines that all examinees are ready, he or she will tell you to begin the examination. The proctor will alert you 30 minutes before the examination time limit is up and again at 10 minutes before the end of the examination. The proctor will notify you when the time limit is up for the examination.

## ***Participating Jurisdictions***

States, jurisdictions within those states, and countries participating in the ICC National Standardized Examination Program are subject to change as is the range of qualifying examinations offered within those states, jurisdictions and countries. For the most up-to-date information on participating jurisdictions, go to the ICC Web site at [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor) or call 1-877-STD-EXAM (783-3926).

## ***Examination Outlines***

*The actual percentage of questions for each content area may be +/- 2% percent of the specified percentage.*

### **417 - STANDARD MASTER PLUMBER (One Part - Open Book – 105 Questions - 4-Hour Time Limit)**

<b>Major Content Area</b>	<b>No. Of Questions</b>	<b>Percent Of Exam</b>
Plumbing Fixtures & Terminology	7	7%
Plumbing Fundamentals	13	12%
Traps, Cleanouts, & Interceptors	7	7%
Special Requirements	3	3%
Drainage Requirements	19	18%
Vent Requirements	17	16%
Water Distribution	11	10%
Plan & Analysis	23	22%
Administration	5	5%

**Approved Reference:** *International Plumbing Code*<sup>®</sup>, 2000 Edition.

### **418 - STANDARD JOURNEYMAN PLUMBER (One Part - Open Book – 75 Questions - 3-Hour Time Limit)**

<b>Major Content Area</b>	<b>No. Of Questions</b>	<b>Percent Of Exam</b>
Plumbing Fixtures & Terminology	4	5%
Plumbing Fundamentals	10	13%
Traps, Cleanouts, & Interceptors	4	5%
Special Requirements	3	4%
Drainage Requirements	11	15%
Venting Requirements	11	15%
Water Distribution	8	11%
Plan Reading	19	25%
Administration	5	7%

**Approved Reference:** *International Plumbing Code*<sup>®</sup>, 2000 Edition.

## ***Sample Questions***

The following is a small sampling of questions that are similar to those found on ICC contractor examinations.

### **Plumbing Questions**

1. The maximum vertical spacing for hangers supporting copper pipe is \_\_\_\_ feet.

- a. 6.5
- b. 8.5
- c. 9
- d. 10

Answer: d.10 IPC, 2000 Table 308.5

2. A urinal must not be installed closer than \_\_\_\_ feet from a side wall.

- a. 1.4
- b. 1.5
- c. 1.75
- d. 2

Answer: a. 1.4 feet IPC, 2000 Section 405.3.1

## ***Test-Taking Tips***

ICC 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 and 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. Then, if you finish before time is called, you can go back to the questions you have doubt about.

## *Frequently Asked Questions*

1. How do I get signed up to test?  
Refer to page 3 of this bulletin for paper-and-pencil examinations and page 4 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](http://www.iccsafe.org/contractor).
2. Can I sign up to test over the phone?  
No, if you select a paper-and-pencil administration of the exam. Yes, if you select a computer-based (electronic) administration of the exam. For paper-and-pencil administered examinations, ICC must receive your registration application with payment. Refer to page 3 of this bulletin to find out how to obtain a registration application for a paper-and-pencil examination. To register for electronic examinations you may call LaserGrade. Refer to page 4 of this bulletin for registration information for electronic examinations.
3. When can I test?  
Electronic examinations are administered frequently at over 1,000 sites across the nation, including New Hampshire. Paper-and-pencil examinations are administered on a limited basis at select locations.
4. Can I get my results over the phone?  
No. Examination results are treated as confidential and private information. Confidential and private information will not be released over the telephone.
5. When will I receive my results?  
Paper-and-pencil examination results are mailed to you within 3 weeks of the test date. Unofficial results for electronic examinations are available immediately after completion of the examination. Official results for electronic examinations are mailed to you within 5 working days.
6. How can I get licensed?  
If you want to get licensed in a city and/or state that participates with ICC they may require you to take and pass our exam. Once you have passed the 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. ICC only does testing and is not a licensing agency.
7. What are the references for the examination?  
Examination information including references can be found starting on page 9 of this bulletin. To get the most updated information on examinations go to: [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).
8. Does ICC offer courses for the exams?  
No. However, ICC does offer courses and study references on the International Codes. ICC courses are not intended to serve as preparation to pass examinations. ICC online courses and instructor-led seminars 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/trades exam content.

9. Can I review my exam that I recently took?

If you are challenging an examination and scored within ten (10) points of passing you may request an examination review session to assist you in composing a written statement of challenge. ICC must receive a completed examination challenge form before an examination review session can be scheduled. There is a \$50 fee for an examination review session. Refer to page 6 of this bulletin for more information on challenging an examination or contact ICC at 1-877-STD-EXAM (783-3926).

10. How often can I test?

You may test as many times as needed until you pass the exam. However, you must wait a minimum of 30 days between each time you take the same examination. If you wish to retake the exam, contact LaserGrade at 1-800-211-2754 to reschedule to take the examination via computer. If you took a paper-and-pencil exam and wish to retake via paper-and-pencil again, you must wait until the next scheduled paper-and-pencil administration date and time to retake the examination.

11. Can I reschedule or cancel my exam?

For computer based testing, you must contact LaserGrade at 1-800-211-2754 at least 24 hours of your exam date and time. For paper/pencil testing ICC must receive a written request from you 14 or more days before the exam date. If you request to cancel or reschedule 13 or less days before the exam date you must contact ICC at 1-877-STD-EXAM (783-3926). ICC will then send you the applicable form to complete. You must complete this form and submit to ICC along with a \$15 fee. If you do not send your request in writing to ICC before the exam date you will lose your entire exam fee and will have to submit a new application with payment.

12. Can I get a copy of my results mailed to me?

Yes, but there is a \$10 fee to get a copy of the result letter. Contact ICC at: 1-877-STD-EXAM (783-3926) to receive the applicable request form to complete.

13. Are the examinations open book?

Yes, most ICC contractor/trades examinations are open book. Examination information including references can be found starting on page 9 of this bulletin.

To get the most updated information on examinations go to: [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

14. How long are the examinations?

The time allowed to complete examinations varies depending upon the subject matter and number of questions contained in an examination. Examination information including time limit can be found starting on page 9 of this bulletin. To get the most updated information on examinations go to: [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

15. What can I bring to the examination?

You may bring the following to use during the examination:

- Clock or watch to keep track of time.
- Three or four No. 2 pencils (sharpened) for any calculation work you may need to do. Scratch paper is provided.
- Eraser.
- Eyeglasses, if necessary.
- Architect's scale or rule.
- Magnifying glass.
- Approved reference books. Refer to approved examination references starting on page 9 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.

- Portable calculator. Calculators must be silent, battery operated and nonprogrammable. Calculators with alpha (letter entry) or print-out capability are not permitted.
  - Foreign-language/English dictionaries, if needed.
16. What type of question format will be included in the examinations?  
Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct.
17. Should I guess if I don't know the answer to a question?  
There is no guessing penalty, so answer every question.
18. What is considered a passing score?  
Most exams have a passing score of 70, with the Master Electrician 75. To get the most updated information go to [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

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