



WV | Contractor Licensing Board



STATE OF WEST VIRGINIA

Contractor Licensing Board

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.

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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Exam Administrator	Prov, Inc.
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Classification	Public
Applies To	All Prov testing centers administering examinations for the West Virginia Contractor Licensing Board, and remote (Examroom.ai) administrations of those examinations

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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.examroom.ai/signin/#!/auth/signup/form?rbld=1939492c-e9f0-4c67-9080-34283223ac81>

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 6 Computer Based Testing (CBT) testing centers in West Virginia. 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

West Virginia Contractor Licensing Board

1900 Kanawha Blvd E

Bldg 3, Room 200

Charleston, WV 25305

Ph: (304) 558-7890

<https://www.wvclboard.wv.gov>

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

8:00 am to midnight ET, 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/h3T9svnldLY>.

Where to take your exam in West Virginia

Prov has **6** testing locations in West Virginia where you may take your written examination. Locations are provided later in this bulletin.

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.examroom.ai/signin/##auth/signup/form?rbld=1939492c-e9f0-4c67-9080-34283223ac81>, 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: **WV - West Virginia Contractor Licensing Board**.
5. Under **"Select a License/certificate"**, choose the license (and language) you are seeking, then press **NEXT**.
 - *Contractor Licensing Act Exam (Replaces the Business & Law effective 02/02/2026)
 - Concrete Contractor (English, Español)

- Electrical Contractor (English, Español)
 - Excavation Contractor (English, Español)
 - General Building Contractor (English, Español)
 - General Engineering Contractor (English, Español)
 - HVAC Contractor (English, Español)
 - Manufactured Home Installation Contractor (English, Español)
 - Masonry Contractor (English, Español)
 - Multifamily Contractor (English, Español)
 - Piping Contractor (English, Español)
 - Plumbing Contractor
 - Remodeling & Repair Contractor (English, Español)
 - Residential Contractor (English, Español)
 - Sprinkler & Fire Protection Contractor (English, Español)
 - Structural Steel Erection Contractor (English, Español)
 - Utilities (Sewer & Water) Contractor
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.examroom.ai/signin/#!/auth/signup/form?rbld=1939492c-e9f0-4c67-9080-34283223ac81>. 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 8:00 am to midnight ET, 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 **3 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

5.1 Study aids and practice exams

Prov offers a digital practice examination for the following exam. A practice exam helps you become familiar with the question format and the subject areas tested; it is not a substitute for studying the references listed for your examination. Purchase it in the Prov bookstore at <https://provexam.com/bookstore> or by calling (801) 733-4455, then take it online from your Prov account.

- **West Virginia HVAC Contractor Digital Practice Exam** — prepares you for WV HVAC CONTRACTOR.

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.

5.2 *Contractor Licensing Act Exam (Replaces the Business & Law effective 02/02/2026)

WV CONTRACTOR LICENSING ACT EXAM

180 minutes · 90 questions · 60% to pass · open book · exam fee \$59.00 · offered in English, Español

Content Area	Questions
West Virginia Code 30, Professions and Occupations, Article 42, West Virginia Contractor Licensing Act	37
Title 28, Legislative Rule, West Virginia Contractor Licensing Board, Series 2, West Virginia Contractor Licensing Act	10
Title 28, Procedural Rule, West Virginia Contractor Licensing Board, Series 4, Written Contracts for Services	24
West Virginia Code, Chapter 21, Labor, Article 11A, Notice and Opportunity to Cure Construction Defects	19

Content Area	Questions
Total questions	90

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.

- **West Virginia Contractor Licensing Act Study Guide**, 2026. Prov Bookstore, 200 W Civic Center Drive, Suite 160, Sandy, UT 84070. **OPEN BOOK**
- **West Virginia Contractors Licensing Board - Online Course Study Guide**. State of West Virginia. **OPEN BOOK**
- **West Virginia Business and Law Study Guide for Contractors, 6th Edition**, 6th edition, 2024. Prov Bookstore, 200 W Civic Center Drive, Suite 160, Sandy, UT 84070. **OPEN BOOK**

SPECIAL NOTE ABOUT REFERENCES

Please know that the test will be based on the reference version shown in this bulletin. If there are conflicts between the current version and the different version, the exam will be scored based on the current version.

Also, know that the Licensing Board will permit the test taker to bring in any book of their choosing. It is important to know that the test has been prepared based on the books Prov is recommending and so using a different book than recommended could end up having a different answer or no answer to the questions on the test.

When requesting to use a book that is different from one that is recommended, you will be asked to sign an acknowledgement letter, or waiver, wherein you are indicating that you are aware that the book(s) you are using that are not on the approved reference list might not answer the questions on the test. Here is the language found on the waiver:

I am requesting permission to use the book identified above during my examination. I understand that this book was not used in developing the examination.

Although I am permitted to use this book, that permission does not mean that Prov has validated or endorsed it as an examination reference or confirmed that it contains the information needed to answer examination questions. Its content may differ from the references used to develop the examination.

I voluntarily choose to use this book at my own risk and understand that permission to use it does not guarantee that it will be useful or help me pass the examination.

5.3 Concrete Contractor (English, Español)

WV CONTRACTOR LICENSING ACT EXAM

180 minutes · 90 questions · 60% to pass · open book · exam fee \$59.00 · offered in English, Español

Content outline and references for this exam are under [section 5.2, *Contractor Licensing Act Exam \(Replaces the Business & Law effective 02/02/2026\)](#).

WV CONCRETE CONTRACTOR

"Concrete Contractor" means a contractor whose primary business is installation and repair of concrete, concrete reinforcing materials, concrete products and accessories common to the industry, including the forming, pouring, and finishing of concrete structures such as footings, foundations, slabs, basements, sidewalks and walkways, driveways and parking areas, fence footings, decorative concrete walls not to exceed four (4) feet in height and retaining walls not to exceed five (5) feet in height and the excavation incidental to the performance of that work.

180 minutes · 50 questions · 70% to pass · open book · exam fee \$59.00 · offered in English, Español

Content Area	Questions
Plan Reading and Estimation	6
Properties of Concrete	4

Content Area	Questions
Concrete Tools and Equipment	2
Formwork	6
Reinforcement of Concrete	8
Preparation for Placement	6
Placement and Finishing	6
Quality Control and Curing	4
Specialized Installations and Finishes	3
Concrete Safety	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.

- **Concrete Construction Level 1**, 2021. ISBN: 978-0-13-686828-6. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. <http://nccer.pearsonconstructionbooks.com/store/product.aspx?isbn=0136868282> OR <https://provexam.com/bookstore/>.
OPEN BOOK
- **Concrete Construction Level 2**, 2021. ISBN: 978-0-13-689832-0. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. <http://nccer.pearsonconstructionbooks.com/store/product.aspx?isbn=0136868282> OR <https://provexam.com/bookstore/>.
OPEN BOOK
- **Contractor's Guide to Quality Concrete Construction**, 4th. ISBN: 9781641950473. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333.
https://www.concrete.org/store/productdetail.aspx?ItemID=MNL519&Language=English&Units=US_Units **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://iccsafe.org). <https://provexam.com/bookstore/> <http://shop.iccsafe.org/codes/2018-international-codes-and-references/2018-international-building-coder.html> **OPEN BOOK**

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5.4 Electrical Contractor (English, Español)

WV ELECTRICAL CONTRACTOR

Those who have the knowledge and skill to install, repair, alter, add to or change any electrical wires, fixtures, appliances, apparatus, raceways, conduit or any part thereof; which generates, transmits, transforms or utilizes electrical energy in any form for light, heat, power or communications, all in compliance with applicable plans, specifications, codes, laws and regulations.

180 minutes · 75 questions · 70% to pass · open book · exam fee \$59.00 · offered in English, Español

Content Area	Questions
Motors & Controls	5
Equipment for General Use	6
Special Occupancies	2
Special Equipment	4
Special Conditions	4
Wiring Methods & Materials	20
Communication Systems	3
General Electrical Knowledge	12
Plan Reading	2
Wiring & Protection	17
Total questions	75

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.

- **American Electrician's Handbook**, 17th Edition. ISBN: 978-1260457919. McGraw Hill Publishing Inc., P.O. Box 182604, Columbus, OH 43272. Available at <https://www.mhprofessional.com/american-electricians-handbook-seventeenth-edition-9781260457919-usa> **OPEN BOOK**
- **NFPA 70 - National Electrical Code 2023**, 2023. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. **OPEN BOOK**

WV CONTRACTOR LICENSING ACT EXAM

180 minutes · 90 questions · 60% to pass · open book · exam fee \$59.00 · offered in English, Español

Content outline and references for this exam are under [section 5.2, *Contractor Licensing Act Exam \(Replaces the Business & Law effective 02/02/2026\)](#).

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I voluntarily choose to use this book at my own risk and understand that permission to use it does not guarantee that it will be useful or help me pass the examination.

5.5 Excavation Contractor (English, Español)

WV CONTRACTOR LICENSING ACT EXAM

180 minutes · 90 questions · 60% to pass · open book · exam fee \$59.00 · offered in English, Español

Content outline and references for this exam are under [section 5.2, *Contractor Licensing Act Exam \(Replaces the Business & Law effective 02/02/2026\)](#).

WV EXCAVATION CONTRACTOR

"Excavation Contractor" means a contractor whose primary business is the installation, alteration, and repair of earthen material by digging, trenching, grading, or compacting the material for a cut, fill, grade, or trench and work incidental to the undertaking, including the installation, alteration, and repair of crib walls, gabion walls, and other devices not to exceed six (6) feet in height for the purpose of controlling the movement of earthen materials.

180 minutes · 50 questions · 70% to pass · open book · exam fee \$59.00 · offered in English, Español

Content Area	Questions
General Knowledge	5
Survey & Layout	5
Excavation	5
Clearing & Grubbing	5
Dewatering	5
Grading	8
Safety	6
Estimating & Plan Reading	6
Equipment	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.

- **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**
- **Study Guide for Excavation Contractors, 3rd edition**, 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com **OPEN BOOK**

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5.6 General Building Contractor (English, Español)

WV GENERAL BUILDING CONTRACTOR

"General Building Contractor" means a person whose principal business is in connection with any structures built, being built or to be built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind, requiring in the construction the use of more than two contractor classifications, or a person who supervises the whole or any part of the construction. A General Building Contractor is considered to be a commercial, business or industrial contractor. A General Building Contractor who desires to perform electrical, plumbing, heating, ventilating and cooling, piping, or general engineering contracting work as defined in this rule; shall obtain a license in those classifications. The General Building Contractor classification applies to work on both commercial and private properties.

180 minutes · 80 questions · 70% to pass · open book · exam fee \$59.00 · offered in English, Español

Content Area	Questions
Plan Reading and Estimating	8
Sitework	8
Concrete	12
Masonry	8
Structural Steel	12
Carpentry	8
Roofing	4
Doors and Windows & Stairs	4
Interior Finish	4
Exterior Finish	4
Safety-OSHA	8
Total questions	80

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. 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-int>

[ernational-codes-and-references/2018-international-building-coder.html](https://www.provexam.com/examination-codes-and-references/2018-international-building-coder.html) **OPEN BOOK**

- **Concrete Construction Level 2**, 2021. ISBN: 978-0-13-689832-0. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. <http://www.constructionbooks.com/store/product.aspx?isbn=0136868282> OR <https://provexam.com/bookstore/>. **OPEN BOOK**
- **Study Guide for Structural Steel**, 2012. ISBN: 978-1-269-08432-1. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com **OPEN BOOK**
- **Study Guide for Commercial Building Contractor**, 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at <https://provexam.com/bookstore/> **OPEN BOOK**

WV CONTRACTOR LICENSING ACT EXAM

180 minutes · 90 questions · 60% to pass · open book · exam fee \$59.00 · offered in English, Español

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5.7 General Engineering Contractor (English, Español)

WV GENERAL ENGINEERING CONTRACTOR

"General Engineering Contractor" means a person whose principal business is in connection with public or private works projects, including, but not limited to, one or more of the following: irrigation, drainage and water supply projects; electrical generation projects; swimming pools; flood control; harbors; railroads; highways; tunnels; airports and airways; sewers and sewage disposal systems; bridges; inland waterways; pipelines for transmission of petroleum and other liquid or gaseous substances; refineries; chemical plants and other industrial plants requiring a specialized engineering knowledge and skill; piers and foundations; and structures or work incidental thereto. "Swimming pool" means a public swimming pool as defined by the Building Officials and Code Administrators B.O.C.A. National Building Code 1990, article 6, section 623.2.A.

180 minutes · 80 questions · 70% to pass · open book · exam fee \$59.00 · offered in English, Español

Content Area	Questions
Sitework	8
Excavation	6
Foundation	6
Concrete	10

Content Area	Questions
Steel	14
Utilities	14
Paving	4
Safety-OSHA	6
Estimating and Plan Reading	12
Total questions	80

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. 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**
- **WV General Engineering**, 2024. ISBN: 9780137784059. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. This is a compilation of the following modules: 22106 ISBN 978-0-13-663918-3; 27309-14 ISBN 978-0-13-378682-8; 38201-11 ISBN 978-0-13-266181-2; 08209 ISBN 978-0-13-581120-7; 36108 ISBN 978-0-13-448586-7; 27304 ISBN 978-0-13-378679-8; 30205-11 ISBN 978-0-13-266454-7; 22201 ISBN 978-0-13-663924-4; 30207-11 ISBN 978-0-13-266456-1; 30204-11 ISBN 978-0-13-266451-6; 30201-11 ISBN 978-0-13-266447-9; 27308-14 ISBN 978-0-13-378681-1. It may be purchased at Prov's online bookstore (<https://provexam.com/books/>). Alternatively, individual modules may be purchased through Pearson via phone at 1-800-922-0579 (select option #2 for individual orders). **OPEN BOOK**

WV CONTRACTOR LICENSING ACT EXAM

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5.8 HVAC Contractor (English, Español)

WV HVAC CONTRACTOR

"Heating, Ventilating and Cooling Contractor" means a person who engages in the business of contracting to install, erect, repair, service or alter heating, ventilating and air conditioning equipment or systems to heat, cool or ventilate residential and commercial structures or work incidental to the installation or repair.

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Content Area	Questions
General Knowledge	30
Load Calculations	6
Code Requirements	4
Controls	10
Ducting, Insulation	10
Piping	6
Safety - OSHA	5
Equipment	9
Total questions	80

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. 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
- **HVAC Basics for Contractors, 4th Edition**, 4th Edition. ISBN: 9780137783229. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. This is a compilation of the following modules: 00101 ISBN 978-0-13-748353-2 03103 ISBN 978-0-13-794993-9 03105 ISBN 978-0-13-794985-4 03109 ISBN 978-0-13-794992-2 03201 ISBN 978-0-13-546046-7 03202 ISBN 978-0-13-546049-8 03407 ISBN 978-0-13-546226-3 03408 ISBN 978-0-13-546212-6 It may be purchased at Prov's online bookstore (<https://provexam.com/books/>). Alternatively, individual modules may be purchased through Pearson via phone at 1-800-922-0579 (select option #2 for individual orders). **OPEN BOOK**
- **SMACNA-Residential Comfort System Installation Standards Manual**, 2016. Sheet Metal and Air Conditioning Contractors National Association, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209. **OPEN BOOK**

WV CONTRACTOR LICENSING ACT EXAM

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5.9 Manufactured Home Installation Contractor (English, Español)

WV MANUFACTURED HOME INSTALLATION

"Manufactured Home Installation Contractor" means a contractor engaged in the installation of manufactured homes, as that term is defined by W. Va. Code 21-9-1, including soil analysis, site preparation, construction of the foundation systems, placement of the manufactured home, connection of the utilities, anchoring, ground moisture control, and finish carpentry. Possession of this license is in addition to possession of any license required pursuant to W. VA. Code 21-9-1

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Content Area	Questions
Anchors & Tie Downs	12
Connections	4
Footing & Foundations	12
Placement	4
Sitework	6
Skirting & Ventilation	8
Support & Leveling	12
Manufactured Home Administration	7
Total questions	65

Exam References and Study Materials

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- **Model Manufactured Home Installation Standards.** National Archives and Records Administration, College Park, MD. <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-XX/part-3285> **OPEN BOOK**
- **West Virginia Manufactured Housing Construction and Safety Standards Act.** WV - West Virginia Contractor Licensing Board, 1900 Kanawha Blvd E, Bldg 3, Room 200, Charleston, WV 25305. Available at www.legis.state.wv.us/WVCODE/Code.cfm?chap=21&art=9. Chapter 21 Article 9 **OPEN BOOK**

WV CONTRACTOR LICENSING ACT EXAM

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5.10 Masonry Contractor (English, Español)

WV MASONRY CONTRACTOR

"Masonry (specialty) Contractor" means a contractor whose primary business is the installation of brick, concrete block, stone, marble, slate or other units and products common to the masonry industry, with or without mortar and work incidental to the installation, including the installation of grout, caulking, tuck pointing, sand blasting, mortar washing, parging, cleaning, and welding of reinforcement steel related to masonry construction.

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Content Area	Questions
Plan Reading and Estimating	5
Concrete Block	12
Brick	11
Stone	3
Glass Block	5
Mortar	6
Steel Reinforcement	3
Safety-CFR	5
Total questions	50

Exam References and Study Materials

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- **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>](https://provexam.com/bookstore/http://shop.iccsafe.org/codes/2018-international-codes-and-references/2018-international-building-coder.html) **OPEN BOOK**
- **Study Guide for Masonry Contractors, 2nd Edition**, 2014. ISBN: 978-1-269-78558-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com. **OPEN BOOK**

WV CONTRACTOR LICENSING ACT EXAM

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5.11 Multifamily Contractor (English, Español)

WV MULTIFAMILY CONTRACTOR

"Multifamily Contractor" means a person who is engaged in the construction, repair or improvement of a multifamily residential structure or work incidental to the construction, maintenance or repair. Multifamily residential structure means a structure containing two or more residential units.

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Content Area	Questions
Plan Reading	9
Sitework	6
Concrete	9
Masonry	8
Structural Steel	4
Carpentry	15
Roofing, Siding, and Insulation	6
Doors and Windows	6
Interior Finish	3
Safety-OSHA	6
Exterior Finishes	3
Total questions	75

Exam References and Study Materials

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- **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**
- **Study Guide for Commercial Carpentry, 2nd Edition**, 2014. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. **OPEN BOOK**
- **Study Guide for Commercial Carpentry, 3rd Edition**, 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. <https://provexam.com/books/> **OPEN BOOK**
- **Study Guide for Structural Steel**, 2012. ISBN: 978-1-269-08432-1. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com **OPEN BOOK**

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5.12 Piping Contractor (English, Español)

WV PIPING CONTRACTOR

"Piping Contractor" means a person whose principal business is the installation of process, power plant, air, oil, gasoline, chemical or other kinds of piping; and boilers and pressure vessels using joining methods of thread, weld, solvent weld or mechanical methods or work incidental to the installation

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Content Area	Questions
General Regulations	20
Weld Pipe Fabrication	10
Underground Piping	8
Safety	6

Content Area	Questions
Piping Systems	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.

- **Pipefitting Level Two**, 2019. ISBN: 978-0-13-581811-4. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at <http://nccer.pearsonconstructionbooks.com>. **OPEN BOOK**
- **Pipefitting Level Three**, 2019. ISBN: 978-0-13-748728-8. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at <http://nccer.pearsonconstructionbooks.com>. **OPEN BOOK**
- **Pipefitting Level Four**, 2019. ISBN: 978-0-13-748749-3. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at <http://nccer.pearsonconstructionbooks.com>. **OPEN BOOK**
- **Basic Safety**. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com. **OPEN BOOK**

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5.13 Plumbing Contractor

WV PLUMBING CONTRACTOR

Master Plumber means a person whose principal business is the installation, maintenance, extension and alteration of piping, plumbing fixtures, plumbing appliances and plumbing appurtenances, venting systems and public or private water supply systems within or adjacent to any building or structure; including the installation of gas piping, chilled water piping in connection with refrigeration processes and comfort cooling, hot water piping in connection with building heating, piping for stand pipes or work incidental to the installation

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Content Area	Questions
General Knowledge	10
Fixtures & Fittings	6
Storm Drainage	5
Fuel Gas Systems	10
Safety	7
Isometrics	13
Water Supply and Distribution	14
Water Heaters	7
Drain, Waste and Vent Systems	14
Plumbing Math	9
Plumbing Tools	5
Total questions	100

Exam References and Study Materials

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- **International Plumbing Code 2018**, 2018. 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
- **Plumbing Basics for Contractors, 4th Edition**, 2021. ISBN: 9780137783229. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. **OPEN BOOK**
- **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>
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5.14 Remodeling & Repair Contractor (English, Español)

WV REMODELING AND REPAIR CONTRACTOR

"Remodeling and Repair" allows the license holder to engage in general remodeling, additions, and repairs to existing structures. This includes all rough and finish carpentry work, the installation of related hardware and accessories, and all minor repairs and replacements of pre-manufactured items. The scope of work is limited to projects where the cost does not exceed \$40,000.

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Content Area	Questions
Planning and Estimating	5
Sitework	4
Concrete	5
Masonry	5
Carpentry	10
Roofing, Siding & Insulation	6
Doors & Windows & Stairs	5
Finishes	5
Safety	5
Total questions	50

Exam References and Study Materials

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- **Masonry and Sitework for the Residential Contractor, 2nd edition**, 2nd. ISBN: 978-1-269-78556-3. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com **OPEN BOOK**
- **International Residential Code**, 2018. 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**
- **Study Guide for Residential Carpentry and Repair, 2nd edition**, 2014. ISBN: 978-1-269-78561-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com **OPEN BOOK**

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5.15 Residential Contractor (English, Español)

WV RESIDENTIAL CONTRACTOR

"Residential Contractor" means a person whose principal business is in connection with the construction, repair or improvement of real property used as, or intended to be used for, residential occupancy or work incidental to the construction or repair. A Residential Contractor is considered licensed for all crafts required in the construction, repair or improvement of a residential structure, as that term is defined in subsection 3.33 of this rule, except those crafts for which local ordinance or state law other than W. VA. Code 21-11-1, et seq, require licensure, such as the electrician's license required by the office of the State Fire Marshall under the provisions of W. VA. Code 29-3b-1, et seq.

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Content Area	Questions
Plan Reading	9
Sitework	6
Concrete	9
Masonry	9
Carpentry	15
Interior Finish	3
Exterior Finish	3
Safety OSHA	6
Total questions	60

Exam References and Study Materials

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- **International Residential Code**, 2018. 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**
- **Study Guide for Residential Carpentry and Repair, 2nd edition**, 2014. ISBN: 978-1-269-78561-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com **OPEN BOOK**
- **Masonry and Sitework for the Residential Contractor, 2nd edition**, 2nd. ISBN: 978-1-269-78556-3. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com **OPEN BOOK**

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Although I am permitted to use this book, that permission does not mean that Prov has validated or endorsed it as an examination reference or confirmed that it contains the information needed to answer examination questions. Its content may differ from the references used to develop the examination.

I voluntarily choose to use this book at my own risk and understand that permission to use it does not guarantee that it will be useful or help me pass the examination.

5.16 Sprinkler & Fire Protection Contractor (English, Español)

WV SPRINKLERS & FIRE PROTECTION CONTRACTOR

"Sprinklers and Fire Protection Contractor" means a contractor engaged in the installation, repair or maintenance of fire suppression systems, including water sprinkler and chemical systems, and work incidental to the installation or repair.

180 minutes · 80 questions · 70% to pass · open book · exam fee \$59.00 · offered in English, Español

Content Area	Questions
Code and General Knowledge	8
Sprinkler Systems	36
Water Supply, Storage and Distribution	12
Materials and Methods	8
Private Hydrants and Stand Pipe Systems	8
Commercial Kitchen Equipment	8
Total questions	80

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**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. **OPEN BOOK**
- **NFPA 10 - Standard for Portable Fire Extinguishers**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. **OPEN BOOK**
- **NFPA 13D - Standard for the Installation of Sprinkler Systems**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. **OPEN BOOK**
- **NFPA 96 - Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations**, 2014. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. **OPEN BOOK**

- **NFPA 13R - Standard for the Installation of Sprinkler Systems**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. **OPEN BOOK**
- **NFPA 14 - Standard for the Installation of Standpipe and Hose Systems**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. **OPEN BOOK**
- **NFPA 17 - Standard for Wet Chemical Extinguishing Systems**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. **OPEN BOOK**
- **NFPA 24 - Standard for Installation of Private Fire Service Mains and Their Appurtenances**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. **OPEN BOOK**

WV CONTRACTOR LICENSING ACT EXAM

180 minutes · 90 questions · 60% to pass · open book · exam fee \$59.00 · offered in English, Español

Content outline and references for this exam are under [section 5.2, *Contractor Licensing Act Exam \(Replaces the Business & Law effective 02/02/2026\)](#).

SPECIAL NOTE ABOUT REFERENCES

Please know that the test will be based on the reference version shown in this bulletin. If there are conflicts between the current version and the different version, the exam will be scored based on the current version.

Also, know that the Licensing Board will permit the test taker to bring in any book of their choosing. It is important to know that the test has been prepared based on the books Prov is recommending and so using a different book than recommended could end up having a different answer or no answer to the questions on the test.

When requesting to use a book that is different from one that is recommended, you will be asked to sign an acknowledgement letter, or waiver, wherein you are indicating that you are aware that the book(s) you are using that are not on the approved reference list might not answer the questions on the test. Here is the language found on the waiver:

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5.17 Structural Steel Erection Contractor (English, Español)

WV STEEL ERECTION CONTRACTOR

"Steel Erection Contractor" means a contractor engaged in the erection of structural steel connected, attached or joined by riveting, welding, rigging, or fastening devices, for buildings and other structures, and work incidental to the erection.

180 minutes · 50 questions · 70% to pass · open book · exam fee \$59.00 · offered in English, Español

Content Area	Questions
Plan Reading & Estimating	5
Structural Steel	10
Welding & Cutting	6
Structural Steel Bolting	4
Metal Decking	6
Metal Siding	3
Metal Joists	5

Content Area	Questions
Rigging & Cranes	6
Safety - OSHA	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.

- **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>](https://provexam.com/bookstore/http://shop.iccsafe.org/codes/2018-international-codes-and-references/2018-international-building-coder.html) **OPEN BOOK**
- **Ironworking Level One**, 2011. ISBN: 978-0-13-213714-0. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>. **OPEN BOOK**
- **Ironworking Level Two**, 2011. ISBN: 978-0-13-257822-6. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>. **OPEN BOOK**
- **Ironworking Level Three**, 2012. ISBN: 978-0-13-257785-4. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>. **OPEN BOOK**

WV CONTRACTOR LICENSING ACT EXAM

180 minutes · 90 questions · 60% to pass · open book · exam fee \$59.00 · offered in English, Español

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5.18 Utilities (Sewer & Water) Contractor

WV UTILITIES (WATER & SEWER) CONTRACTOR

"Utilities (Water & Sewer) Contractor" means a person whose principal business is in the installation of water and sewer lines on private projects and work incidental to the installation. The "utilities (Water & Sewer) Contractor" classification applies to work on both commercial and residential properties.

180 minutes · 50 questions · 70% to pass · open book · exam fee \$59.00 · offered in English

Content Area	Questions
Utilities Sitework	8
Excavation	9
Water Piping	8
Sewer Piping	8
Estimating and Plan Reading	9
Safety	8
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. 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](https://provexam.com/bookstore/http://shop.iccsafe.org/codes/2018-international-codes-and-references/2018-international-building-coder.html) **OPEN BOOK**
- **Study Guide for Utilities Contractors, 3rd edition**, 2024. ISBN: 9780137782864. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. **OPEN BOOK**

WV CONTRACTOR LICENSING ACT EXAM

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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 must have a photo to be accepted. 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.

Verify the test taker's identity by checking against their government Issued ID. The following are the approved forms of identity for candidates (such as Amish) who cannot be photographed for religious purposes: Candidates must present 2 forms of identification from this list: Baptismal Certificates, Social Security Cards, Birth Certificates, Church Membership Letters or Certificates, Letters of Identification from Church Elders or Bishops, State-Issued Non-Photo IDs (if available), Financial Documents (e.g., bank statements): While not typically carried as identification, bank statements or other financial records may be used to verify identity in some cases.

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

GENERAL BUILDING, GENERAL ENGINEERING, HVAC, PLUMBING, CONCRETE, STRUCTURAL STEEL ERECTION, SPRINKLERS & FIRE PROTECTION, RESIDENTIAL, REMODELING AND REPAIR, PIPING, MULTIFAMILY, MASONRY, and EXCAVATION: There is no limit to the number of testing attempts you may make. There is no required waiting period between attempts; you may retest as soon as an appointment is available.

All other examinations: There is no limit to the number of testing attempts you may make. If you do not pass, you must wait 30 days 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. West Virginia Testing Site Locations

The following are the testing sites where you may schedule to take your written examination in West Virginia. 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.

Prov has **6** testing centers in West Virginia, located in the following cities:

Beckley, Charleston, Fairmont, Huntington, Martinsburg and Wheeling

No.	City	Testing Center	Address	Testing Center Type
1	Beckley	Compliance Technology	300 N Kanawha Street Testing Center Beckley, WV 25801	Theory
2	Charleston	Prov Testing Center - Charleston	310 Hills Plaza Testing Services Charleston, WV 25387	Theory
3	Fairmont	Pierpont Community & Technical College	500 Galliher Drive Testing Center Fairmont, WV 26554	Theory
4	Huntington	Mountwest Community and Technical College	1 Mountwest Way Testing Center - Room G14 Huntington, WV 25701	Theory
5	Martinsburg	Blue Ridge Community and Technical College	13650 Apple Harvest Drive Testing Center, Suite 1401 Martinsburg, WV 25403	Theory
6	Wheeling	West Virginia Northern Community College	1704 Market Street Testing Center - 4th Floor ACT Center Wheeling, WV 26003	Theory

Remote Testing is available via [Examroom.ai](https://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.
- Please note that when you take a break you will not be able to change any answers to questions you have previously seen or review any prior answers to questions.
- 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 Eating |
| ■ No Drinking | ■ No Tobacco Use |
| ■ No Cell Phones | ■ No Electronic Devices |
| ■ No Visitors | ■ No Cheating |
| ■ No Taking Notes | ■ No Marking in Books |

10.2 Reference rules for open-book exams

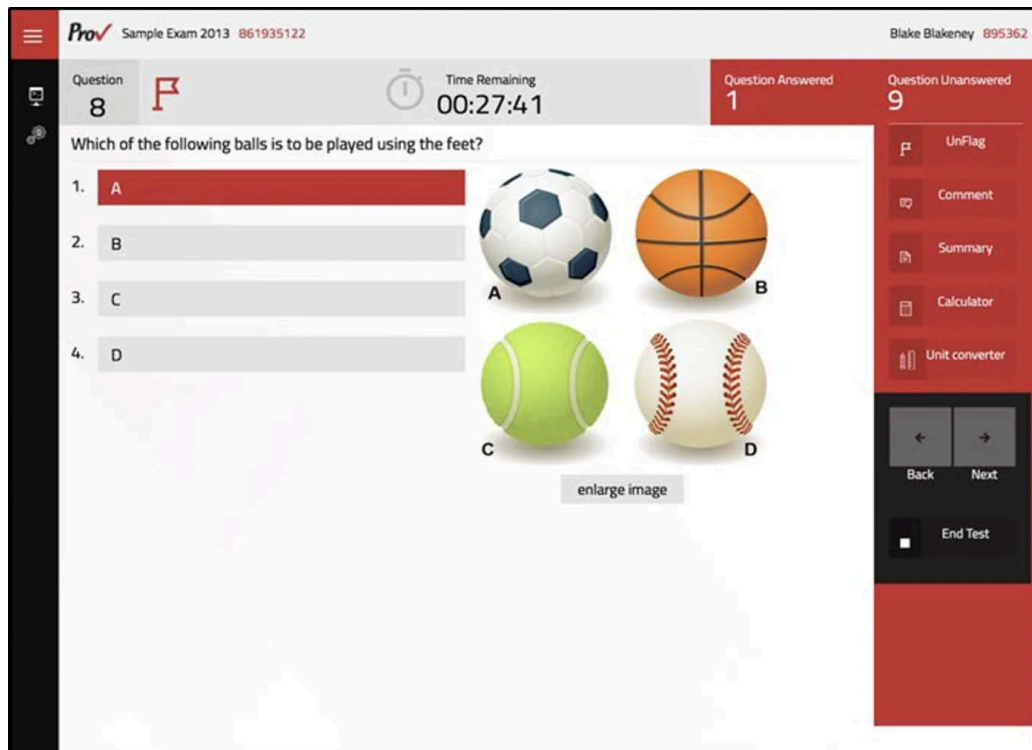
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable 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 28, 2026	Initial release of this bulletin in its current format.	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!