

**INFORMATION BULLETIN**  
**for**  
**STATE OF VERMONT**  
**CONTRACTOR/TRADES EXAMINATIONS**

**Effective January 1, 2007**

**International Code Council**



INTERNATIONAL  
CODE COUNCIL®

*People Helping People  
Build a Safer World™*

***International Code Council***  
Contractor/Trades Examinations  
900 Montclair Road  
Birmingham, Alabama 35213  
Phone: 1-888-ICC-SAFE (422-7233)  
Fax: 1-205-599-9884  
Website: **[www.iccsafe.org/contractor](http://www.iccsafe.org/contractor)**

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### **ICC Vision**

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

### **ICC Mission**

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

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**Note:** Examination requirements, including registration/scheduling, dates, locations, fees, and references are subject to change. Please make sure that you have the most current information before registering for/scheduling any examination. For up-to-date information on ICC certification and examinations go to [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor) or call 1-888-ICC-SAFE (422-7233), ext. 33805.

Printed in the U.S.A.

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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).



## ***About the ICC Contractor/Trades Examination Program***

The International Code Council Contractor/Trades Examination Program is a cooperative endeavor between ICC and the State of Vermont.

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 additional licensing requirements.

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 a written or electronic examination:

- Step 1** Contact the Division of Fire Safety to apply for board review and approval to test. Only candidates reviewed and approved by the State of Vermont Electrical, Plumbing, or Elevator Board may register to take an ICC examination for licensing within Vermont. To apply for Board review and approval, contact the Division of Fire Safety at the following address:
- State of Vermont  
Division of Fire Safety  
1311 US Route 302 B Berlin  
Suite 600  
Barre, VT 05641-2351  
Phone: 802-479-7561
- Step 2** Ensure that you have the most current information by going to [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor) for the State of Vermont Contractor/Trades Examination Information Bulletin.
- Step 3** Read all the information contained in this bulletin in its entirety.
- Step 4** Select the examination you need to take. You may want to contact the Division of Fire Safety, 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 your examination.
- Step 7** Determine if you wish to take the examination using paper-and-pencil or electronically by computer.
- Step 8** Follow the registration requirements for paper-and pencil examinations if you select to have the examination administered by paper-and-pencil. Follow the registration requirements for electronic/computer-based examinations if you select to have the examination administered electronically.
- Step 9** Pass the examination. If you do not pass a written or electronic exam, you must wait 10 days from the exam date to retake the test. If you wish to retake the exam, contact LaserGrade at 1-800-211-2754 to reschedule the examination via computer. If you took a paper-and-pencil exam and wish to retake via paper-and-pencil, you must wait until the next scheduled paper-and-pencil administration date and time.

*Passing an ICC examination is not a license to practice and does not guarantee that a license will be granted.*



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

### **Registering**

Candidates with approval from the applicable Vermont licensing board (refer to page 5 of this bulletin concerning board approval) may register to take an examination. 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.

### **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 1-888-ICC-SAFE (422-7233), extension 33805.

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 paper-and-pencil examinations 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 paper-and-pencil examination you registered for and would like a refund, or to reschedule for another examination date, ICC must receive your written notification by e-mail at [contexam@iccsafe.org](mailto:contexam@iccsafe.org) or by U.S. mail (at the address on the cover of this bulletin) at least 14 days before the initial examination date. If you request to cancel or reschedule 13 or less days before the exam date you must contact ICC at: 1-888-ICC-SAFE (422-7233), extension 33805. ICC will then send you the applicable form to complete. You must complete this form and submit it 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.

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

1. ICC receiving your written notification to cancel or reschedule your examination less than 14 days before the 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 examination results to the examinee within three weeks after the paper-and-pencil examination administration date. ICC does not release/provide examination results by telephone.

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***

### **Registering**

Candidates with approval from the applicable Vermont licensing (refer to page 5 of this bulletin concerning board approval) may register to take an examination. ICC 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](http://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**

ICC 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](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. 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 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).

## ***Administrative Rules and Procedures***

### **Special Needs**

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

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 at 1-888-ICC-SAFE (422-7233), extension 33805, to obtain an accommodation request form.

#### **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 all examinations is 70.

ICC examinations are not designed to discriminate among passing examinees. Therefore, if you pass an ICC examination, your actual score is not indicated/reported. ICC only sends written notification that you have passed the examination, and your name is added to 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 the sole opinion of ICC, 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, ICC will arrange for retesting at a time and place convenient to all concerned with no additional cost to the examinees.

### **Comments**

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

If you desire to comment about any matter related to the examination, you may complete the comment form provided at the conclusion of the examination, or you may submit written comments to ICC by e-mail at [contexam@iccsafe.org](mailto:contexam@iccsafe.org) or by 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.

#### **Electronic Examinations**

If you desire to comment about any matter related to the examination, you may complete the survey provided at the conclusion of the examination, or you may submit written comments to ICC by e-mail at [contexam@iccsafe.org](mailto:contexam@iccsafe.org) or by 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**

An examinee may challenge the ICC examination or examination process. A challenge does not change or have any effect on the final exam score unless an error is found. An examination review session allows the individual to only see the questions missed and incorrect responses. Note-taking is not allowed during a review session, and no instruction is provided.

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

Challenges must be in writing and include a completed and signed challenge form and a separate and complete statement of each item upon which the challenge is based. Challenges must be submitted to ICC by mail and postmarked no later than 60 days following the date of the examination. Written requests to receive a challenge form may be sent by e-mail to [contexam@iccsafe.org](mailto:contexam@iccsafe.org) or by mail to the below address.

An examinee that has failed the examination and scored within ten (10) points of passing may submit a written request to review his or her examination materials to prepare the challenge. There is a fee for a review session. ICC must receive the completed and signed challenge form before the request for a review session.

Written requests for an examination review session and additional information, including applicable fee, may be sent by e-mail to [contexam@iccsafe.org](mailto:contexam@iccsafe.org) or by mail to:

International Code Council  
Certification and Testing Services  
Candidate Services Coordinator  
900 Montclair Road  
Birmingham, AL 35213

## **Electronic Examinations**

An examinee that has failed the examination and scored within ten (10) points of passing may contact LaserGrade directly to challenge his score. There is a fee for a review session. For more information on the challenge process for electronic examinations, please contact LaserGrade at 1-800-211-2754.

## ***Test Site Regulations***

ICC and participating licensing agencies are committed to safeguarding the public health, safety, and general welfare. ICC's copyrighted testing materials and stringent testing security procedures, including videotaping, ensure participating licensing agencies that examinees who have passed an ICC 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 ICC 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. ICC 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](http://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 cells 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 an ICC 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 ICC or the testing center.

Examinees must know, understand, and adhere to all of the regulations governing ICC 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 allowed during exams
8. Battery-operated calculator that is nonprogrammable. The calculator **cannot** be capable of storing alpha-numeric numbers, performing electrical functions, 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.
9. Foreign language/English 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 ICC examinations.

The ICC 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 paper-and-pencil-administered examinations, the proctor provides a 30-minute and a 10-minute time-remaining alert and announcement when time has expired. 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 Jurisdictions***

States and jurisdictions participating in the ICC 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 sites and jurisdictions, go to the ICC website at [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).



## Examination Outlines

The actual percentage of questions for each content area may be +/- two percent of the specified percentage, and may not equal 100% due to rounding.

### **-Electrical Examinations-**

Any individual who fails to achieve a passing score on an electrical licensing examination, after having taken the examination three times, must arrange for board-approved tutoring and must resubmit an application to the board for approval prior to taking the test a fourth time.

#### **EXAM ID: 478      EXAM: MASTER ELECTRICIAN One Part - Open Book - 105 Questions - 5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Service Transformers and Equipment	17	16 %
Wiring Methods and Installation	15	14 %
Cabinets, Panelboards, Switchboards, Boxes, and Conduit Bodies	4	4 %
Conductors	13	12 %
Control Devices	5	5 %
Motors and Generators	9	9 %
Utilization Equipment and Devices	7	7 %
Special Occupancies and Uses	10	9 %
Miscellaneous	5	5 %
Plan Reading and Analysis	10	9 %
Local Amendments	5	5 %
Fire Alarms	5	5 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; and 2005 State of Vermont Electrical Safety Rules

#### **EXAM ID: 479      EXAM: JOURNEYMAN ELECTRICIAN One Part - Open Book - 90 Questions - 4-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Service Transformers and Equipment	13	14 %
Wiring Methods and Installation	19	21 %
Cabinets, Panelboards, Switchboards, Boxes, and Conduit Bodies	4	4 %
Conductors	16	18 %
Control Devices	3	3 %
Motors, and Generators	6	7 %
Utilization Equipment and Devices	6	7 %
Special Occupancies and Uses	9	10 %
Plan Reading	4	4%
Local Amendments	5	6 %
Fire Alarms	5	6 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; and 2005 State of Vermont Electrical Safety Rules

**EXAM ID: 481            EXAM: AUTOMATIC GAS AND OIL HEATING**  
**One Part - Open Book - 35 Questions – 1.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Basic Electricity and Wiring Controls	5	14 %
Controls	5	14 %
Motors	5	14 %
Wiring Methods	8	24 %
Branch Circuits	5	14 %
Grounding	5	14 %
Local Amendments	2	6 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; *Modern Refrigeration and Air Conditioning*; and 2005 State of Vermont Electrical Safety Rules

**EXAM ID: 472            EXAM: OUTDOOR ADVERTISING SIGNS**  
**One Part - Open Book - 55 Questions – 2.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Basic Electricity and Wiring	10	18 %
Electrical Materials and Installation	15	27 %
Motors and Transformers	3	6 %
Outside Branch Circuits and Feeders	10	18 %
Electrical Signs and Outline Lighting	15	27 %
Local Amendments	2	4 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; and 2005 State of Vermont Electrical Safety Rules

**EXAM ID: 470            EXAM: REFRIGERATION AND AIR CONDITIONING ELECTRICAL**  
**One Part - Open Book - 35 Questions – 1.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Basic Electricity and Wiring Controls	10	29 %
Controls	8	22 %
Motors	10	29 %
Low Voltage	5	14 %
Local Amendments	2	6 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; *Modern Refrigeration and Air Conditioning*; and 2005 State of Vermont Electrical Safety Rules

**EXAM ID: 475      EXAM: APPLIANCE AND MOTOR REPAIRS**  
**One Part - Open Book - 35 Questions – 1.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Basic Electricity and Wiring	11	31 %
Appliances	11	31 %
Motors	11	31 %
Local Amendments	2	7 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; and 2005 State of Vermont Electrical Safety Rules

**EXAM ID: 469      EXAM: ELECTRICAL WELL PUMPS**  
**One Part - Open Book - 40 Questions – 2-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Feeders	9	23 %
Wiring Methods	9	23 %
Grounding	8	20 %
Motors	12	30 %
Local Amendments	2	5 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; and 2005 State of Vermont Electrical Safety Rules

**EXAM ID: 471      EXAM: ELECTRIC FARM EQUIPMENT**  
**One Part - Open Book - 35 Questions – 1.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Services and Feeders	8	23 %
Basic Electricity and Wiring	15	43 %
Motors and Generators	10	29 %
Local Amendments	2	5 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; and 2005 State of Vermont Electrical Safety Rules

**EXAM ID: 476      EXAM: COMMERCIAL FIRE ALARM**  
**One Part - Open Book - 55 Questions – 2.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Basic Electricity and Wiring	6	11 %
Wiring Methods	6	11 %
Branch Circuits	5	9 %
Low Voltage	12	22 %
Initiating Devices	12	22 %
Alarm Control Panels	9	16 %
Local Amendments	5	9 %

**Approved References:** 2003 NFPA 101; 2002 NFPA 72; 2002 NFPA 70; 2005 State of Vermont Electrical Safety Rules; and 2005 State of Vermont Fire Prevention and Building Code Rules

**EXAM ID: 483            EXAM: GAS PUMP INSTALLATION AND BULK PLANT WORKS**  
**One Part - Open Book - 55 Questions – 2.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Basic Electricity and Wiring	5	9 %
Wiring Methods	15	27 %
Grounding	7	13 %
Branch Circuits	5	9 %
Motors	8	15 %
Hazardous Locations	13	24 %
Local Amendments	2	3 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; and 2005 State of Vermont Electrical Safety Rules

**EXAM ID: 484            EXAM: HOUSEHOLD FIRE DETECTION AND ALARM**  
**One Part - Open Book - 35 Questions – 1.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Basic Electricity and Wiring	5	14 %
Wiring Methods	8	23 %
Branch Circuits	5	14 %
Initiating Devices	10	29 %
Alarm Control Panel	5	14 %
Local Amendments	2	6 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; 2002 NFPA 72; and 2005 State of Vermont Electrical Safety Rules

**EXAM ID: 480            EXAM: ELECTRIC LOCK INSTALLATION**  
**One Part - Open Book - 35 Questions – 1.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Basic Electricity and Wiring	5	14 %
Wiring Methods	8	23 %
Branch Circuits	5	14 %
Low Voltage	10	29 %
Egress	5	14 %
Local Amendments	2	6 %

**Approved References:** *National Electrical Code*<sup>®</sup>, 2005 Edition; 2003 NFPA 101; and 2005 State of Vermont Electrical Safety Rules

***-Plumbing Examinations-***

Any individual who fails to achieve a passing score on a plumbing licensing examination, after having taken the examination three times, must arrange for board-approved tutoring and must resubmit an application to the board for approval prior to taking the test a fourth time.

**EXAM ID: 477            EXAM: 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 and Terminology	7	7 %
Plumbing Fundamentals	13	12 %
Traps, Cleanouts, and Interceptors	7	7 %
Special Requirements	3	3 %
Drainage Requirements	19	18 %
Vent Requirements	17	16 %
Water Distribution	11	10 %
Plan and Analysis	23	22 %
Local Amendments	5	5 %

**Approved References:** *International Plumbing Code*<sup>®</sup>, 2003 Edition; and 2004 State of Vermont Plumbing Rules

**EXAM ID: 482            EXAM: 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 and Terminology	4	5 %
Plumbing Fundamentals	10	13 %
Traps, Cleanouts, and Interceptors	4	5 %
Special Requirements	3	4 %
Drainage Requirements	11	15 %
Venting Requirements	11	15 %
Water Distribution	8	11 %
Plan Reading	19	25 %
Local Amendments	5	7 %

**Approved References:** *International Plumbing Code*<sup>®</sup>, 2003 Edition; and 2004 State of Vermont Plumbing Rules

**EXAM ID: 473            EXAM: HEATING SYSTEM SPECIALIST**  
**One Part - Open Book - 60 Questions - 3-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Installation - Location, Piping and Clearances	9	15 %
Maintenance and Repair	6	10 %
Hot Water Boilers	8	13 %
Steam (15 psi & less)	7	12 %
Backflow	12	20 %
Materials	6	10 %
Local Amendments	12	20 %

**Approved References:** *International Plumbing Code*<sup>®</sup>, 2003 Edition; *Boiler Operator's Guide*; *Modern Refrigeration and Air Conditioning*; 2004 State of Vermont Plumbing Rules; 2002 NFPA 54; 2004 NFPA 58; and 2003 NFPA 31

**EXAM ID: 521            EXAM: WATER TREATMENT SPECIALIST**  
**One Part - Open Book - 30 Questions – 1.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent Of Exam</b>
Installation Requirements	8	26 %
Location Requirements	3	10 %
Safety Devices	5	17 %
Piping and Valves	4	13 %
Water Treatments	5	17 %
Local Amendments	5	17 %

**Approved References:** *International Plumbing Code*<sup>®</sup>, 2003 Edition; and 2004 State of Vermont Plumbing Rules

**EXAM ID: 522            EXAM: WATER HEATER SPECIALIST**  
**One Part - Open Book - 30 Questions – 1.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. of Questions</b>	<b>Percent of Exam</b>
Water Heaters	5	17 %
Location Requirements	5	17 %
Installation Requirements	6	20 %
Safety Devices	5	17 %
Piping and Valves	4	13 %
Local Amendments	5	17 %

**Approved References:** *International Plumbing Code*<sup>®</sup>, 2003 Edition; and 2004 State of Vermont Plumbing Rules

**-Elevator and Lift Examinations-**

**EXAM ID: 387            EXAM: ELEVATOR MECHANIC**  
**One Part - Open Book - 80 Questions - 4-Hour Time Limit**

<b>Major Content Area</b>	<b>No. Of Questions</b>	<b>Percent of Exam</b>
Pre-installation	6	8 %
Machine Room	5	6 %
Assemble Hoistway Equipment Cars and Platforms	10	13 %
Hydraulics	6	8 %
Electrical Materials and Installation	6	8 %
Testing	6	8 %
Escalators	6	8 %
Maintenance and Repair	12	15 %
Safety	6	8 %
Lifts	6	8 %
LULA	6	8 %
Local Amendments	5	6 %

**Approved References:** ASME A17.1, 2004 Edition; ASME A17.3, 2002 Edition; ASME A18.1, 2003 Edition; *National Electric Code*<sup>®</sup>, 2005 Edition; *Elevator Industry Field Employees' Safety Handbook*, 2005 Edition\*\*; and 2005 State of Vermont Elevator Safety Rules

**EXAM ID: 388            EXAM: LIFT MECHANIC**  
**One Part - Open Book - 45 Questions – 2.5-Hour Time Limit**

<b>Major Content Area</b>	<b>No. Of Questions</b>	<b>Percent of Exam</b>
Vertical Platform Lifts	13	29 %
Inclined Platform Lifts	8	18 %
Inclined Stairway Chair Lifts	4	9 %
Electrical Materials and Installation	6	13 %
Inspections and Tests	4	9 %
Safety	5	11 %
Local Amendments	5	11 %

**Approved References:** ASME A18.1, 2003 Edition; *National Electric Code*<sup>®</sup>, 2005 Edition; *Elevator Industry Field Employees' Safety Handbook*, 2005 Edition\*\*; and 2005 State of Vermont Elevator Safety Rules

\*\* The *Elevator Industry Field Employees' Safety Handbook* can be purchased from:

Elevator World, Inc.  
P.O. Box 6507  
Mobile, AL 36660  
Telephone: (251) 479-4514  
Fax: (251) 479-7043  
Email: sales@elevator-world.com



## *Format of Questions*

The following is representative of the **style** and **format** of ICC 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 to nor should they be referenced or used as a study tool for examinations.

1. 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. NEC, 2005, Table 110.26 (A) (1)

2. According to the National Electrical Code, 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. NEC, 2005, Section 250.53 (E)

3. The maximum vertical spacing for hangers supporting copper pipe is \_\_\_ feet.
  - a. 6.5
  - b. 8.5
  - c. 9
  - d. 10

Answer: d. IPC, 2003, Table 308.5

4. 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. IPC, 2003, 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 of the questions and review your answers.

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

1. Do not try to cram in 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 5 of this bulletin before you register for an examination. Once you have read the information on page 5 of this bulletin in its entirety, you can refer to page 6 for paper-and-pencil examinations and page 8 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?**

Yes, for computer-based testing. Telephone registration is not available for paper-and-pencil examinations.

**3. If I pass an ICC examination, does that mean I am licensed to practice?**

No. Passing an ICC examination is not a license to practice and does not guarantee that a license will be granted.

**4. When can I test?**

Computer-testing is administered frequently at over 1,000 sites across the nation. Paper-and-pencil examinations are administered on a limited basis. To get the most updated information, go to [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

**5. Can I get my results over the phone?**

No. Examination results are confidential and private information. ICC and the test administrator will not release/provide exam results over the telephone.

**6. 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 the examinee within five working days after the exam date.

Paper-and-pencil exams:

Results for examinations taken by paper-and-pencil are mailed within three weeks of the exam date.

**7. How can I get licensed?**

If you want to get licensed in a city and/or state that requires that you take and pass an ICC 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.

**8. What are the references for the examination?**

Examination information, including approved references, is listed in this bulletin starting on page 16.

**9. Do you offer any courses for the exams?**

No. However, ICC 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.

**10. 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 11 of this bulletin.

**11. 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.

**12. 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. For paper-and-pencil examinations, you must notify ICC in writing at least 14 days before the examination date for which you have registered. If you request to cancel or reschedule 13 or less days before the exam date you must contact ICC at 1-888-ICC-SAFE (422-7233), extension 33805. ICC will then send you the applicable form to complete. You must complete this form and submit it 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.

**13. 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 ICC at 1-888-ICC-SAFE (422-7233), extension 33805, for fee information and to receive the applicable request form to complete.

**13. Are the examinations open book?**

Yes, exams are open book. 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 length and allowed time varies depending upon the subject matter. To get the most updated information on examinations, go to [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

**15. What materials can I bring with me to use during the examination?**

The following materials are allowed at test sites:

- Clock or watch to keep track of time
- Three No. 2 pencils (sharpened)
- Eraser
- Eyeglasses, if necessary
- Architect's scale or rule
- Magnifying glass
- Approved reference(s). Refer to approved examination references starting on page 14 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) 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.
- Foreign-language/English dictionaries, if needed

**16. 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.

**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. Refer to page 10 of this bulletin for specific information. To get the most updated information, go to [www.iccsafe.org/contractor](http://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](http://www.iccsafe.org/contractor).

