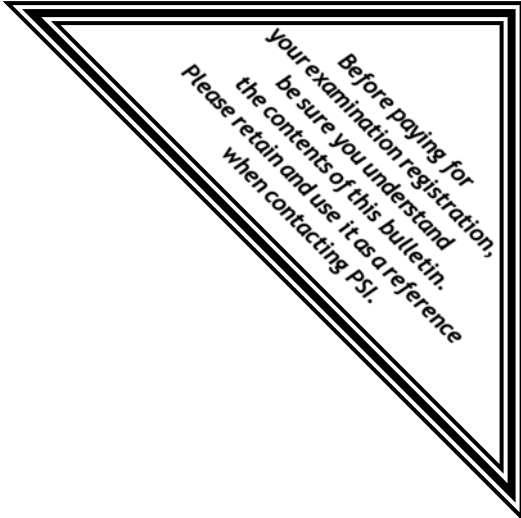




PSI licensure:certification
 3210 E Tropicana
 Las Vegas, NV 89121
 www.psiexams.com



**COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF PROFESSIONAL AND
 OCCUPATIONAL REGULATION**

**INDIVIDUAL LICENSE AND CERTIFICATION
 CANDIDATE INFORMATION BULLETIN**

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Please refer to www.psiexams.com for the latest updates to this bulletin.

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a tradesman, or certified as a backflow prevention device worker or an elevator mechanic in the Commonwealth of Virginia. To be licensed or certified, you must pass an examination to confirm that you have attained a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Department of Professional and Occupational Regulation (the Department) has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Virginia. PSI works closely with the Department and its Examination Review Committee to be certain that examinations meet local, national and international requirements in basic principles and examination development standards.

This Candidate Information Bulletin provides you with information on how to acquire licenses or certifications for the subcategories below. NOTE: Candidates are required to take the specific examination for each license subcategory they are applying for:

Journeyman Electrician
Master Electrician
Journeyman HVAC
Master HVAC
Journeyman Plumber
Master Plumber
Journeyman Gasfitter
Master Gasfitter
Master LP Gasfitter
Journeyman LP Gasfitter
Master Natural Gasfitter
Journeyman Natural Gasfitter
Backflow Prevention Device Worker
Elevator Mechanic

All Backflow Prevention Device Worker and Elevator Mechanic certification candidates will need to pass the same Regulatory examination that tradesman license candidates must pass.

All questions and requests for information about examinations should be directed to:

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

The Board approves all applications for testing. Go to www.dpor.virginia.gov/dporweb/tra_main.cfm for more information

Questions about applications for licensure or certification should be directed to the:

Commonwealth of Virginia
Department of Professional and
Occupational Regulation
Board for Contractors
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8511
www.dpor.virginia.gov
email: contractor@dpor.virginia.gov

EXAMINATION STUDY MATERIALS

The following is a list of possible study materials for the license and certificate examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the Virginia Department of Professional and Occupational Regulation.

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. Except for Code books, you can use later editions of references as they become available. For Code questions, the examination will be based only on the edition of the Code book that is listed.

NOTE: All examinations are open-book. You must bring your own references as they are not provided at the test site. No study guides are permitted. References must be related to the content outlines. You may use later editions of references as they become available, however, all Code examination questions will be based on the edition of the Code book that is listed.

No loose papers or unbound references are permitted. If you download a reference from the Internet, it must be spiral bound or hole-punched and placed in a binder, or stapled in the left hand corner.

References may be highlighted, underlined, and/or indexed prior to the exam. You may not write in reference materials during the examination session. A candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Department.

References may be tabbed with permanent tabs only. NO REMOVABLE TABS are allowed.

The following list of tabs may be used. These items may be purchased at local office supply stores.

Acceptable Tabs

Avery Index Tabs Self-Adhesive
Avery Index Tabs Self-Adhesive
Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs
Redi-Tag Self-Stick Permanent Adhesive Index Tabs

Unacceptable Tabs

Post-It Index Flags
Post-It Flags

Virginia Board for Contractors
Individual License and Certification Regulations,
www.dpor.virginia.gov

Electrician only:

- *National Electrical Code, NFPA 70, 2002*, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org (Beginning November 01, 2008 all exam questions can be answered with either edition of the code, 02 and 05. As of May 1, 2009 the test will be based only on the 05 edition.)
- *American Electrician's Handbook*, 14th Ed, Croft & Summers, ISBN 0-07-137735-2
- *National Fire Protection Association*, 11 Tracy Drive, Avon, MA 02322; 1-800-344-3555; www.nfpa.org

HVAC only:

- *Modern Refrigeration and Air Conditioning, 2000 Edition*, Althouse, Turnquist, & Bracciano, The Goodheart-Wilcox Company**
- *International Mechanical Code, 2003*
(Beginning November 01, 2008 all exam questions can be answered with either edition of the code, 03 and 06. As of May 1, 2009 the test will be based only on the 06 edition.)

Plumber only:

- *International Plumbing Code, 2003*
(Beginning November 01, 2008 all exam questions can be answered with either edition of the code, 03 and 06. As of May 1, 2009 the test will be based only on the 06 edition.)

Gasfitter only:

- *International Fuel Gas Code, 2003*
(Beginning November 01, 2008 all exam questions can be answered with either edition of the code, 03 and 06. As of May 1, 2009 the test will be based only on the 06 edition.)
- *Standard for the Storage and Handling of Liquefied Petroleum Gases, NFPA-58*, 1995 or 1998 Ed; National Fire Protection Association, 11 Tracy Drive, Avon, MA 02322; 1-800-344-3555; www.nfpa.org.

Backflow Prevention Device Worker only:

- *International Plumbing Code, 2003*
(Beginning November 01, 2008 all exam questions can be answered with either edition of the code, 03 and 06. As of May 1, 2009 the test will be based only on the 06 edition.)
- *Professional Qualifications Standard for Backflow Prevention Assembly Testers, Repairers, and Surveyors, ASSE Series 5000 - 1998*; American Society of Sanitary Engineers, 9012 Canterbury Rd., Ste. A, Westlake, Ohio 44145; (440) 835-3040; www.asse-plumbing.org.
- *Backflow Prevention Theory and Practice, 2004*, Center for Training, Research, and Education for Environmental Occupations, University of Florida, TREEO Center; Published by Kendall-Hall Publishers; 1-800-228-0810; www.kendallhunt.com.
- *Manual of Cross-Connection Control, 9th Edition*; Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California, KAP-200 University Park, MC-2531, Los Angeles, California 90089-2531; (213) 740-2032; www.usc.edu/dept/fccchr/.

Elevator Mechanic only:

- *National Electrical Code, NFPA 70, 2002*, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org
(Beginning November 01, 2008 all exam questions can be answered with either edition of the code, 02 and 05. As of May 1, 2009 the test will be based only on the 05 edition.)
- *ASME A17.1 - Safety Code for Elevators and Escalators*,

- 2004, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, www.asme.org
- *ASME A17.3: Safety Code for Existing Elevators and Escalators*, 2005, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, www.asme.org
- *ASME A17.5: Elevator and Escalator Electrical Equipment*, 2004, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, www.asme.org
- *ANSI A117.1 - Accessible and Usable Buildings and Facilities*, 2003, American National Standards Institute, 1819 L Street NW, Washington, DC 20036, (212) 642-4980, www.ansi.org
- *ASME A18.1 - Safety Standard for Platform Lifts and Stairway Chairlifts*, 2005, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, www.asme.org
- *ASME B20.1-2003 Safety Standard for Conveyors and Related Equipment*, 2003, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, www.asme.org
- *Modern Welding*, 2004, Althouse/Turnquist/Bowditch/Bowditch, The Goodheart-Wilcox Company, 1-56637-987-3, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243, (800) 323-0440, www.goodheartwilcox.com

**

You may acquire the references with asterisks through The International Code Council

For International Code Council:

ICC (International Code Council), 900 Montclair Road, Birmingham, AL, 35213; 1-888-422-7233; www.iccsafe.org

or

BOCA (Building Officials & Code Administrators International, Inc.), 4051 W Flossmor Rd., Country Club Hills, Illinois 60478-5795; (708) 799-2300

or

ICBO (International Conference of Building Officials), 5360 Workman Mill Rd., Whittier, California 90601-2298; (888) 699-0541 or www.icbo.org

or

SBCCI (Southern Building Code Congress, Inc.), 900 Montclair Rd., Birmingham, Alabama 35213-1206; (205) 591-1853

EXAMINATION CONTENT OUTLINES

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list overrides information from other sources or persons.

The Examination Content Outlines have been approved by the Virginia Department of Professional and Occupational Regulation. These outlines reflect the minimum knowledge required by tradesmen, backflow prevention device workers and elevator mechanics to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

NOTE: All Candidates are required to pass the Statutory and Regulatory portion and the Technical portion of the examination for the specific license or certification for which they are applying.

Effective immediately, a candidate who passed both the Statutory/Regulatory portion and Technical portion of the exam to become a licensed Journeyman need only take the Technical portion of the Master's exam when applying for an upgrade to the Master's license.

STATUTORY & REGULATORY PORTION

10 Items

Passing Score: 7

30 Minutes to complete this portion.

- A. Standards of Practice (3 Items)
- B. Standards of Conduct (2 Items)
- C. Renewal and Reinstatement (2 Items)
- D. Definitions (1 Item)
- E. Qualification for Licensure (1 Item)
- F. Revocation of Licensure (1 Item)

JOURNEYMAN ELECTRICIAN PORTION

60 Items

Passing Score: 42

180 Minutes to complete this portion.

- A. General Electrical Knowledge (3 Items)
- B. Requirements for Electrical Installations (3 Items)
- C. Electrical-Electronic Fundamentals (2 Items)
- D. Services, Feeders, and Branch Circuits (7 Items)

- E. Service and Feeder Requirements (2 Items)
- F. Grounding and Bonding (7 Items)
- G. Conductors and Cables (7 Items)
- H. Raceways and Boxes (8 Items)
- I. Special Occupancies (3 Items)
- J. Special Equipment (2 Items)
- K. Electrical Signs and Outline Lighting (1 Item)
- L. Motors and Controls (5 Items)
- M. Utilization Equipment (5 Items)
- N. Lighting (2 Items)
- O. General Low Voltage Requirements (1 Item)
- P. Communication Systems (1 Item)
- Q. Fire Detection and Alarm Systems (1 Item)

MASTER ELECTRICIAN PORTION

80 Items

Passing Score: 56

240 Minutes to complete this portion.

- A. General Electrical Knowledge (4 Items)
- B. Requirements for Electrical Installations (4 Items)
- C. Electrical-Electronic Fundamentals (5 Items)
- D. Services, Feeders, and Branch Circuits (9 Items)
- E. Service and Feeder Requirements (6 Items)
- F. Grounding and Bonding (9 Items)
- G. Conductors and Cables (7 Items)
- H. Raceways and Boxes (8 Items)
- I. Special Occupancies (4 Items)
- J. Special Equipment (2 Items)
- K. Electrical Signs and Outline Lighting (2 Items)
- L. Motors and Controls (8 Items)
- M. Utilization Equipment (6 Items)
- N. Lighting (2 Items)
- O. General Low Voltage Requirements (1 Item)
- P. Communication Systems (1 Item)
- Q. Fire Detection and Alarms Systems (2 Items)

JOURNEYMAN/MASTER PLUMBER PORTION

70 Items

Passing Score: 53

180 Minutes to complete this portion.

- A. Drainage Waste and Vents (24 Items)
- B. Water Supply Systems (10 Items)
- C. Backflow Prevention (10 Items)
- D. Storm Drainage Systems (10 Items)



- E. Plumbing Fixtures (7 Items)
- F. General Regulations (5 Items)
- G. Interceptors and Traps (4 Items)

JOURNEYMAN/MASTER HVAC PORTION

75 Items
 Journeyman Passing Score: 53
 Master Passing Score: 57

180 Minutes to complete this portion.

- A. Warm Air Heating (8 Items)
- B. Ventilation Systems (8 Items)
- C. Air Conditioning Systems (8 Items)
- D. Duct Systems (6 Items)
- E. Chimneys, Flues, and Vents (6 Items)
- F. Boilers (5 Items)
- G. Hot Water Piping (4 Items)
- H. Combustion Air (4 Items)
- I. Controls/Low Voltage (4 Items)
- J. Fuel Oil Piping and Storage (3 Items)
- K. Insulation (3 Items)
- L. Commercial Kitchen Venting (5 Items)
- M. Refrigerants (3 Items)
- N. Refrigerant Piping (3 Items)
- O. Chilled and Condenser Water Piping (3 Items)
- P. Firestopping/Penetration Inspection (2 Item)

JOURNEYMAN/MASTER GASFITTER PORTION

40 Items
 Passing Score: 30

120 minutes to complete this portion.

- A. Natural and LP Gas Piping (12 Items)
- B. Pipe Sizing (11 Items)
- C. LP-Gas Tanks (9 Items)
- D. Gas Piping Controls (5 Items)
- E. Testing (3 Items)

JOURNEYMAN/MASTER LP GASFITTER PORTION

40 Items
 Journeyman Passing Score: 28
 Master Passing Score: 30

120 minutes to complete this portion.

- A. Natural and LP Gas Piping (12 Items)
- B. Pipe Sizing (11 Items)
- C. LP-Gas Tanks (9 Items)
- D. Gas Piping Controls (5 Items)
- E. Testing (3 Items)

JOURNEYMAN/MASTER NATURAL GASFITTER PORTION

40 Items
 Journeyman Passing Score: 30
 Master Passing Score: 30

120 minutes to complete this portion.

- A. Natural and LP Gas Piping (18 Items)
- B. Pipe Sizing (14 Items)
- D. Gas Piping Controls (5 Items)
- E. Testing (3 Items)

BACKFLOW PREVENTION DEVICE WORKER PORTION

30 Items
 Passing Score: 23

120 Minutes to complete this portion.

- A. Testing/Troubleshooting (16 Items)
- B. Assemblies/Devices (4 Items)
- C. General Subject Knowledge (6 Items)
- D. Maintenance and Repair (2 Items)
- E. Laws and Rules (1 Item)
- F. Safety (1 Item)

ELEVATOR MECHANIC PORTION

80 Items
 Passing Score: 56

180 Minutes to complete this portion.

- A. Wire Rope (2 Items)
- B. Clearance and Space Limits (8 Items)
- C. Electrical (9 Items)
- D. Testing (3 Items)
- E. Engineering and Inspection (6 Items)
- F. Safety Devices (10 Items)
- G. Controls (3 Items)
- H. Operating Limitations (2 Items)
- I. Drive Mechanisms (4 Items)
- J. Fire Service (3 Items)
- K. Maintenance and Repairs (5 Items)
- L. Escalators and Dumbwaiters (2 Items)
- M. Emergency Power (2 Items)
- N. Accessibility Equipment (8 Items)
- O. Elevator Renovation (3 Items)
- P. Conveyors (6 Items)
- Q. Welding (4 Items)



REGISTRATION AND SCHEDULING PROCEDURES

All candidates will need to have satisfactorily completed all education and work experience set by the Board for Contractors prior to applying for the examination.

A notification will be sent to you by the Board upon approval of your application. When you receive this notification, go to www.psiexams.com to pay and schedule your examination. You may also pay and schedule by calling 800-733-9267 or by mailing in the registration form found at the end of this bulletin.

Be sure the registration form is complete, accurate, and signed. Be sure that you include all attachments and the correct fees. Your registration is valid for one examination only. The examination fee is valid for one year from the date you are approved by the board. You must first register for an examination and then schedule an appointment.

ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE.

Statutory & Regulatory Examination	\$30
Journeyman Technical Examination	\$70
Backflow Prevention Device Worker	\$70
Master Technical Examination	\$90
Elevator Mechanic	\$90

There is an additional charge of \$15 for candidates who wish to register as a Walk-in.

INTERNET REGISTRATION

You may register and schedule for your examination at www.psiexams.com. You may register and schedule for an examination via the Internet 24 hours a day.

1. Complete the registration form on-line and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your examination.

STANDARD MAIL REGISTRATION

1. Complete and return the Examination Registration Form and appropriate fee to PSI. Payment of fees can be made by money order, company check, or cashier's check. Cashier's checks, company checks, and money orders should be made payable to PSI. Print your Social Security Number on your check or money order to ensure that your fees are properly assigned. **CASH, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.**
3. Please allow 2 weeks to process your registration. If you do not receive your Confirmation Notice within 2 weeks, call (800) 733-9267 to verify your status.

TELEPHONE REGISTRATION

In order to register by telephone, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. Call (800) 733-9267 Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. You may schedule an appointment during the same call or call back 24 hours a day-7 days a week to schedule an appointment through our automated system.

FAX REGISTRATION

In order to register via fax, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. Fax the completed form (both sides) to PSI at (702) 932-2666. Fax Registrations are accepted 24 hours a day.
3. Please allow four business days to process your registration. After four business days, you may call PSI to schedule the examination(s), at (800) 733-9267.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. If you elect not to disclose your Social Security number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you **MUST** provide your social security number to the state to complete the licensing process.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should contact PSI to request for alternative arrangements. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and requests must include supporting documentation on official letterhead from a licensed professional. The request should be sent to PSI with the registration form and fee. Your registration will not be processed unless your request for special accommodation is approved.

CANCELING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is*

received two days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register and follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone, by fax, or by mail. Once registered, you can schedule for your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

You will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment two days before the scheduled examination date; or
- Do not appear for your examination appointment; or
- Arrive after Examination Start Time; or
- Do not present proper identification when you arrive for the examination.

EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

WALK-IN EXAMINATIONS

YOU MUST PRESENT A CONFIRMATION NOTICE OR A FAILING SCORE REPORT TO BE ELIGIBLE FOR A WALK-IN EXAMINATION. You are strongly encouraged to schedule an examination. However, you may take the examination as a walk-in candidate. Walk-in examinations are available on a space-available, "first-come", "first-served" basis. Walk-in candidates will only be admitted after all scheduled candidates have been admitted. Because of seating limitations at examination centers, admission cannot be guaranteed to walk-in candidates. There is an additional fee of \$15 for walk-in candidates. This fee must be paid by

www.psiexams.com

money order, cashier's check, or company check at the examination center. (Personal checks, cash, and credit cards are NOT accepted.)

COMPUTER EXAMINATION CENTER LOCATIONS

**FALLS CHURCH LEESBURG PIKE
MCILVAINE BUILDING**
6201 Leesburg Pike, Suite 404
Falls Church, VA 22044

From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot, then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.

TYSONS CORNER AREA
1651 Old Meadow Rd, Suite B01
McLean, VA 22102

From the Beltway take the McLean Exit (Route 123 North). Turn right on Old Meadow Road (the first traffic light). The site is the first building on the left. Use the back entrance.

RICHMOND AREA
Daniel Building
3805 Cutshaw Ave., Suite 310
Richmond VA 23230

From I-64, exit Staples Mill Road and proceed East approximately 1 mile. Turn left on Broad Street and proceed approximately ¾ miles. Turn right on Kent Road. The Daniel Building is on the corner of Cutshaw Avenue. Use street parking.

PSI VIRGINIA BEACH
Pembroke IV Building
291 Independence Blvd, Suite 140
Virginia Beach, VA 23462

From I-264, merge onto S Independence Blvd/VA-225 N via Exit 17B toward Pembroke Area. Make a u-turn at Broad St onto Independence Blvd/VA-225 S. The site is near the Pembroke Mall.

ROANOKE AREA
Fralin and Waldron Office Park
2847 Penn Forest Blvd
Building D, Suite 200
Roanoke, Virginia 24018

From 81 - take 220 Exit (Downtown Roanoke). From 220 take the Franklin Road Exit (not the Franklin Bus Exit). At the stop light make a right. Franklin Road will turn into Electric Road. Keep going straight until you come to Chaparral Dr and go left. You will see the Fralin & Waldron Bldg to your left. At the next stop light go left.



If you are traveling from 220 take the first exit, Franklin Road. Follow directions above.

EASTERN SHORE AREA
Beaglin Park Plaza
1323 Mt. Hermon Rd., Suite 2A
Salisbury, MD 21801

The complex is south of Route 50 and west of the 13 By-pass. From Route 50, turn south on Beaglin Park Drive. Turn left at the first light, Mt Hermon Rd. Turn left into Beaglin Park Plaza.

CHARLOTTESVILLE
2114 Angus Road, Suite #105-B
Charlottesville, VA 22901
If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.
If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.

JOHNSON CITY
904 Sunset Drive, Ste 7A
Johnson City, TN 37604
Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

REQUIRED IDENTIFICATION

You must provide two forms of **VALID** (not expired) identification. One must be a government-issued identification (Driver's License, State ID, Passport) which bears your signature, has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form. If you cannot provide the required identification, you must call (800) 733-9267 one month prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.*

NOTE: If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your education verification, your examination registration form, and your two forms of identification.

www.psiexams.com



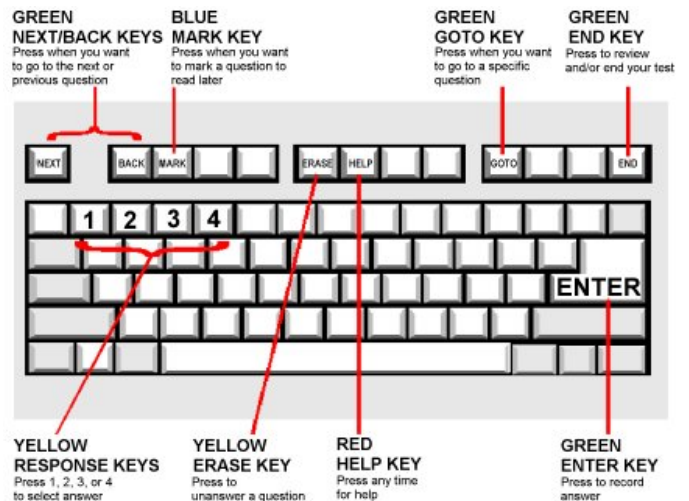
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- ❑ Candidates may bring reference books. However, no study guides are allowed. Reference books may be highlighted, underlined, and/or indexed. They must be otherwise UNMARKED (not written in). Sample examinations are not allowed.
- ❑ NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- ❑ Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- ❑ Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- ❑ No smoking, eating, or drinking will be allowed at the examination site.
- ❑ You may not exit the building during the examination.
- ❑ Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. Following is an illustration of the special keyboard. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question.

Question: 3 of 40 Answered: 2 Unanswered: 1 Marked: 0 View: All Time Left(Min): 359

3. What do the stars on the United States of America's flag represent?

(Choose from the following options)

- 1. Presidents
- 2. Colonies
- 3. States
- 4. Wars

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IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments

will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **This is the only review of the examination available to candidates.**

SCORE REPORTING

In order to pass the examination, you must achieve the minimum score shown on each part of the examination.

	Number Correct
Regulatory Portion	7
Journeyman Electrician	42
Master Electrician	56
Journeyman HVAC	53
Master HVAC	57
Journeyman/Master Plumber	53
Journeyman/Master Gasfitter	30
Journeyman LP Gasfitter	28
Master LP Gasfitter	30
Journeyman Natural Gasfitter	30
Master Natural Gasfitter	30
Backflow Prevention Device	23
Elevator Mechanic	56

Board policy dictates that you must apply for your license within one year of passing the examination.

If you take the examination by computer, your result will be given to you immediately following completion of the examination. Examination results are confidential and will be reported only to you and the Virginia Department of Professional and Occupational Regulation.

The following summary describes the score reporting process:

On screen - Your result will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination.

If you **pass**, you will immediately receive a successful notification and performance summary on the screen. License application forms for submittal to the Department will be available at the examination center.

If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination center.

On Paper - An official result report will be printed at the examination center.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report.

11. SPECIAL ACCOMMODATIONS REQUEST	<i>I am requesting special accommodations and I am enclosing documentation from a licensed health care provider or other qualified individual.</i>	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. EXPERIENCE AND EDUCATION	Years of Experience _____	Hours of Education _____
13. <i>I HAVE READ THE CANDIDATE INFORMATION BULLETIN AND AM FAMILIAR WITH THE INFORMATION PRESENTED IN IT AND THIS EXAMINATION REGISTRATION FORM.</i>		
Signature _____		Date _____
YOU MUST SIGN AND DATE THIS REGISTRATION FORM IN ORDER TO BE TESTED.		

REGISTRATION PROCEDURES

To register **BY MAIL**, complete and send this form with the applicable fees to the address below. (Credit card payment is not accepted for mail registrations.) Call (800) 733-9267 for questions about Registration Procedures.

PSI LICENSURE: CERTIFICATION
 ATTN: Exam Registration
 Daniel Building, 3805 Cutshaw Ave., Suite 310
 Richmond VA 23230
 or
 PSI LICENSURE: CERTIFICATION
 ATTN: Exam Registration VA TRADE
 3210 E Tropicana
 Las Vegas, NV 89121
 www.psiexams.com

Fees payable to PSI may be made by (1) cashier's check, (2) company check, or (3) money order. Please note your Social Security Number on your check or money order. Cash and personal checks are NOT accepted. Registration fees are not refundable nor transferable.

Credit card (MasterCard or VISA) payment accepted for phone, internet, or fax registrations only. (Check One): MC VISA

Card No: _____ Exp. Date: _____

Card Verification No: _____ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print): _____ Signature: _____



PSI licensure:certification

3210 E Tropicana
LAS VEGAS, NV 89121

FIRST CLASS MAIL

