PROMETRIC

2010 Construction Catalog Exam Candidate Registration and Scheduling Instructions

General candidate information

Your state or local board or licensing department has contracted with Prometric Inc. to conduct its construction examination program. A list of exam dates and locations begins on Page 7.

This bulletin is your guide to the process of registering, scheduling and taking a construction catalog exam. The steps below summarize the process. For information about a step, go to the page listed.

To obtain your certification

1. Apply to your local board or licensing department.
2. Once your application is approved, you will be provided with an examination registration packet—Page 2.
3. Submit your exam registration form and fee to Prometric—Page 10.

   In return, you will receive an admission letter providing you with the exact location, time and date of your exam—Page 2.
4. Present the required identification and take the exam—Page 4.
5. An exam score report will be mailed to your examination sponsor. Licenses or certifications are issued by your local board or licensing department—Page 5.

   Passing an exam is no guarantee a certificate of qualification will be issued by the licensing board. If you take an exam unnecessarily or are found unqualified, the exam fee will **not** be refunded.

To get answers not provided in this bulletin, contact:

Prometric
ATTN: National Construction Program
1260 Energy Lane
St. Paul, MN 55108
Phone: 800.280.3926
Fax: 800.813.6670
www.prometric.com

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Key
➡ Overview information
✓ Important note

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Registering for an exam

Once you receive your examination registration packet, you must register for your exam using the registration form on Page 10. Be sure to include your Social Security number on the registration form, as this will become the applicant number. Your registration form will **not** be processed without your Social Security number.

Note Eligibility to test is valid for six months from the date authorized as shown in the Examination Sponsor Information section of the registration form. You must secure a new registration/eligibility form every time you test; this includes retaking a failed exam.

Registration by mail

Mail the form and appropriate fees to Prometric at the address shown on the form. When registering by mail, you may pay the exam fee by including Visa or MasterCard information, cashier's check, certified check or money order. **Personal checks, company checks and cash are not accepted.**

Registration by fax

If you are paying by credit card, you may fax your completed exam registration form (Page 10) to Prometric at 800.813.6670. You must include the Visa or MasterCard information and the cardholder's signature on the form.

Note Exam fees are nonrefundable and nontransferable. Refunds will not be issued.

Exam dates and registration cutoff dates

Exams are offered at several locations each month. A list of exam dates and locations begins on Page 7. These locations are subject to change. Be sure to check your admission letter for the exact location of your exam site.

Out-of-state testing. Outside of your state, you can schedule your test at any Prometric location on any date when testing is scheduled. Contact Prometric for more information.

Note Prometric must receive your registration form and fee on or before the cutoff date. No exceptions will be made to this policy. Seating is limited, so register early. If your registration form is received after the deadline, you will be scheduled for the next available date at the selected site.

Admission letters

If your registration form and payment are received by the cutoff deadline, Prometric will send you an admission letter. This letter provides information regarding the specific date, time and location of your exam. You **must** present this letter at the test center or you will not be allowed to test.

You should receive your admission letter approximately five business days before the exam. If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 800.280.3926.

Be sure to notify Prometric and your board or licensing department of any change of address.

Important If you do not appear for your exam on the date and at the time shown on your admission letter, you forfeit all fees.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.280.3926 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Rescheduling an appointment

Once your exam has been scheduled, you must take it on the scheduled date or you will forfeit your exam fees. With enough advance notice, though, you may be able to reschedule your exam.

Up to the cutoff date, you can call 800.280.3926 to reschedule if space is available on the new date. The exam can be rescheduled only once. The rescheduling fee is $25.

If there is an insufficient number of registered candidates for a scheduled exam, Prometric reserves the right to cancel the exam. Candidates will be rescheduled for another examination date without a rescheduling fee.

Note Once the cutoff date has passed, Prometric is unable to reschedule your exam.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail. However, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you will forfeit your fee. You must then reschedule your exam and pay another full exam fee.

Preparing for your exam

Preparing can help you pass your exam and possibly save time and money needed to take it again.

Exams consist of multiple-choice questions and are electronically scored. There is no penalty for guessing. You should mark an answer for every question.

A Bulletin of Information has been prepared for each exam offered. A list of all Bulletins is available online at **www.prometric.com/CICO+General.htm**.

Bulletins contain:

- The total number of questions that are on the exam, the maximum time allowed to take the exam and the percentage needed to pass the exam.
- The scope of the exam.
- A content outline that lists all areas covered in the exam and the approximate number of questions drawn from each area.

- A list of references that were used to develop the exam and which of those references you may be allowed to use during the exam.

What to bring on exam day

Exams begin promptly at the time shown on the admission letter. Test centers open 30 minutes before testing begins. You should arrive on time to check in. Late arrivals will not be allowed to test.

Bring all the following items with you to your exam appointment:

- Your admission letter from Prometric.
- A current, valid, government-issued photo identification card, such as a driver's license or passport.
- Two sharpened No. 2 pencils with erasers.
- Any references approved for use during your exam.
- A silent, cordless, nonprinting, nonprogrammable calculator (calculators capable of alphabetic entry **cannot** be used).

Important Failure to provide appropriate identification and your admission letter at the time of the exam is considered a missed appointment. If you miss an appointment, you forfeit your fees.

Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and policies will be enforced at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any exam session and to investigate each incident of misconduct or irregularity.

References

- Only approved references specifically stated as allowed on the Bulletin of Information are allowed during the exam. No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in reference books. Any reference material that has been written in during the exam will be confiscated. Highlighting and permanent tabbing added before your arrival at the test center are acceptable. Post-it® notes are not considered permanent tabbing and will not be allowed. Sharing reference materials is not allowed.
- Reference materials will be checked at the examination site before and after the examinations.
- No other reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Calculators

- You may bring a silent, handheld, solar or battery-operated, nonprogrammable calculator (without paper tape-printing capabilities or alphabetic keypads). If you are unsure whether your calculator is appropriate, bring an additional simple six-function calculator.

Personal items

We recommend that you avoid bringing personal items to the testing center. Note the following:

- Electronic equipment— cell phones, PDAs, pagers, cameras, tape recorders, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.

- Other personal items—watches, briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors or family members are allowed in the testing area.

Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the testing center.

Important Before an exam begins, the test center administrator will inspect briefcases, purses, and so on to ensure that candidates are not in violation of any of these rules. The administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a $250,000 fine for criminal violations.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Exam results

A score report will be mailed to your exam sponsor approximately 10 business days after your exam date. To ensure confidentiality, scores will **not** be disclosed over the phone or faxed.

Passing score. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question. If you pass your exam, contact your local board or licensing department for more information about obtaining your license or certification.

Retake information. Some jurisdictions have requested that we provide retake information with your score report. If you receive a retake form with your score report, return the completed form to Prometric along with the appropriate fees. If you do **not** receive retake information with your score report, please contact your licensing authority to obtain information about retesting.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

Optional services

Some jurisdictions allow Prometric to offer optional services for an additional fee. Please check with your examination sponsor about the services described below. Where allowed, candidates may select any or all of these options when completing the registration form.

Expedited scoring

Prometric offers an expedited scoring service that provides an **unofficial score** within just a few days. To obtain a confidential **unofficial score**, call Prometric at 877.308.4697 after 5 p.m. (Central time) on the second business day after your exam. This unofficial score will include your raw score and pass/fail status. Please have your Visa or MasterCard information available when calling. Alternatively, you may prepay for this service when submitting your registration form. The fee for this service is $30 per exam.

Duplicate score reports

This service enables you to obtain duplicate score reports at any time within **three years** of your examination date. You may call or write to Prometric to request a duplicate of your score report, or you may prepay this service when submitting your registration form. Be sure to indicate the examination code and title of the exam for which you are requesting a duplicate score report. There is a $30 processing fee per report.

Certificate of achievement

Candidates passing their exams deserve recognition for their accomplishment. Prometric has prepared a beautifully designed 8.5"x11" certificate of achievement. This certificate is suitable for framing and contains your name and the name of the exam you successfully completed in a calligraphy typeface. The cost is $30.

2010 National exam schedule

Exams are offered at the following locations each month. These locations and dates are subject to change.

Delaware exam dates

Dover-Harrington		Newark	
Cutoff	Exam	Cutoff	Exam
01/22/10	02/06/10	01/22/10	02/06/10
04/16/10	05/01/10	04/16/10	05/01/10
07/23/10	08/07/10	07/23/10	08/07/10
10/22/10	11/06/10	10/22/10	11/06/10

Indiana exam dates

Columbus		Ft. Wayne		Indianapolis	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
01/29/10	02/13/10	12/22/09	01/09/10	02/11/10	02/27/10
04/23/10	05/08/10	04/02/10	04/17/10	03/12/10	03/27/10
07/30/10	08/14/10	07/01/10	07/17/10	04/09/10	04/24/10
10/29/10	11/13/10	10/01/10	10/16/10	06/04/10	06/19/10
				07/09/10	07/24/10
				08/13/10	08/28/10
				10/15/10	10/30/10
				11/05/10	11/20/10
				12/03/10	12/18/10

Iowa exam dates

Cedar Falls		Cedar Rapids		Council Bluffs	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
12/22/09	01/09/10	01/14/10	01/30/10	12/22/09	01/09/10
04/02/10	04/17/10	04/23/10	05/08/10	04/02/10	04/17/10
07/01/10	07/17/10	07/23/10	08/07/10	07/01/10	07/17/10
09/24/10	10/09/10	10/29/10	11/13/10	09/24/10	10/09/10

Davenport		Des Moines		Dubuque	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
01/14/10	01/30/10	02/04/10	02/20/10	02/19/10	03/06/10
03/12/10	03/27/10	04/09/10	04/24/10	05/20/10	06/05/10
04/30/10	05/15/10	06/04/10	06/19/10	08/26/10	09/11/10
06/24/10	07/10/10	10/01/10	10/16/10	11/17/10	12/04/10
09/10/10	09/25/10	12/03/10	12/18/10		
10/22/10	11/06/10				

Fort Dodge		Iowa City		Marshalltown	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
01/14/10	01/30/10	02/26/10	03/13/10	12/31/09	01/16/10
04/09/10	04/24/10	05/27/10	06/12/10	02/26/10	03/13/10
07/09/10	07/24/10	09/02/10	09/18/10	04/23/10	05/08/10
10/15/10	10/30/10	11/24/10	12/11/10	07/01/10	07/17/10
				09/02/10	09/18/10
				10/22/10	11/06/10

Mason City		Sioux City		West Burlington	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
02/04/10	02/20/10	12/22/09	01/09/10	01/22/10	02/06/10
04/30/10	05/15/10	03/19/10	04/03/10	04/23/10	05/08/10
07/30/10	08/14/10	07/01/10	07/17/10	07/23/10	08/07/10
11/05/10	11/20/10	09/17/10	10/02/10	10/29/10	11/13/10

Kansas exam dates

Dodge City		Hays		Parsons	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
01/22/10	02/06/10	02/04/10	02/20/10	01/07/10	01/23/10
04/16/10	05/01/10	04/23/10	05/08/10	04/30/10	05/15/10
07/23/10	08/07/10	07/30/10	08/14/10	08/26/10	09/11/10
10/22/10	11/06/10	11/05/10	11/20/10		

Manhattan		Wichita	
Cutoff	Exam	Cutoff	Exam
12/22/09	01/09/10	12/22/09	01/09/10
02/19/10	03/06/10	01/22/10	02/06/10
04/16/10	05/01/10	02/26/10	03/13/10
06/24/10	07/10/10	03/19/10	04/03/10
09/02/10	09/18/10	04/23/10	05/08/10
10/22/10	11/06/10	05/27/10	06/12/10
		07/01/10	07/17/10
		07/23/10	08/07/10
		08/26/10	09/11/10
		09/24/10	10/09/10
		10/29/10	11/13/10
		11/24/10	12/11/10

Missouri exam dates

Cape Girardeau		Jefferson City		St. Louis	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
01/22/10	02/06/10	02/19/10	03/06/10	12/22/09	01/09/10
05/20/10	06/05/10	06/24/10	07/10/10	02/19/10	03/06/10
09/17/10	10/02/10	10/22/10	11/06/10	04/16/10	05/01/10
				06/24/10	07/10/10
				08/26/10	09/11/10
				10/22/10	11/06/10

Kansas City				Springfield	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
12/22/09	01/09/10	05/20/10	06/05/10	01/14/10	01/30/10
01/07/10	01/23/10	06/04/10	06/19/10	02/11/10	02/27/10
01/22/10	02/06/10	06/24/10	07/10/10	03/12/10	03/27/10
02/04/10	02/20/10	07/09/10	07/24/10	04/09/10	04/24/10
02/19/10	03/06/10	08/06/10	08/21/10	05/14/10	05/29/10
03/05/10	03/20/10	09/10/10	09/25/10	06/11/10	06/26/10
03/19/10	04/03/10	10/08/10	10/23/10	07/09/10	07/24/10
04/02/10	04/17/10	10/22/10	11/06/10	08/13/10	08/28/10
04/16/10	05/01/10	11/05/10	11/20/10	09/10/10	09/25/10
04/30/10	05/15/10	11/17/10	12/04/10	10/15/10	10/30/10
		12/03/10	12/18/10	11/05/10	11/20/10
				12/03/10	12/18/10

Nebraska exam dates

Omaha	
Cutoff	Exam
01/07/10	01/23/10
03/05/10	03/20/10
04/30/10	05/15/10
06/24/10	07/10/10
09/02/10	09/18/10
11/05/10	11/20/10

New York exam dates

White Plains	
Cutoff	Exam
12/31/09	01/16/10
03/05/10	03/20/10
04/23/10	05/08/10
07/09/10	07/24/10
09/02/10	09/18/10
11/17/10	12/04/10

Ohio exam dates

Eastlake	
Cutoff	Exam
01/07/10	01/23/10
04/02/10	04/17/10
07/01/10	07/17/10
10/01/10	10/16/10

Pennsylvania exam dates

Philadelphia	
Cutoff	Exam
01/07/10	01/23/10
03/05/10	03/20/10
04/30/10	05/15/10
07/01/10	07/17/10
11/05/10	11/20/10

South Carolina exam dates

Charleston		Columbia		Greenville	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
02/19/10	03/06/10	12/22/09	01/09/10	01/29/10	02/13/10
05/27/10	06/12/10	02/26/10	03/13/10	03/26/10	04/10/10
08/26/10	09/11/10	04/23/10	05/08/10	05/27/10	06/12/10
11/24/10	12/11/10	07/01/10	07/17/10	07/30/10	08/14/10
		08/26/10	09/11/10	09/24/10	10/09/10
		10/29/10	11/13/10	11/24/10	12/11/10

Tennessee exam dates

Knoxville		Nashville	
Cutoff	Exam	Cutoff	Exam
12/22/09	01/09/10	03/05/10	03/20/10
04/23/10	05/08/10	07/09/10	07/24/10
08/26/10	09/11/10	11/05/10	11/20/10
10/29/10	11/13/10		

PROMETRIC

Exam Registration Form
for National Construction Catalog Exams

Note: Your eligibility to test is valid for six months from the date authorized by the Sponsoring Entity. Some local licensing departments require a new registration eligibility form every time you test; this includes retaking a failed exam. Please check with your licensing department. **Send this completed form with the appropriate fee to:** Prometric, ATTN: National Construction Program, 1260 Energy Lane, St. Paul, MN 55108; Fax: 800.813.6670.

Candidate Information

Last Name	First Name	Middle Initial	Social Security Number
			___ ___ ___-___ ___-___ ___ ___ ___
Street Address (including Apt. number or P.O. Box, if applicable)			
City	State	ZIP Code	Email Address
Daytime Phone Number (including area code) ( )		Business Phone Number (including area code) ( )	

Sponsor Information (To be completed by Sponsoring Entity only.)

Catalog Exam Code:	Full Exam Name:
Catalog Exam Code:	Full Exam Name:
Sponsor Code	**Sponsoring Entity**
Signature and Title of Authorizing Sponsor Representative	**Date Authorized**

Exam Selection and Fees

Catalog Exam Code	**Exam Fee**	**Total**
___ ___ ___ ___ ___	$80	$
___ ___ ___ ___ ___	$80	$
Optional Services	**Fee**	
Expedited Scoring (per exam)	$30	$
Duplicate Score Report (exam title and date: _____)	$30	$
Certificate of Achievement	$30	$
	Total Fee	**$**

Payment: Fee may be paid by cashier's check, money order, MasterCard or Visa, payable to Prometric. Please include your full name on the check. **Personal checks and cash are not accepted. Fees are nonrefundable.**

To pay by credit card, please complete the information below.

Card Type (Check One) ☐ MasterCard ☐ Visa	Card Number	Expiration Date
Name of Cardholder (Print)	Signature of Cardholder	

Exam Date and Location Selection

Catalog Exam Code	Exam Date & Location – 1st Choice	Exam Date & Location – 2nd Choice

By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations. (Keep a copy of this registration form for your records.)

Signature: _____ Date: _____

(Keep a copy of this registration form for your records.)

CITY OF BELLEVUE
BUILDING DEPARTMENT
APPLICATION FOR COMPETENCY

I hereby make application for a Journeyman _____ License.

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # ( ) _____ Cell/Beeper/Other # ( ) _____

Email Address: _____

Have you submitted an application here before or with another municipality ☐ Yes ☐ No

If yes give date(s) and location of exam:

_____

Have you ever been bonded? ☐ Yes ☐ No

Have you previously passed the Thompson Prometric, Block, or Experior Exam for which you are applying? ☐ Yes ☐ No ** If yes please provide documentation of test and score. **

EMPLOYMENT HISTORY

Provide the following information for your past employers, **starting with the most recent**.
All references will be verified. You may be required to provide documentation of employment.

Employer/Phone #	From	To	Type of work performed
Address			
Job Title			
Immediate Supervisor			

Employer/Phone #	From	To	Type of work performed
Address			
Job Title			
Immediate Supervisor			

Employer/Phone #	From	To	Type of work performed
Address			
Job Title			
Immediate Supervisor			

Employer/Phone #	From	To	Type of work performed
Address			
Job Title			
Immediate Supervisor			

EDUCATIONAL BACKGROUND

List any schools attended.

School/Address/Phone #	Number of years completed	Degree/Diploma

I am currently employed as a _____ by _____

located at _____ and have been continuously so employed for

_____ years and _____ months.

I agree that failure on my part to conform with and abide by any and all ordinances of the City of Bellevue pertaining to the benefit of a legitimate license, performance of which is permitted only by the legitimate holder of said license, shall be cause for suspension or revocation of said license issued to me pursuant to the code of the City of Bellevue.

The above statements are true and correct to the best of my knowledge and belief.

_____ _____

PRINTED NAME APPLICANT DATE

I _____ current licensed Master in the City of Bellevue, testify that the time
Print Name

and grade experience of this applicant meets the minimum required of the City of Bellevue.

_____ _____

MASTER SIGNATURE **DATE**

CITY OF BELLEVUE
BUILDING DEPARTMENT
APPLICATION FOR COMPETENCY

I hereby make application for a Master _____ License.

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # ( ) _____ Cell/Beeper/Other # ( ) _____

Email Address: _____

Have you submitted an application here before or with another municipality ☐ Yes ☐ No

If yes give date(s) and location of exam:

_____

Have you ever been bonded? ☐ Yes ☐ No

Have you previously passed the Thompson Prometric, Block, or Experior Exam for which you are applying? ☐ Yes ☐ No ** If yes please provide documentation of test and score. **

***Master License applications must submit a current Journeyman License and documentation for the original date of issuance.**

EMPLOYMENT HISTORY

Provide the following information for your past employers, **starting with the most recent**.
All references will be verified. You may be required to provide documentation of employment.

Employer/Phone #	From	To	Type of work performed
Address			
Job Title			
Immediate Supervisor			

Employer/Phone #	From	To	Type of work performed
Address			
Job Title			
Immediate Supervisor			

Employer/Phone #	From	To	Type of work performed
Address			
Job Title			
Immediate Supervisor			

Employer/Phone #	From	To	Type of work performed
Address			
Job Title			
Immediate Supervisor			

EDUCATIONAL BACKGROUND

List any schools attended.

School/Address/Phone #	Number of years completed	Degree/Diploma

I am currently employed as a _____ by _____

located at _____ and have been continuously so employed for

_____ years and _____ months.

I agree that failure on my part to conform with and abide by any and all ordinances of the City of Bellevue pertaining to the benefit of a legitimate license, performance of which is permitted only by the legitimate holder of said license, shall be cause for suspension or revocation of said license issued to me pursuant to the code of the City of Bellevue.

The above statements are true and correct to the best of my knowledge and belief.

_____ _____

PRINTED NAME APPLICANT DATE

Journeyman Limited Air Conditioning

CATALOG NUMBER: 34423
EXAM NUMBER: 916058
EFFECTIVE DATE: 01/29/2007

License Information

Scope- Tests a candidate's knowledge of the installation, maintenance, repair, fabrication, alteration, and extension of air conditioning, refrigeration, heating, ventilation, duct systems, piping vessels, insulation, and related appurtenances within a complete system, limited to 25 tons cooling and 500,000 BTU heating.

Examination Outline

Open Book
100 Questions – Four-hour time limit
75% Correct Required to Pass

SUBJECT AREA	PERCENTAGE
HARV GENERAL	25
WARM AIR HEATING	14
CONTROLS	16
VENTILATION	15
PIPING	12
FUEL GAS SYSTEMS	8
LOAD CALCULATIONS	5
INSULATION	5

References

The following references ARE allowed in the testing center:

1. *International Fuel Gas Code,* 2006, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.

2. *International Mechanical Code,* 2006, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.

3. *ACCA Duct Slide Rule,* Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.

4. *Manual D – Residential Duct Systems*, 1995 Edition, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.

5. *Manual J – Residential Load Calculation*, Eighth Edition, 2002, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.

6. *NFPA 58 – Standard for the Storage and Handling of Liquefied Petroleum Gases (LP Gas Code),* 2004 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

7. *TRANE Ductulator,* TRANE Company, c/o Inland Marketing Services, 3030 Airport Road, La Crosse, WI 54603, www.trane.com/bookstore.

The following references have been used to create exam questions but are NOT allowed in the testing center:

1. *Modern Refrigeration and Air Conditioning*, Eighteenth Edition, 2004, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, www.g-w.com.

2. *Pipefitters Handbook,* Third Edition, 1967, Industrial Press, Inc., 989 Avenue of the Americas, New York, NY 10018, www.industrialpress.com.

For information on how to obtain examination references, please call toll-free 877.624.2562.

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Journeyman Plumbing with Gas

CATALOG NUMBER: 30613
EXAM NUMBER: 914657
EFFECTIVE DATE: 01/29/2007

License Information

Scope- Tests a candidate's knowledge of the installation, repair, maintenance, and extension of any plumbing system, including drains, waste, sanitary vents, water supply, fixtures, and indirect wastes; installation, repair, and maintenance of gas piping systems, including gas piping, appliances, vents, flues, tanks, and other related appurtenances.

Examination Outline

Open Book
120 Questions – Four-hour time limit
75% Correct Required to Pass

SUBJECT AREA	PERCENTAGE
GENERAL KNOWLEDGE	15
GENERAL REGULATIONS	22
PLUMBING FIXTURES	5
WATER SUPPLY SYSTEMS	8
DRAINAGE, WASTE AND SANITARY VENTS	15
INDIRECT WASTE	3
ROOF DRAIN PIPING	3
SPECIALTY PLUMBING	4
ISOMETRIC ANALYSIS	8
FUEL GAS	17

References

The following reference IS allowed in the testing center:

1. *Uniform Plumbing Code,* 2006, IAPMO – International Association of Plumbing and Mechanical Officials, 5001 E. Philadelphia Street, Ontario, CA 91761-2816, www.iapmo.org.

The following references have been used to create exam questions but are NOT allowed in the testing center:

1. *Mathematics for Plumbers and Pipefitters,* Sixth Edition, 2004, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.

2. *Modern Plumbing*, 2005 Edition, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, www.g-w.com.

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Journeyman Unlimited Air Conditioning

CATALOG NUMBER: 31623
EXAM NUMBER: 915358
EFFECTIVE DATE: 03/05/2009

License Information

Scope- Tests a candidate's knowledge of the installation, maintenance, repair, fabrication, alteration, and extension of air conditioning, refrigeration, piping vessels, warm air heating, low pressure boilers, ventilation systems, duct systems, insulation, and related appurtenances within a complete system unlimited in horsepower or tonnage.

Examination Outline

Open Book
100 Questions – Four-hour time limit
75% Correct Required to Pass

SUBJECT AREA	PERCENTAGE
HARV GENERAL	25
AIR CONDITIONING	20
HEATING – WARM AIR – LOW PRESSURE BOILERS	18
VENTILATION	15
CONTROLS	10
PIPING	8
INSULATION	4

References

The following references ARE allowed in the testing center:

1. *International Fuel Gas Code,* 2006, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.

2. *International Mechanical Code,* 2006, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.

3. *ACCA Duct Slide Rule,* Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.

4. *Fibrous Glass Duct Construction Standards*, Fifth Edition, 2002, North American Insulation Manufacturers Association (NAIMA), 44 Canal Center Plaza, Suite 310, Alexandria, VA 22314, www.naima.org.

5. *Pipefitters Handbook*, Third Edition, 1967, Industrial Press, Inc., 989 Avenue of the Americas, New York, NY 10018, www.industrialpress.com.

The following references have been used to create exam questions but are NOT allowed in the testing center:

1. *Low Pressure Boilers*, Third Edition, 2008, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.

2. *Modern Hydronic Heating for Residential and Light Commercial Buildings*, Second Edition, 2004, Delmar Learning, P.O. Box 6904, Florence, KY 41022.

3. *Modern Refrigeration and Air Conditioning,* Eighteenth Edition, 2004, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, www.g-w.com.

For information on how to obtain examination references, please call toll-free 877.624.2562.

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Drainlaying

Catalog Number: C30910
Exam Number: 912802
Effective Date: 01/13/11

License Information

Scope – Tests a candidate's knowledge of the installation, repair, and alteration of building sewers, storm sewers, and water supply lines to buildings. Does not include septic tank systems or systems within structures.

Examination Outline

Open Book
40 Questions - 2 hour time limit
70% Correct required to pass

Exam Topic	%
Excavation and Backfill	20
Water Supply Systems	20
Sanitary Sewer Systems	20
Storm Sewer Systems	20
Safety	20

References

NOTE: The following references were used to develop this exam. With the exception of Code books, you may use newer editions of references as they become available at your own discretion. However, newer editions may or may not contain applicable information to the content on the exam. You assume the risk of using a more current reference than that listed below.

The following reference **is allowed** in the testing center.

1. *29 CFR 1926 OSHA Construction Industry Regulations*, July 1, 2009, MANCOMM, 315 West 4th Street, Davenport, IA 52801.

The following references were used to create exam questions but **are not allowed** in the testing center.

1. *Code of Federal Regulations*, Title 29, Part 1926 (OSHA), July 1, 2009, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, www.access.gpo.gov.
2. *Mathematics for Plumbers and Pipefitters*, Seventh Edition, 2008, Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
3. *Pipe and Excavation Contracting*, 1987 Edition, Craftsman Book Company, 6058 Corte del Cedro, Carlsbad, CA 92009, www.craftsman-book.com.
4. *Plumbing Design and Installation*, Third Edition, 2006, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.

For information on how to obtain exam references, please call toll-free 877.624.2562.

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Journeyman Sheet Metal

CATALOG NUMBER: 34823
EXAM NUMBER: 916458
EFFECTIVE DATE: 10/28/2008

License Information

Scope- Tests a candidate's knowledge of sheet metal fabrication, intended for the installation, replacement, repair, alteration, and extension of ferrous and non-ferrous ducting in ventilation and exhaust systems.

Examination Outline

Open Book
80 Questions – Three-hour time limit
75% Correct Required to Pass

SUBJECT AREA	PERCENTAGE
HARV EQUIPMENT	25
CONTROLS	19
VENTILATION	13
CHIMNEYS, FLUES AND EXHAUST	13
DUCTWORK	12
SIZING AND ESTIMATING	12
SAFETY	6

References

The following references ARE allowed in the testing center:

1. *Code of Federal Regulations, Title 29, Part 1926 (OSHA)*, Revision July 1, 2008, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, www.access.gpo.gov.

2. *International Mechanical Code*, 2006, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.

3. *ACCA Duct Slide Rule*, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, www.acca.org.

The following references have been used to create exam questions but are NOT allowed in the testing center:

1. *Fibrous Glass Duct Construction Standards*, Fifth Edition, 2002, North American Insulation Manufacturers Association (NAIMA), 44 Canal Center Plaza, Suite 310, Alexandria, VA 22314, www.naima.org.

2. *HVAC Duct Construction Standards – Metal and Flexible*, Third Edition, 2005, SMACNA – Sheet Metal and Air Conditioning Contractors National Association, 4201 Lafayette Center Drive, Chantilly, VA 20151, www.smacna.org.

3. *Sheet Metal*, Second Edition, 2006, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.

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Irrigation Sprinkler

Catalog Number: C33010
Exam Number: 915602
Effective Date: 01/13/11

License Information

Scope – Tests a candidate's knowledge of the installation, repair, and maintenance of irrigation systems, including excavation, trenching, boring, backfilling, grading, and those electrical control panels and apparatus that are an integral part of the irrigation system.

Examination Outline

Open Book
50 Questions – Three-hour time limit
70% Correct required to pass

Exam Topic	%
Lawn Irrigation General	36
Lawn Irrigation Design	30
Lawn Irrigation Pumps	16
Lawn Irrigation Electrical	12
Lawn Irrigation Water Reuse/Reclamation	6

References

NOTE: The following references were used to develop this exam. You may use newer editions of references as they become available at your own discretion. However, newer editions may or may not contain applicable information to the content on the exam. You assume the risk of using a more current reference than that listed below.

The following references **are allowed** in the testing center.

1. *Simplified Irrigation Design*, Second Edition, 1995, Wiley Publishing, Inc., 10475 Crosspoint Boulevard, Indianapolis, IN 46256, www.wiley.com.

2. *Turf Irrigation Manual*, Fifth Edition, 1994, Telsco Industries – Weathermatic Publications, 6540 Arlington Boulevard, Falls Church, VA 22042, www.irrigation.org.

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