NATIONAL PROGRAMS

Oklahoma Construction Industries Board - NCPCCI

Candidate Information Bulletin

YOUR GUIDE TO EXAM DAY

This bulletin contains everything you need to register, schedule, prepare for, and take your licensing examination. Read this bulletin in full before you register.

Administered by Prov, Inc. on behalf of the
Oklahoma Construction Industries Board - NCPCCI

OK CIB 2026.11.23

Document Information

Read this bulletin in full before you register. It explains how to apply, how to schedule, what to bring, what is on each examination, and what happens after your exam.

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1. Frequently Asked Questions

If your question is not answered here, read the relevant section of this bulletin, then contact the Board or Prov using the details in Section 2.

1. **What is the registration process?**
   You may register to take your exam by logging into Prov's website and pressing the Schedule an Exam button and then selecting "New Test-taker". Once you have entered your registration information, you can schedule your exam at your convenience.
2. **How do I schedule my exam?** You schedule your exam when you register at: https://provexam.com/scheduler
   You may also call/text us at (801) 733-4455. More information about exam scheduling is provided in this bulletin.
3. **Where can I take my exam?** You may take your exam at any one of Prov's Computer Based Testing (CBT) testing centers. Locations are provided later in this bulletin. Exams may also be taken remotely from home.
4. **How much does it cost?** Exam fees are paid to Prov at the time of registration. Fees vary by exam and are listed with each exam below.
5. **When do I get my exam results?** Prov's scoring system grades your exam immediately upon completion and automatically forwards results to your licensing authority.
6. **What is on the exam?** Exam information is provided in this bulletin.

> **Note**
> Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. Contact the Board with questions regarding which exam(s) to take.

2. Contact Information

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

EXAM APPROVAL & LICENSING

Oklahoma Construction Industries Board - NCPCCI
240 N.W. 23rd Street Suite F
Oklahoma City, OK 73107
Ph: (405) 521-6550
https://oklahoma.gov/cib.html

TESTING QUESTIONS

Prov, Inc.
200 W Civic Center Dr, Suite 160
Sandy, Utah 84070
Call or Text: (801) 733-4455
(Messaging rates may apply)
www.provexam.com
support@provexam.com
6:00 am to 10:00 pm MT, Monday - Friday

3. General Testing Information

The Board has contracted with Prov, Inc. to administer the required written examinations for licensure. The purpose of this bulletin is to provide you with information about taking your licensing examination.

Testing with Prov

Your written exam will be administered by computer at one of Prov's testing centers. Prov's testing system is easy to use and requires no specific computer experience to take the exam.

Written exams may also be taken remotely from home. More information about remote testing is provided in the section titled "Remote Testing".

The following link will take you to a short video that demonstrates Prov's testing system: https://youtu.be/h3T9svnIdLY.

Remote Testing

Prov is also authorized to offer these exams remotely. This means examinations can be taken at home (or any other quiet site with adequate internet speed and free from distractions). This space must be private and is not available to anyone other than the testing candidate during testing. You will use the Examroom.ai remote proctoring tool.

More information about remote testing is provided on the following pages of this bulletin.

4. Registration and Scheduling

How to register, schedule your examination, and change or cancel a testing appointment.

4.1 How to register online

You may register to take your exam by logging into Prov's website and pressing the Schedule an Exam button and then selecting "New Test-taker". Once you have entered your registration information, you can schedule your exam at your convenience.

IMPORTANT: When you register for your examination, you MUST enter your name EXACTLY as it appears on your government issued Photo Identification (ID), including your middle initial or your middle name as it appears on your ID. If your name does not match when you sign in at the testing center, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

1. To register for your exam, go to: https://provexam.com/scheduler, or call the Prov Call Center at (801) 733-4455 to complete the registration process if preferred.
2. Click **"Schedule an Exam"**.
3. Under **"New Test-Taker"**, click **"Get Started"**.
4. Use the dropdown menu under **"Select Certifying Body"** and select: **OK - Oklahoma Construction Industries Board - NCPCCI**.
5. Under **"Select a License/certificate"**, choose the license (and language) you are seeking, then press **NEXT**.
   - 1A Building Inspector One- and Two- Family Dwellings
   - 1B Building Inspector General
   - 1C Building Inspector - Plan Review
   - 2A Electrical Inspector One- and Two-Family Dwellings
   - 2B Electrical General
   - 2C Electrical Plan Review
   - 3B Fire Protection General
   - 3C Fire Protection Plan Review
   - 4A Mechanical Inspector One- and Two-Family Dwellings
   - 4B Mechanical Inspector General

- 4C Mechanical Inspector - Plan Review
- 5A Plumbing Inspector One- and Two-Family Dwellings
- 5B Plumbing Inspector General
- 5C Plumbing Inspector Plan Review
- 6B Elevator General

6. Enter your information exactly as it appears on your government issued ID: Name (First, Middle and Last), Street address, City, State, and Postal Code. Additionally, please provide your Social Security number, Email Address, and Telephone Number. Then select the button labeled **SAVE CHANGES**.
7. Select a Date, Time, and Location for each exam. Prov's scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** hyperlink to check the calendar for a specific testing center.
8. Select an exam date and time from the calendar. Confirm your selected date and time and select **Add to Cart**.
9. Proceed to payment. Please enter your form of electronic payment (MasterCard, Visa, AMEX) or coupon code if provided. The invoice for your exam payment will be automatically emailed to you and will include your scheduled date and time.

If you have any problems with online registration, you may call or text Prov at (801) 733-4455.

4.2 Scheduling your exam online

If you registered without scheduling, or need to schedule another exam or attempt, sign back in to the scheduler:

1. To schedule your exam, go to: https://provexam.com/scheduler. From our homepage, select **"Schedule an Exam"**. Next, under **"Returning User"**, click **"Get Started"**.
2. Enter your Email Address, as well as your Last Name. Then press the **NEXT** button. A verification code will be sent to your email.
3. After entering the code, you will see the Candidate Dashboard and your available exams. Click **"Schedule Now"**.
4. Underneath **"Exams Available for Scheduling"**, click **"Find a suitable time and venue"**.
5. Prov's scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** hyperlink to check the calendar for a specific testing center.
6. Select an exam **date** and **time** from the calendar. Confirm your selected date and time and select **Add to Cart.**
7. Proceed to payment with your electronic payment method (MasterCard, Visa, AMEX) or coupon code if provided. The invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, you may call or text Prov at (801) 733-4455.

4.3 Scheduling by phone

To schedule an examination by phone, candidates should contact Prov at (801) 733-4455. Prov scheduling staff is available 6:00 am to 10:00 pm MT, Monday - Friday.

Candidates should have the photo identification they will use for testing, as well as their payment method, ready to provide to the call center agent. Once scheduled, Prov staff will email them information regarding their testing schedule.

4.4 Cancellation and rescheduling

You can reschedule or cancel your testing appointment online for free if you do so at least **7 days** before your exam date. If you miss your appointment or fail to reschedule or cancel by this deadline, you will forfeit your exam fee.

4.5 Emergency situations

If you are unable to attend your scheduled examination due to an emergency, you must provide written documentation to Prov for review. You may call or text Prov at (801) 733-4455 or send an email to support@provexam.com. If approved, you will be notified and provided with authorization to reschedule your examination.

5. Exam Information

The following examinations are administered by Prov on behalf of the Board, grouped by the license each is required for. An examination required for several licenses is listed under each of them.

> **Note**
> Exam fees are paid to Prov at the time of registration. Fees vary by exam and are listed with each exam below.

5.1 1A Building Inspector One- and Two- Family Dwellings

1A Building Inspector One- and Two-Family Dwellings

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Footing and Foundation Inspections	13
Framing Inspections	18
Final Inspections	19
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **International Residential Code**, 2018. Placeholder tabs are allowed. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/ https://iccsafe.org
  OPEN BOOK

5.2 1B Building Inspector General

1B Building Inspector General

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Life Safety Inspections	13
Fire Safety Inspections	13
Footing and Foundation Inspections	12
Structural Inspections	12
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **International Building Code**, 2018. Placeholder tabs are allowed. ISBN: 978-1-60983-735-8. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at @iccsafe.org. https://provexam.com/bookstore/ http://shop.iccsafe.org/codes/2018-international-codes-and-references/2018-international-building-coder.html OPEN BOOK

5.3 1C Building Inspector - Plan Review

1C Building Inspector - Plan Review

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Life Safety	18
Fire Safety	19
Building Classification and Structure	13
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **International Building Code**, 2018. Placeholder tabs with no additional notes are allowed. ISBN: 978-1-60983-735-8. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at @iccsafe.org. https://provexam.com/bookstore/ http://shop.iccsafe.org/codes/2018-international-codes-and-references/2018-international-building-coder.html OPEN BOOK

5.4 2A Electrical Inspector One- and Two-Family Dwellings

2A Electrical Inspector One- and Two-Family Dwellings

This exam uses the 2017 edition of the National Electrical Code, and the 2018 edition of the International Residential Code.

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Switches, Disconnects and Controllers	3
Service Equipment and Conductors on the Supply Side of the Service	9
Conductors and Overcurrent Protection on the Load Side of the Service	8
Cabinets, Panelboards, Switchboards, Boxes, and Conduit Bodies	6
Wiring Methods	9
Lighting and Utilization Equipment	6
Special Installations or Constructions	5
Calculations of Wire Size	2
Calculations of Load	2
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **International Residential Code**, 2018. Placeholder tabs with no additional notes are allowed. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/ https://iccsafe.org OPEN BOOK
- **NFPA 70 - National Electric Code 2017**, 2017. Placeholder tabs with no additional notes are allowed. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. OPEN BOOK

5.5 2B Electrical General

2B Electrical General

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Wiring Methods	5
Cabinets, Panelboards, Switchboards, Boxes, and Conduit Bodies	4
Conductors and Overcurrent Protection on the Load Side of the Service	4
Service Equipment and Conductors on the Supply Side of the Service	5
Switches, Disconnects and Controllers	3
Special Installations or Constructions	8
Generators other than Dwellings	1
Lighting and Utilization Equipment	4
Special Occupancies	5
Calculations of Wire Size	3
Calculations of Load	3
Motors other than Dwellings	5
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **NFPA 70 - National Electric Code 2017**, 2017. Placeholder tabs are allowed. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. OPEN BOOK

5.6 2C Electrical Plan Review

2C Electrical Plan Review

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Wiring Methods	3

Content Area	Questions
Cabinets, Panelboards, Switchboards, Boxes, and Conduit Bodies	4
Conductors and Overcurrent Protection on the Load Side of the Service	4
Service Equipment and Conductors on the Supply Side of the Service	6
Switches, Disconnects and Controller	4
Motors other than Dwellings	4
Generators other than Dwellings	1
Lighting and Utilization Equipment	4
Calculations of Load	6
Calculations of Wire Size	3
Special Occupancies	4
Special Installations or Constructions	7
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **NFPA 70 - National Electric Code 2017**, 2017. Placeholder tabs are allowed. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. OPEN BOOK

5.7 3B Fire Protection General

3B Fire Protection General

This exam covers inspection requirements for building structure and fire protection systems according to the 2018 edition of the International Building Code, the 2016 edition of NFPA 13, and the 2016 edition of NFPA 72.

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Fire Protection Systems	25
Building Structure	25
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **NFPA 13 - Standard for the Installation of Sprinkler Systems**, 2016. ISBN: 978-0064641791. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. OPEN BOOK
- **NFPA 72 - National Fire Alarm and Signaling Code**, 2016. ISBN: 978-1455911646. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. www.nfpa.org OPEN BOOK
- **International Building Code**, 2018. ISBN: 978-1-60983-735-8. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at @iccsafe.org. https://provexam.com/bookstore/ http://shop.iccsafe.org/codes/2018-international-codes-and-references/2018-international-building-coder.html OPEN BOOK

5.8 3C Fire Protection Plan Review

3C Fire Protection Plan Review

This exam covers inspection requirements for fire protection plan reviews according to the 2018 edition of the International Building Code, the 2016 edition of NFPA 13, and the 2016 edition of NFPA 72.

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Building Structure	20
Fire Protection Systems	30
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **International Building Code**, 2018. Placeholder tabs are allowed. ISBN: 978-1-60983-735-8. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at @iccsafe.org. https://provexam.com/bookstore/ http://shop.iccsafe.org/codes/2018-international-codes-and-references/2018-international-building-coder.html OPEN BOOK
- **NFPA 13 - Standard for the Installation of Sprinkler Systems**, 2016. Placeholder tabs are allowed. ISBN: 978-0064641791. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. OPEN BOOK
- **NFPA 72 - National Fire Alarm and Signaling Code**, 2016. Placeholder tabs are allowed. ISBN: 978-1455911646. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. www.nfpa.org OPEN BOOK

5.9 4A Mechanical Inspector One- and Two-Family Dwellings

4A Mechanical Inspector One- and Two-Family Dwellings

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Appliances, Equipment and Distribution Systems	20
Fuel Systems	13
Chimneys, Vents and Air Combustion	17
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **International Residential Code**, 2018. Placeholder tabs are allowed. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/ https://iccsafe.org OPEN BOOK

5.10 4B Mechanical Inspector General

4B Mechanical Inspector General

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Air Distribution Systems, Piping Systems	15
Venting Systems, Combustion Air, and Fuel Systems	21
Appliances and Equipment	14
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **International Mechanical Code 2018**, 2018. Placeholder tabs are allowed. ISBN: 978-1-60983-743-3. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org OR at https://provexam.com/bookstore/ https://iccsafe.org OPEN BOOK
- **International Fuel Gas Code - 2018**, 2018. Placeholder tabs are allowed. ISBN: 978-1-60983-741-9. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org OR at https://provexam.com/bookstore/ https://iccsafe.org OPEN BOOK

5.11 4C Mechanical Inspector - Plan Review

4C Mechanical Inspector - Plan Review

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Venting Systems, Combustion Air, and Fuel Systems	16
Air Distribution Systems, and Piping Systems	18
Appliances and Equipment	16
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **International Fuel Gas Code - 2018**, 2018. ISBN: 978-1-60983-741-9. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org OR at https://provexam.com/bookstore/ https://iccsafe.org OPEN BOOK
- **International Mechanical Code 2018**, 2018. ISBN: 978-1-60983-743-3. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org OR at https://provexam.com/bookstore/ https://iccsafe.org OPEN BOOK

5.12 5A Plumbing Inspector One- and Two-Family Dwellings

5A Plumbing Inspector One- and Two-Family Dwellings

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Rough-in Inspections	24

Content Area	Questions
Underground Piping Inspections	14
Final Inspections	12
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **International Residential Code**, 2018. Placeholder tabs are allowed. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/ https://iccsafe.org OPEN BOOK

5.13 5B Plumbing Inspector General

5B Plumbing Inspector General

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Rough-in Piping Inspections	20
Underground Piping Inspections	17
Final Inspections	13
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **National Standard Plumbing Code, 2018**, 2018. Placeholder tabs are allowed. Plumbing Heating Cooling Contractors, PO Box 6808, Falls Church, VA 22046. OPEN BOOK
- **Accessible and Usable Buildings and Facilities**, 2017. Placeholder tabs are allowed. American National Standards Institute, 25 West 43rd Street, 4th floor, New York, NY 10036. OPEN BOOK
- **International Plumbing Code 2018**, 2018. Placeholder tabs are allowed. ISBN: 978-1-60983-745-7. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org OR at https://provexam.com/bookstore/ https://iccsafe.org OPEN BOOK
- **Uniform Plumbing Code, 2018**, 2018. Placeholder tabs are allowed. International Association of Plumbing and Mechanical Officials, 5001 E Philadelphia St., Ontario, CA 91761. OPEN BOOK

5.14 5C Plumbing Inspector Plan Review

5C Plumbing Inspector Plan Review

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
DWV/Storm Systems	19
Water Service and Distribution	19

Content Area	Questions
Fixtures and Special Systems	12
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **International Plumbing Code 2018**, 2018. Placeholder tabs are allowed. ISBN: 978-1-60983-745-7. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org OR at https://provexam.com/bookstore/ https://iccsafe.org OPEN BOOK
- **National Standard Plumbing Code, 2018**, 2018. Placeholder tabs are allowed. Plumbing Heating Cooling Contractors, PO Box 6808, Falls Church, VA 22046. OPEN BOOK
- **Uniform Plumbing Code, 2018**, 2018. Placeholder tabs are allowed. International Association of Plumbing and Mechanical Officials, 5001 E Philadelphia St., Ontario, CA 91761. OPEN BOOK

5.15 6B Elevator General

6B Elevator General

Uses the 2017 edition of NFPA 70 - National Electrical Code

120 minutes · 50 questions · 70% to pass · open book · exam fee $130.00 · offered in English

Content Area	Questions
Acceptance Tests (electrical elevators, hydraulic elevators, escalators and moving walkways, platform lifts and stairway chair lifts; and other equipment	22
Periodic, Periodic CAT1, Periodic CAT3, and Periodic CAT5 Inspections	22
General Requirements and Reading Construction Documents	6
Total questions	**50**

Exam References and Study Materials

The references marked “Open Book” are permitted for use during the examination. All other references are recommended for exam preparation only and are not permitted during the examination.

- **ASME A17.1 Safety Code for Elevators and Escalators (2016)**, 2016. Placeholder tabs are allowed. American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10016-5990. Available at www.ASME.org OPEN BOOK
- **ASME A17.2 Guide for Inspection of Elevators, Escalators, and Moving Walks (2017)**, 2017. Placeholder tabs are allowed. American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10016-5990. OPEN BOOK
- **ASME A18.1 Safety Standard for Platform Lifts and Stairway Chairlifts (2017)**, 2017. Placeholder tabs are allowed. ISBN: 9780791871614. American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10016-5990. https://www.asme.org/codes-standards/find-codes-standards/a18-1-safety-standard-platform-lifts-stairway-chairlifts OPEN BOOK
- **NFPA 70 - National Electric Code 2017**, 2017. Placeholder tabs are allowed. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. OPEN BOOK

6. Exam Day Rules and Procedures

What to bring, what to leave behind, and the rules every candidate must follow on exam day.

6.1 Testing site – check-in deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fee, and will be required to reschedule for a future testing date.

6.2 What is Examroom?

Examroom is a remote exam monitoring service that allows you to take your exam on your own computer at your home. On exam day, you log into the Examroom website and request to start your exam. An exam proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

Not every computer system is capable of taking an exam on Examroom. The following are the **MINIMUM** requirements:

- The operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of uploading files in excess of 3 Mbps

Please do a system check before scheduling: https://provexam.examroom.ai/system-check/

If you do not have access to equipment that meets the minimum requirements, Prov has laptops available for use. To request access, call (866) 720-7768.

6.3 Remote testing information

By choosing to take your exam remotely, you agree to abide by the following conditions:

1. You will need to be in a quiet, distraction-free environment.
2. You need to sit at a table, desk, or counter.
3. Your table or desk needs to be completely clear of anything you are not permitted to use during testing.
4. All non-testing electronic equipment needs to be removed from the room.
5. All windows in the testing room must be covered.
6. Your area under your table, desk, or chair needs to be clear of everything.
7. Your work area needs to be obstruction free so that we can see you, your arms and hands, throughout the entire testing process.
8. You are not permitted to have anyone in the room with you, nor can you receive any aid from anyone during the exam.
9. You are not permitted to access any other website during testing unless directed by the system.
10. If requested to download a special extension on your computer, you will not tamper with it or try to disable it while testing.

6.4 Exam day procedures

On the day of your exam:

1. Head to https://provexam.com
2. Click "Start My Exam" from the home page menu

3. Review the instructions on the page and click "Start My Exam" to be directed to https://provexam.examroom.ai/signin/#/auth/login
4. Enter the email address you used to register for your exam
5. Enter your candidate ID as your password
6. You will be greeted by an onboarding agent to help you check-in and start your exam

6.5 Proof of identity

You will be required to show government-issued, photo-bearing identification that includes your signature. Your first and last name on your ID MUST match the name on your admission documents. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Temporary IDs and Expired IDs will NOT be accepted. Please contact Prov in advance of your exam date if you have any questions regarding your photo ID. You will also be required to sign a testing center log and will be photographed by the testing center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing as instructed or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

6.6 Prohibited items

No cameras, recorders, cell phones, computers, pagers, tablet computers, music players, smart watches, radios, electronic games, or any other electronic devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items should be placed in secure storage at the testing facility.

For exam security you may also be asked to remove articles of clothing that may pose a security risk such as the following:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

Important

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with your exam fee forfeited, and the State will be notified of your dismissal from the exam.

6.7 Visitors

No one other than the candidate will be allowed in the testing room.

6.8 Unethical conduct

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with exam questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

6.9 Candidate civility expectations

We understand that taking an exam can be stressful. Sometimes this stress may cause someone to visibly show their frustration during or after the testing event. While we understand the sources of stress, we find any action that threatens our proctors or examiners to be unacceptable. If a candidate verbally or physically threatens or assaults any of our proctors or examiners, that candidate may be banned from testing for a time. The candidate's actions will be reported to the licensing Board or agency. If any physical harm occurs, civil action may also be taken against the candidate.

7. Results, Retesting, and Exam Challenges

7.1 Results reporting

Prov's scoring system grades your exam immediately upon completion and automatically forwards results to your licensing authority.

7.2 Retesting

If you do not pass, you must wait 30 weeks before retesting.

Candidates cannot retake an exam once they have passed unless required by their licensing authority.

8. Non-Discrimination and ADA Accommodations

8.1 Prov's non-discrimination statement

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at (801) 733-4455 or write to: Prov, Inc., 200 W Civic Center Dr, Suite 160, Sandy, UT 84070.

8.2 Americans with Disabilities Act accommodations

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations. Written documentation from a licensed physician or psychologist documenting the disability and the recommended accommodations is required, and Prov will work directly with you to arrange the approved accommodations.

To learn more or request an accommodation, visit our ADA Accommodations page at provexam.com/ada-accommodations.

Note

Accommodations will not be provided based solely on a candidate's inability to read and comprehend English.

9. Testing Site Locations

The following are the testing sites where you may schedule to take your written examination. You may also take your exam at any Prov testing center in the United States, and remote testing is available at all times.

Note that sites may change as needed. Please refer to the current online scheduling system at provexam.com to find available testing times for each location.

No.	City	Testing Center	Address	Testing Center Type
1	Abingdon	Southwest Virginia Higher Education Center	1 Partnership Circle Testing Center Abingdon, VA 24212	Theory
2	Alamogordo	New Mexico State University - Alamogordo	2400 Scenic Drive Academic Support Center Alamogordo, NM 88310-3722	Theory
3	Allentown	BCY Testing Solution - Allentown	961 Marcon Boulevard Hanover Office Plaza - Suite 101 Allentown, PA 18109	Theory
4	Bentonville	NorthWest Arkansas Community College	One College Drive Testing Center - Student Center Building, 3rd Floor, Room 306 Bentonville, AR 72712	Theory
5	Bridgewater	Bridgewater State University	131 Summer Street Testing Services Bridgewater, MA 02325	Theory
6	Chantilly	Nautiquos Business Solutions, LLC	4451 Brookfield Corporate Drive Testing & Training Center - STE 108 Chantilly, VA 20151	Theory
7	Charlotte	BCY Testing Solution - Charlotte	8801 J M Keynes Drive One University Place - Suite 150 Charlotte, NC 28262	Theory
8	Cincinnati	Tactix of Cincinnati	14 Triangle Park Drive Testing Center - Building 14, Suite 1403 Cincinnati, OH 45246	Theory
9	College Park	College Park Training & Testing Center	4920 Niagara Road Testing Center - Suite 400 College Park, MD 20740	Theory
10	Columbia	BCY Testing Solution - Columbia	115 Atrium Way Suite 101 Columbia, SC 29223	Theory
11	Concord	Brainseed Testing Services - Concord	2 Whitney Road Testing Services Concord, NH 03301	Theory

No.	City	Testing Center	Address	Testing Center Type
12	Conway	University of Central Arkansas	201 Donaghey Avenue Torreyson Library West - Testing Services - Room #315 Conway, AR 72035	Theory
13	Crofton	Crofton Training and Testing Center	2137 Espey Court Testing Center - Suite 3 Crofton, MD 21114	Theory
14	Cullowhee	Western Carolina University	389 Centennial Drive WCU Testing and Training Center - Belk Building, Room 404 Cullowhee, NC 28723	Theory
15	Daleville	Southeast Community Training Center	195 HIGHWAY 84 W Testing Center Daleville, AL 36322	Theory
16	Dallas	Tactix of Dallas	1140 Empire Central Drive Testing Center - Suite 235 Dallas, TX 75247	Theory
17	Durango	Fort Lewis College	1000 Rim Drive Testing Center - Noble Hall 287 Durango, CO 81301	Theory
18	El Dorado	South Arkansas College	311 S. West Avenue El Dorado Conference Center, Room 220 El Dorado, AR 71730	Theory
19	Fayetteville	University of Arkansas - Fayetteville	97 N. Razorback Road Testing Services Fayetteville, AR 72701	Theory
20	Fort Worth	Tactix of Fort Worth	4200 South Freeway Testing Center - La Gran Plaza, Suite 275 Fort Worth, TX 76115	Theory
21	Fredericksburg	MD Tech Solutions	10304 Spotsylvania Ave Testing Center - Suite 210 Fredericksburg, VA 22408	Theory
22	Greensboro	BCY Testing Solution - Greensboro	2311 W. Cone Boulevard Northwestern Plaza - Suite 225 Greensboro, NC 27408	Theory
23	Hagerstown	Hagerstown Training and Testing Center	140 W. Franklin Street Testing Center - Suite A Hagerstown, MD 21740	Theory
24	Hanceville	Wallace State Community College	801 Main ST NW Testing Center - Bailey Building, 4th Floor Hanceville, AL 35077	Theory

No.	City	Testing Center	Address	Testing Center Type
25	Hickory	Appalachian State University - Hickory	800 17th Street NW Testing Center Hickory, NC 28601	Theory
26	Holyoke	Holyoke Community College	303 Homestead Avenue Kittredge Center - Room 204 Holyoke, MA 01040	Theory
27	Huntington	Mountwest Community and Technical College	1 Mountwest Way Testing Center - Room G14 Huntington, WV 25701	Theory
28	Jamestown	Guilford Technical Community College	601 E Main Street Medlin Campus Center 3rd Floor - Rm 3601 Jamestown, NC 27282	Theory
29	Jonesboro	NEA Testing Center	3014 Turman Drive Suite F Jonesboro, AR 72404	Theory
30	Kansas City	Made Men Inc.	626 Minnesota Ave Testing Center - 3rd Floor Kansas City, KS 66101	Theory
31	Liberty Lake	Tactix of Liberty Lake	22910 E Appleway Avenue Testing Services - Suite 3 Liberty Lake, WA 99019	Theory
32	Little Rock	University of Arkansas - Pulaski Technical College - South	13000 Interstate 30 Testing Services Little Rock, AR 72210	Theory
33	Mena	University of Arkansas Rich Mountain	1100 College Drive Ode Maddox Building - Testing Center Mena, AR 71953	Theory
34	Nashua	X.L.o.s. Testing Center	71 Spit Brook Road Testing Services, Suite 106 Nashua, NH 03060	Theory
35	Newington	Brainseed Testing Services - Newington	100 Arboretum Drive Testing Services Suite 120 Newington, NH 03801	Theory
36	North Little Rock	UA - Pulaski Technical College	3000 West Scenic Drive Testing Services - Campus Center Building, Room 105 North Little Rock, AR 72118	Theory
37	Oklahoma City	Oklahoma State University - Oklahoma City	900 N. Portland Avenue Student Center, Room 104 Oklahoma City, OK 73107-6120	Theory
38	Paragould	Black River Technical College	2402 N. 12th Avenue Greene County Industrial Training	Theory

No.	City	Testing Center	Address	Testing Center Type
			Center Room TC104 Paragould, AR 72451-1565	
39	Rockville	Tower Oaks Testing	3206 Tower Oaks Boulevard Testing Center - 4th Floor Rockville, MD 20852	Theory
40	Rolla	Missouri University of Science and Technology	600 W. 14th St., Room 102 Engineering Management Building Rolla, MO 65409	Theory
41	Round Rock	Tactix of Round Rock	600 Round Rock West Drive Testing Center - Suite #303 Round Rock, TX 78681	Theory
42	San Antonio	Tactix of San Antonio	9504 N Interstate 35 Testing Center - Suite 303-3 San Antonio, TX 78233	Theory
43	Sedalia	State Fair Community College	3201 West 16th Street William C. Hopkins Student Services Center, Room 714, Lower Level Sedalia, MO 65301	Theory
44	Springfield	Springfield Technical Community College	1 Armory Square Authorized Test Center - Building 19, Room 238 Springfield, MA 01105	Theory
45	Stillwater	Oklahoma State University - Stillwater	1524 W. Admiral Avenue Testing Services - 100 UAT Buildling Stillwater, OK 74074	Theory
46	Tulsa	Oklahoma State University - Tulsa	700 N. Greenwood Ave Testing Center - North Hall 226A Tulsa, OK 74106	Theory
47	Tulsa	Tulsa Community College - Northeast Campus	3727 East Apache Street Room AB101 (Academic Buildling) Tulsa, OK 74115	Theory
48	Weatherford	Southwestern Oklahoma State University Weatherford	1001 N. 7th Street Assessment Center Weatherford, OK 73096	Theory

Remote Testing is available via Examroom.ai — take your exam from home without traveling to a testing center. See the "Remote Testing" sections earlier in this bulletin for full requirements.

10. Testing Rules and System Navigation

Please take a moment to read the following information. If you have any questions, please let your proctor know. Failure to follow these testing rules can have serious consequences.

Be advised, the testing center and testing room may be under video surveillance.

10.1 Testing rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing materials such as graphics.
- If you leave the testing room during the exam, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the exam time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your exam, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- Please visit provexam.com and select "Learn About My Exam" for additional information.

- **No Talking**
- **No Drinking**
- **No Cell Phones**
- **No Visitors**
- **No Taking Notes**
- **No Eating**
- **No Tobacco Use**
- **No Electronic Devices**
- **No Cheating**
- **No Marking in Books**

10.2 Reference rules for open-book exams

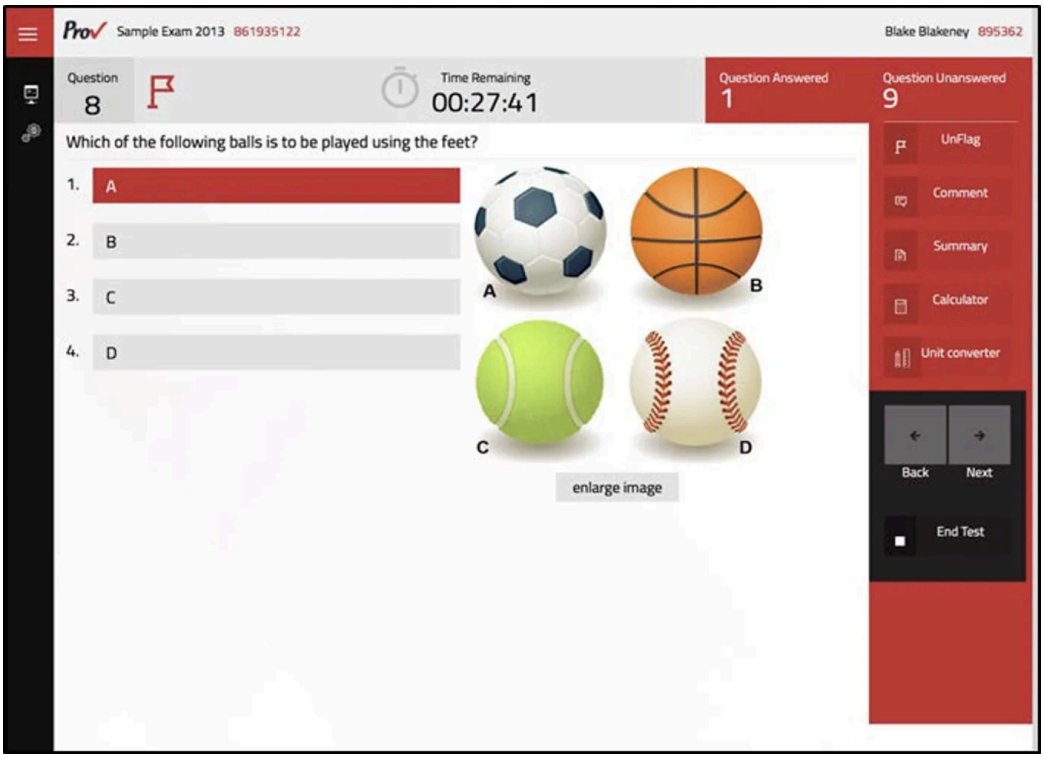
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining in pen only; however, you cannot mark in your books during the exam.
- Handwritten notes and formulas are NOT allowed in any portion of a reference book.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers CANNOT be added, glued or taped to a reference book.

Important — Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with exam questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

10.3 Computer testing navigation

Please review the following guide to understand how to navigate the Prov computer-based testing system.



Feature	How it works
Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The exam will end automatically when **Time Remaining** reaches 0:00.
Selecting your answer	Use your mouse to select a number (**1**, **2**, **3**, or **4**). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the exam is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the **Flag** Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact on scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking **Summary**.
Question comments	During the assessment, if you have a question or concern about a particular exam question, the proctor cannot answer questions about exam content; however, you can send a comment to Prov's Test Development Department by clicking the **Comment** button. Please leave a specific description. Staff will process your comments within two weeks.
Moving to a different question	Use your mouse to select the **Next** or **Back** buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys (← →) to move forward and backward through the exam.
Reviewing your progress	Press the **Summary** button to see a table indicating which questions are unanswered or which you have flagged.
Ending the exam early	Press **End Test** button when you are ready to leave the exam. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the exam.

11. Revision History

The table below lists every revision to this bulletin, most recent last. Each revision names what changed since the version before it, so you can see which parts of the bulletin to read again.

Version	Date	Description of Change	Prepared By
1.0	October 31, 2026	Initial release of this bulletin in its current format.	Prov, Inc.
1.1	November 7, 2026	• Testing site updated: NC - Cullowhee - WCU, Cullowhee. • Testing site updated: VA - Abingdon - SVHEC, Abingdon.	Prov, Inc.
1.2	November 9, 2026	Bulletin layout and standard wording updated.	Prov, Inc.
1.3	November 12, 2026	• Testing site updated: AR - Bentonville - NWACC, Bentonville. • Testing site updated: AR - El Dorado - SAC, El Dorado. • Testing site updated: AR - Jonesboro - NEA, Jonesboro. • Testing site updated: AR - Mena - UARM, Mena.	Prov, Inc.
1.4	November 12, 2026	Testing site updated: AR - Jonesboro - NEA, Jonesboro.	Prov, Inc.
1.5	November 18, 2026	Bulletin layout and standard wording updated.	Prov, Inc.
1.6	November 19, 2026	Testing site updated: AR - Jonesboro - NEA, Jonesboro.	Prov, Inc.
1.7	November 19, 2026	Bulletin layout and standard wording updated.	Prov, Inc.
1.8	November 20, 2026	Testing site updated: NH - Concord - BTSC, Concord.	Prov, Inc.
1.9	November 20, 2026	Testing site updated: OK - Weatherford - SWOSU, Weatherford.	Prov, Inc.
1.10	November 20, 2026	Testing site updated: AR - Paragould - BRTC, Paragould.	Prov, Inc.
1.11	November 23, 2026	Testing site updated: AL - Hanceville - WSCC, Hanceville.	Prov, Inc.
1.12	November 23, 2026	Testing site updated: AR - Paragould - BRTC, Paragould.	Prov, Inc.

In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!