



# Arkansas Department of Labor Electrical Examining Board Candidate Information Bulletin

## FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** To schedule for testing, go to <https://www.provexam.com/schedule>. You may also call us at 866-720-7768. [Click here](#) for more information about registering.
2. **WHERE CAN I TEST?** You may test at any one of Prov’s testing centers. [Click here](#) for a current list and directions to each of our Arkansas testing centers.
3. **HOW MUCH DOES IT COST?** Exams costs \$80.00 each for computer administration and \$56.00 each for paper/pencil administration.
4. **WHEN DO I GET MY TEST RESULTS?** Prov’s scoring system will grade your exam immediately upon completion of your test and will automatically forward the results to the state board. The Board will mail you your score.
5. **ARE THERE ANY STUDY AIDS?** Yes, in our [bookstore](#) we sell practice examinations to help you prepare for your test.
6. **WHAT IS ON THE TEST?** [Click here](#) for information about the available examinations.

## MORE QUESTIONS

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

For Licensing Questions –

**Arkansas Department of  
Labor and Licensing  
Electrical Board**  
4815 W. Markham  
Little Rock, AR 72205-3867  
Phone: 501-682-9201  
Fax: 501-682-4506

For Testing Questions –

**Prov Inc.**  
5200 NW 43<sup>rd</sup> Street  
Suite 102-167  
Gainesville, FL 32606  
Toll Free:  
(866) 720-7768  
Fax: (386) 518-6419  
[www.provexam.com](http://www.provexam.com)  
Office Hours: 8am to 6pm.

## GENERAL TESTING INFORMATION

The Arkansas Department of Labor and Licensing oversees the licensing process for Electricians. The Board has contracted with Prov, Inc. to develop, and administer their licensing examination program. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your license. Arkansas law requires state licensing for everyone who is an Electrician, or who is engaged in Electrical work, or who uses any title, sign, card, advertisement or other device to indicate that they are engaged in Electrical work. To become licensed, you must first complete the appropriate application with the Arkansas Board of Electrical Examiners. Applications are posted online at the Board’s website. Once you have been approved for testing, the Board will notify you that you are eligible to contact Prov to schedule your examination. You will be eligible to take the exam for one (1) year.

Prov is not authorized to make the determination of which examination(s) candidates must take. If you are unsure which exam is needed for the license being sought, resolve this question before scheduling. If you have questions regarding which exam(s) to take, you must call the Board at 501-682-9201.

The following is a list of the examinations administered by Prov for licensing through the Arkansas Department of Labor and Licensing - Electrical. All exams are open book and are timed. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

- Arkansas Electrical Heating & A/C Installation Contractor
- Arkansas Industrial Maintenance Electrician
- Arkansas Journeyman Electrical (English & Spanish)
- Arkansas Residential Journeyman Electrical (English & Spanish)
- Arkansas Master Electrical (English or Spanish)
- Arkansas Master Sign Electrician
- Arkansas Parking Lot Lighting Endorsement
- Arkansas Master Residential Electrical (English & Spanish)

Examination costs are determined by the testing method selected. Computer-based tests cost \$80.00 and paper/pencil tests cost \$56.00.

TABLE OF CONTENTS

Frequently asked questions..... 1  
 More questions..... 1  
 General Testing Information..... 1  
 Table of Contents..... 2  
 Testing with Prov ..... 2  
 Where to take your exam ..... 2  
 How to Schedule Online ..... 2  
 Scheduling by Phone..... 3  
 Cancel/Rescheduling Policy ..... 3  
 Preparing for Your Exams ..... 3  
 Exam Descriptions..... 4  
 Purchasing Reference Materials & Study Guides ..... 6  
 Practice Exams Available from Prov ..... 7  
 Test Day Rules and Procedures..... 7  
     Check-in Deadline ..... 7  
     Proof of Identity ..... 7  
     Prohibited Items..... 7  
     Approved Items..... 7  
     Reference Material Rules ..... 7  
     Visitor Policy..... 8  
     Unethical Conduct Policy..... 8  
 Results Reporting..... 8  
 Retesting Policy..... 8  
 Reviews & Prov’s Accepted Payment Methods..... 8  
 Exam Challenge Process ..... 9  
 Hand Score Request..... 9  
 Prov’s Non-Discrimination Statement ..... 9  
 Special Accommodations..... 9  
 Exam Test Site Availability ..... 9  
     What is Examroom?..... 9  
     Fixed Testing Locations..... 10  
 Fixed Test Site locations ..... 10  
 Sample Test Questions ..... 12  
 Answers to Sample Questions ..... 12  
 TEST SITE INSTRUCTIONS ..... 12  
**Testing Rules**..... 13  
**Reference Rules for Open Book Exams**..... 13  
**Unethical behavior** ..... 13

WHERE TO TAKE YOUR EXAM

You may take your examination at any of Prov’s testing facilities nationwide.


Within Arkansas, Prov has eight (8) testing centers where candidates can take their examinations. These testing centers are in Conway, El Dorado, Fayetteville, Fort Smith, Jonesboro, Little Rock, Paragould and Searcy. Site addresses, testing availability, and drive directions are provided at the end of this bulletin.

HOW TO SCHEDULE ONLINE

1. To schedule online, navigate to the following URL:  
<https://www.provexam.com/schedule>
2. Enter your identifying information into the system. The State has already shared your testing information with Prov. We need to locate your information within our system.

Follow the on-screen fields to enter your Known Candidate ID and your Last Name. The Candidate ID will be provided to you on your registration letter received from the Board. The Candidate ID will begin with 200, and will contain 10 digits. Please enter all of the numbers.

Then, enter your last name and select the **Retrieve Details** button.

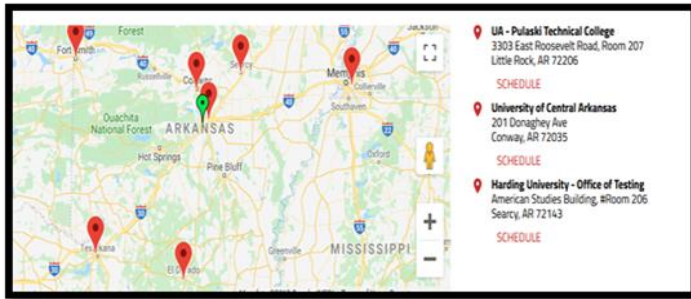
3. On the Welcome Screen, you will schedule a Date, Time, and Location for your exam by selecting the link labeled:  
 [Find suitable time and venue](#)
4. The scheduling system will display a map to graphically show where the different testing centers are located. Select a testing center from the list of centers to the right of the map.

TESTING WITH PROV

Your 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 test.

The following link will take you to a short video that demonstrates Prov’s testing system:

<https://youtu.be/h3T9svnidLY>.



5. Select the **SCHEDULE** link to check the calendar for the testing center.
6. Select a test **date** and **time** from the calendar that matches your schedule.
7. Confirm your selected date and time and select **Add to Cart**.
8. Proceed to payment. If you have provided an email address, the invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, give us a call at (866) 720-7768.

#### SCHEDULING BY PHONE

To schedule for an examination by phone, candidates should contact Prov toll free at 866-720-7768. Prov scheduling staff is available 8:00 a.m. through 6:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, Prov Candidate ID and their zip code. Once Prov confirms the candidate's identity, Prov staff will search the database for the next available testing session at the candidate's preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address.

Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

#### CANCEL/RESCHEDULING POLICY

If you need to change or cancel their testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline. If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

#### PREPARING FOR YOUR EXAMS

The licensing examination that you will take has been designed to test what qualified individuals (master or journeyman) should know as they work in the HACR field. The test questions used on the examinations have been prepared and reviewed by a panel of qualified individuals and cover the wide range of topics individuals would normally encounter as a master or journeyman during regular work operations.

Prov recommends that you prepare for your exam by familiarizing yourself with the subject areas listed in each exam description. Additionally, familiarize yourself with the reference materials that are allowed during the examination. The more time you spend outside of the testing room studying, the less time you will need to spend in the testing room trying to location information. You are encouraged to prepare your test materials by highlighting text or placing permanent tabs on important pages.

It is NOT mandatory that candidates purchase any study materials in preparation for their examinations; however, all examinations permit the use of authorized study materials and candidates may be at a disadvantage if they do not bring those materials with them to their testing session. At a minimum Prov recommends that candidates have their own code books related to their exams which may be useful to candidates after their testing is complete.

## EXAM DESCRIPTIONS

**Arkansas Electrical Heating & A/C****Installation Contractor**

Arkansas Electrical Heating &amp; A/C Installation Contractor utilizing

2017 NEC

<b>Number of Questions</b>	<b>60</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
NEC-Chapter 1	2
NEC-Chapter 2	9
NEC-Chapter 3	9
NEC-Chapter 4	18
NEC-Chapter 9	2
Box Fill	2
Efficiency Power Factor & Neutral Loads	1
General Theory	9
Motors and Branch Circuit	2
Motor Feeders	1
Motor Protection	1
Service	2
Voltage Drop	2

**References**

- **NFPA 70 - National Electric Code 2017**, 2017. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

**Arkansas Industrial Maintenance Electrician**

Arkansas Industrial Maintenance Electrician utilizing the 2014 NEC

<b>Number of Questions</b>	<b>50</b>
<b>Time allowed (hours)</b>	<b>2</b>
<b>Subject Area</b>	<b># Quest.</b>
Basic Safety	4
Introduction to Construction Math	2
Introduction to Test Instruments	2
Hazardous Locations	2
Specialty Transformers	1
Electrical Safety	4
Hand Bending	2
Electrical Theory: Two	5
Electrical Test Equipment	4

Introduction to Electrical Blueprints	3
Wiring: commercial and Industrial	5
Grounding	4
Conductor Terminations and Splices	3
Circuit Breakers and Fuses	3
Motor Controls	4
Standby and Emergency Systems	2

**References**

- **Industrial Maintenance Electrical & Instrumentation**, 2007. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Industrial Maintenance Electrical & Instrumentation Level 2**, 2008. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Industrial Maintenance Electrical & Instrumentation Level 3**, 2009. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Industrial Maintenance Electrical & Instrumentation Level 4**, 2009. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **NFPA 70 - National Electric Code 2017**, 2017. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

**Arkansas Journeyman Electrician****(English or Spanish)**

Arkansas Journeyman Electrician utilizing the 2014 NEC

<b>Number of Questions</b>	<b>60</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Grounding and Bonding	6
General Knowledge of the Electrical Trade and Calculations	9
Service, Feeders, Branch Feeders and Overcurrent Protection	8
Raceways and Enclosures	8
Conductors	7
Motors and Controls	7
Utilization and General Use Equipment	6
Special Occupancies and Equipment	4
Low Voltage Circuits, Including Alarms and Communications	2
Safety	3

**References**

- **NFPA 70 - National Electric Code 2017**, 2017. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

**Arkansas Master Electrician****(English or Spanish)**

Arkansas Master Electrician utilizing the 2017 NEC

<b>Number of Questions</b>	<b>60</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Grounding and Bonding	10
General Knowledge of the Electrical Trade and5 Calculations	
Service, Feeders, Branch Feeders and Overcurrent10 Protection	
Raceways and Enclosures	6
Conductors	6
Motors and Controls	6
Utilization and General Use Equipment	7
Special Occupancies and Equipment	5
Low Voltage Circuits, Including Alarms and2 Communications	
Safety	3

**References**

- **NFPA 70 - National Electric Code 2017**, 2017. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

**Arkansas Master Sign Electrician**

Arkansas Master Sign Electrician utilizing the 2014 NEC

<b>Number of Questions</b>	<b>40</b>
<b>Time allowed (hours)</b>	<b>2</b>
<b>Subject Area</b>	<b># Quest.</b>
Basic Electricity & Wiring	10
Electrical Materials and Installation	12
Electrical Signs and Outline Lighting	12
Motors & Transformers	2
Outside Branch Circuits and Feeders	4

**References**

- **NFPA 70 - National Electric Code 2017**, 2017. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

**Arkansas Parking Lot Lighting Endorsement**

(C)(i)(a) Maintaining and repairing parking lot lights, upon successfully passing a separate examination approved by the Board of 4 Electrical Examiners of the State of Arkansas. b) A specialist sign electrician may obtain a parking lot light endorsement upon passing a separate examination approved by the Board of Electrical Examiners of the State of Arkansas. (ii) However, maintenance and repair under subdivision (11)(C)(i) of this section shall be limited to work from the ground up to a lighting fixture that is being maintained or repaired and shall not include work underground or work to an electrical panel inside or outside of a building.

<b>Number of Questions</b>	<b>20</b>
<b>Time allowed (hours)</b>	<b>1</b>
<b>Subject Area</b>	<b># Quest.</b>
Basic Electricity & Wiring	4
Electrical Materials and Installation	4
Motors & Transformers	2
Outside Branch Circuits and Feeders	4
Luminaires	6

**References**

- **Guide to FEMP Designated Parking Lot Lighting**. ISBN: no ISBN listed in the publication or on the site. Federal Energy Management Programs, FL. [https://energy.gov/sites/prod/files/2014/02/f7/parking\\_lots\\_guide.pdf](https://energy.gov/sites/prod/files/2014/02/f7/parking_lots_guide.pdf) f Candidate printed versions will be allowed at the testing site
- **NFPA 70 - National Electric Code 2017**, 2017. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

**Arkansas Residential Journeyman Electrician****(English or Spanish)**

Arkansas Residential Journeyman Electrician utilizing the 2017 NEC

<b>Number of Questions</b>	<b>40</b>
<b>Time allowed (hours)</b>	<b>2</b>
<b>Subject Area</b>	<b># Quest.</b>
NEC-Chapter 1	4
Safety	3
NEC-Chapter 2	18
NEC-Chapter 3	4
NEC-Chapter 4	2
NEC-Chapter 5	2
NEC-Chapter 6	2
General Theory	5

**References**

- **NFPA 70 - National Electric Code 2017**, 2017. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

## Arkansas Residential Master Electrician

### (English or Spanish)

Residential Master Electrician utilizing the 2017 NEC

<b>Number of Questions</b>	<b>60</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
NEC-Chapter 1	3
Safety	3
NEC-Chapter 2	15
NEC-Chapter 3	12
NEC-Chapter 4	9
NEC-Chapter 5	3
NEC-Chapter 6	3
NEC-Chapter 7	3
General Theory	9

#### References

- **NFPA 70 - National Electric Code 2017**, 2017. ISBN: 978-145591277-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

#### PURCHASING REFERENCE MATERIALS & STUDY GUIDES

The exams described above are based upon the study references for each exam. We have listed the reference book's ISBN and a website at which candidates can purchase the reference book. Most reference books can also be purchased by phone or online through the following companies. Shipping charges will apply. Brick and mortar locations are indicated, but candidates should call to verify that orders are ready for pickup.

#### Examination Preparation Course Providers and Book Suppliers.

You will be provided with a list of reference books you apply for your test. You can also go to our website for this information.

- **Prov Bookstore**  
10234 South 2460 East  
Sandy, Utah 84092  
<https://www.provexam.com/shop/>  
Toll Free: 866-720-7768

Books are also available from the following book vendors.

- **@ Home Prep, Inc.**  
900 East Hill Ave, Suite 380, Knoxville, TN 37915  
[www.contractor-licensing.com](http://www.contractor-licensing.com)  
800-952-0910
- **AAA Construction School, Inc.**  
34 Arlington Road South, Jacksonville, FL 32216  
[www.aaaconstructionschool.com](http://www.aaaconstructionschool.com)  
800-741-7277 or 904-722-9994
- **whenAmerican Contractors Exam Services**  
737 Southern Hwy, Mineral Wells, WV 26150  
[www.examprep.org](http://www.examprep.org)  
800-992-1910
- **Builder's Book Depot**  
1001 East Jefferson Rd, Ste 5, Phoenix, AZ 85034  
[www.buildersbookdepot.com](http://www.buildersbookdepot.com)  
800-284-3434 or 602-252-4050
- **Florida Licenses and Corporations, Inc.**  
1150 NW 72nd Ave, #720, Miami, FL 33126  
[www.floridalicensesandcorporations.com](http://www.floridalicensesandcorporations.com)  
305-446-3442
- **International Code Council**  
900 Montclair Rd, Birmingham, AL 35213  
4051 Flossmoor Rd, Country Club Hills, IL 60478  
5360 Workman Mill Rd, Whittier, CA 90601  
11711 W 85th St, Lenexa, KS 66214  
[www.iccsafe.org](http://www.iccsafe.org)  
800-786-4452
- **My Pearson Store**  
<http://www.mypearsonstore.com>  
800-947-7700 (Opt. 5)
- **North American Contractors Association**  
[www.infonaca.com](http://www.infonaca.com)  
336-540-0149

If candidates need assistance in ordering any study materials, they may contact Prov by phone at 866-720-7768.



### PRACTICE EXAMS AVAILABLE FROM PROV

Prov also offers practice examinations in several exam categories. Practice examinations cost \$25.00 each and may be ordered either by phone or online at [www.provbookstore.com](http://www.provbookstore.com).

Practice examinations prices do not include tax nor shipping. Candidates must be sure to use the correct shipping option when ordering. Prov provides practice exams for the following tests:

- **Arkansas Journeyman Electrician**
- **Arkansas Master Electrician**

### TEST DAY RULES AND PROCEDURES

#### Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order 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 fees, and will be required to reschedule for a future testing date.

#### Proof of Identity

Upon arriving at the testing center, you will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID.

You will also be required to sign a test center log and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

If you do not have a photo ID, you may still present a valid State driver's license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate.

#### Prohibited Items

No cameras, recorders, watches, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

#### Approved Items

You may bring the following approved items into the testing center:

- **Pencils.**
- **Calculator.** Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.
- **Approved References.** (See information below).

#### Reference Material Rules

All examinations are designed to allow you to use **authorized** references while taking their exams. For a list of what reference materials are authorized for the exams, please refer to the exam description for the candidate's exam. All reference materials will be checked by the Prov test administrator prior to the candidates being permitted access to the testing room.

You should prepare your reference materials using **ONLY** the following methods.

- Highlighting
- Underlining in pen only.
- Attaching permanent tabs

Reference materials which do not meet the following guidelines will not be allowed in the testing room.

These guidelines are in place to ensure that every candidate is tested fairly, and that no candidate has access to unapproved resources.

- Handwritten notes are NOT allowed in any portion of a reference book and will need to be erased prior to using the materials.
- Moveable tabs are NEVER permitted in a reference book.
- A reference book CANNOT contain Post-it notes.
- Photocopied documents CANNOT be added to a reference book.
- Photocopied versions of a reference book are NEVER permitted.
- Test preparation study guides are NOT approved references and are NOT permitted in the testing center; this includes practice examinations.

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 fees forfeited, and the Department will be notified of your dismissal from the exam. During the testing process you MAY NOT:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information in their reference materials during testing.

### **Visitor Policy**

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

### **Unethical Conduct Policy**

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 Department. 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 test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

### **RESULTS REPORTING**

Upon completion of an examination, your test will be scored and you will be provided with a score result while at the testing center. There is no charge for the on-site scoring. The State will be notified of your results automatically. Candidates participating in this testing program can access their scores at any time (24/7) online by going to our website at [www.provexam.com](http://www.provexam.com), entering their Candidate ID and the password to access their candidate account.

All exams will be scored and graded against a cut-score of 70%. Those achieving the score or higher will receive a passing grade on that exam. Because the examination process is a requirement for licensure with the Arkansas Department of Labor - Electrical Examining Board, candidates automatically consent to permit Prov to share their test results with the State.

### **RETESTING POLICY**

You may retake a failed examination as often as is necessary until the end of the 1-year eligibility period. You must submit to the Arkansas Department of Labor - Electrical Examining Board a retake form along with an additional examination fee once your eligibility period has expired. Please visit the Arkansas Department of Labor - Electrical Examining Board website for more details and a copy of the form.

Candidates cannot retake an exam once they have passed that exam unless required by the Arkansas Department of Labor - Electrical Examining Board.

### **REVIEWS & PROV'S ACCEPTED PAYMENT METHODS**

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed.

Candidates may request a review of their exam after failing an exam category two (2) times. To be eligible for a review, candidates must score within 10% of the required 70% passing score. The review for all tests is 1-1/2 hours in length. During the review candidates will be provided a printout of the questions they missed, and the answers chosen in response to those questions. The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the review is **\$80.00** (includes tax) for each test reviewed. Candidates will request or schedule a review using the same methods described earlier for scheduling.

Review fees are collected by Prov. Payment for exams should be made directly to Prov. Please visit the Arkansas Department of Labor - Electrical Examining Board website for a complete schedule of fees.

Candidates paying for any other services provided by Prov can use the following methods of payment:

- Money Orders
- Cashier's Checks
- Certified Checks
- Credit Cards (Amex, Discover, Master Card, Visa)

No personal or company checks will be accepted and all registrations that include personal or company checks will be returned without processing.



**EXAM CHALLENGE PROCESS**

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error. Candidates testing on computer may make their comments in the testing system. Candidates who are reviewing an exam will automatically be provided with an Exam Comment form.

Prov staff will review each comment within two weeks of submittal. Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the Arkansas Department of Labor Electrical Board. The Board will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

**HAND SCORE REQUEST**

Prov ensures the accuracy of our exam results. Our computer system is designed to identify and report any potential error in data collected from an exam session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-866-720-7768 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is \$25.00 (includes tax).

**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 866-720-7768 or write to: Prov, Inc., 5200 NW 43<sup>rd</sup> St., Suite 102-167, Gainesville, FL 32606.

**SPECIAL ACCOMMODATIONS**

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process.

If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

**EXAM TEST SITE AVAILABILITY**

You may take your examination at anyone of Prov's testing facilities nationwide.

You can also take the exam at home using Prov's Examroom<sup>®</sup> service.

**What is Examroom?**

Examroom is a remote test monitoring service that allows you to take the test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, on test day, you log into the Examroom website and request to start your exam.

A test proctor will greet you over your computer, verify your identity, take your picture, and observe you throughout the testing process.

How to decide whether to use Examroom? **Not every computer system is capable of taking a test on Examroom.** The following are the **MINIMUM** requirements that your computer system would need in order to qualify to take the test using the Examroom service:

- 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 use the following link to do a system check **before you schedule** the exam to make sure your computer system will support testing using the Examroom Service.

<https://examroom.ai/systemtest/>

When prompted “Permission to access camera and microphone”, you must click “Allow”.

If your system does not allow you to test at home, don’t worry, we have some great testing locations that are not too far away.

**Fixed Testing Locations**

The following are the existing testing sites within Arkansas and days each site is available to give you your exam. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

The sites shown below are fixed locations where you may take your examination. The asterisk (\*) on the chart shows which days of the week the exams are available for scheduling.

Location	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Conway - UCA	*			*	*	
El Dorado- SACC	*	*	*	*		
Fayetteville - UAF	*	*	*	*	*	*
Ft. Smith - UAFS		*	*	*	*	*
Jonesboro - NEA	*	*	*	*	*	*
Little Rock-UAPTC	*	*	*	*		
Paragould - BRTC	*		*			
Searcy - HU					*	*

**FIXED TEST SITE LOCATIONS**

1. **University of Central Arkansas  
Testing Services  
201 Donaghey Avenue  
Torreyson West, Room 315  
Conway, AR 72035**

Availability: Computer tests are administered on Monday, Thursdays & Fridays at 9:30 a.m. & 12:30 p.m.

Directions: For Directions and parking instructions please visit [www.uca.edu/map](http://www.uca.edu/map).

2. **South Arkansas Community College  
Testing Services  
311 S. West Ave  
El Dorado Conference Center, Room 220  
El Dorado, AR 71730**

Availability: Computer Tests are administered on Monday through Thursday at 9:00 a.m.

Directions: For Directions and parking instructions please visit <http://dev.southark.edu/about-southark-2/campus-maps>.

**3. University of Arkansas  
Testing Services  
1435 W. Walton Street (1 University of Arkansas)  
Fayetteville, AR 72701**

Availability: Computer tests are administered on Monday through Saturdays at 8:00 a.m. & 12:00 p.m.

Directions: For Directions and parking instructions please visit <https://test.uark.edu/>

**4. University of Arkansas Fort Smith  
Testing Services  
5210 Grand Ave., Flanders Building, Room 226  
Fort Smith, AR 72913**

Availability: Computer tests are administered on Tuesday through Saturdays at 9:00 a.m. & 12:00 p.m.

Directions: For Directions and parking instructions please visit <https://academics.uafs.edu/academic-success/testing-services>

**5. NEA Testing Center  
Testing Services  
3014 Turman Drive, Suite F  
Jonesboro, AR 72404**

Availability: Computer tests are administered on Monday through Friday at 8:00 a.m. & 1:00 p.m. and on Saturdays at 8:00 a.m.

Directions: From Wynne, AR – Go north on Hwy 1 N. Remain on Hwy 1 N until you get to Jonesboro. Go straight through light at Bills Fresh Market. In 0.4 miles turn Right onto Turman Drive. NEA Testing Center is at the end of the street on the left.

**6. University of Arkansas - Pulaski Technical College  
3303 East Roosevelt Road  
Business & Industry Center  
Little Rock, AR 72206**

Availability: Computer tests are administered on Mondays and Wednesdays at 8:30 am and 1:00 p.m.

Paper/pencil testing is administered at 8:30 a.m. and 1:00 p.m. on:

**12/8/2018  
3/16/2019  
6/08/2019  
9/14/2019  
12/07/2019**

Directions: From I-30 take the I-440 East exit. Continue for 3 miles to Exit 3 Bankhead Drive, signs for the Little Rock National Airport. Take a left at the stop sign onto Bankhead Drive. At the next light, take a left onto East Roosevelt Rd. The Business and Industry Center will approximately 0.5 miles on the left-hand side. Look for the sign and a glass front building.

**7. Black River Technical College  
Greene County Industrial Training Center  
2402 N. 12th Ave , - Room TC114  
Paragould, AR 72451**

Availability: Computer tests are administered on Mondays and Thursdays at 9:00 a.m.

Directions: From I-55 North take Exit 23 toward US-63/Marked Tree/Jonesboro, Merge onto US-63 North, Take Exit 42 for US-49 North/AR-1/Stadium Boulevard, turn right at N. 12th Avenue. Black River Technical College is on the left.

**8. Harding University  
American Studies Building, #Room 206  
900 East Center Avenue  
Searcy, AR 72143**

Availability: Computer tests are administered on Fridays and Saturdays at 9:00 a.m. & 12:00 p.m.

DIRECTIONS: #From Hwy 67: Take exit 46 (Race Street) at Searcy. Head West on Race Street for approximately 2 miles, turn left at Harding's main entrance on South Grand. Proceed through one four way stop and you will see the American Studies building straight ahead. PARKING: Examinees can park in the large parking lot on the right hand side. As they enter the front door of the American Studies building, take a right at the first hall to the elevator to the 2nd floor. When examinees exit the elevator at the 2nd floor, they should turn left and then take the hallway to the right. Then, they will see the Office of Testing sign.

### SAMPLE TEST QUESTIONS

The following are sample questions that reflect the format and style of the questions found on exams.

1. The bonding conductor used to connect the bonding grid on a swimming pool shall NOT be smaller than a solid #
  - a. 10 AWG.
  - b. 8 AWG.
  - c. 6 AWG.
  - d. 4 AWG.
  
2. What does the alpha character I represent when stating the equation  $P = E \times I$ ?
  - a. Intrinsic circuit
  - b. Intrinsic electromotive force
  - c. Intensity of current
  - d. Isotopic character
  
3. If 15-amp circuits were used, the NEC would require a 2000 square foot house to have a MINIMUM of how many branch circuits?
  - a. 2
  - b. 3
  - c. 4
  - d. 5
  
4. Equipment that is electrically connected to a telecommunications network is required to be listed in accordance with section \_\_\_\_\_ of the NEC.
  - a. 110.16
  - b. 240.6
  - c. 800.18
  - d. Chapter 9, Table 5(A)
  
5. A required emergency standby generator that utilizes an internal combustion engine as the "prime mover" is required to have sufficient fuel supply on premises to operate for a period of NOT less than \_\_\_ hours at full demand operation of the system.
  - a. 24
  - b. 12
  - c. 8
  - d. 2
  
6. Which section of the NEC determines the installation of service equipment on manufactured buildings?
  - a. 230.60
  - b. 230.70
  - c. 240.6
  - d. 250.66
  
7. The MAXIMUM ampacity of an individual branch circuit using type FCC cable is
  - a. 15 amps.
  - b. 20 amps.
  - c. 30 amps.
  - d. 50 amps.
  
8. The MINIMUM service demand for 10-8 kW ranges in an apartment complex would be
  - a. 80 kW.
  - b. 27.2 kW.
  - c. 25 kW.
  - d. 16 kW.

### ANSWERS TO SAMPLE QUESTIONS

1. **B** - 8 AWG.
2. **C** - Intensity of current
3. **C** - 4
4. **C** - 800.18
5. **D** - 2.
6. **B** - 230.70.
7. **C** - 30 amps
8. **C** - 25 kW

### TEST SITE INSTRUCTIONS

## Pro✓Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions, then 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.**

### 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 test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test 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 test, 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.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.



### Reference Rules for Open Book Exams

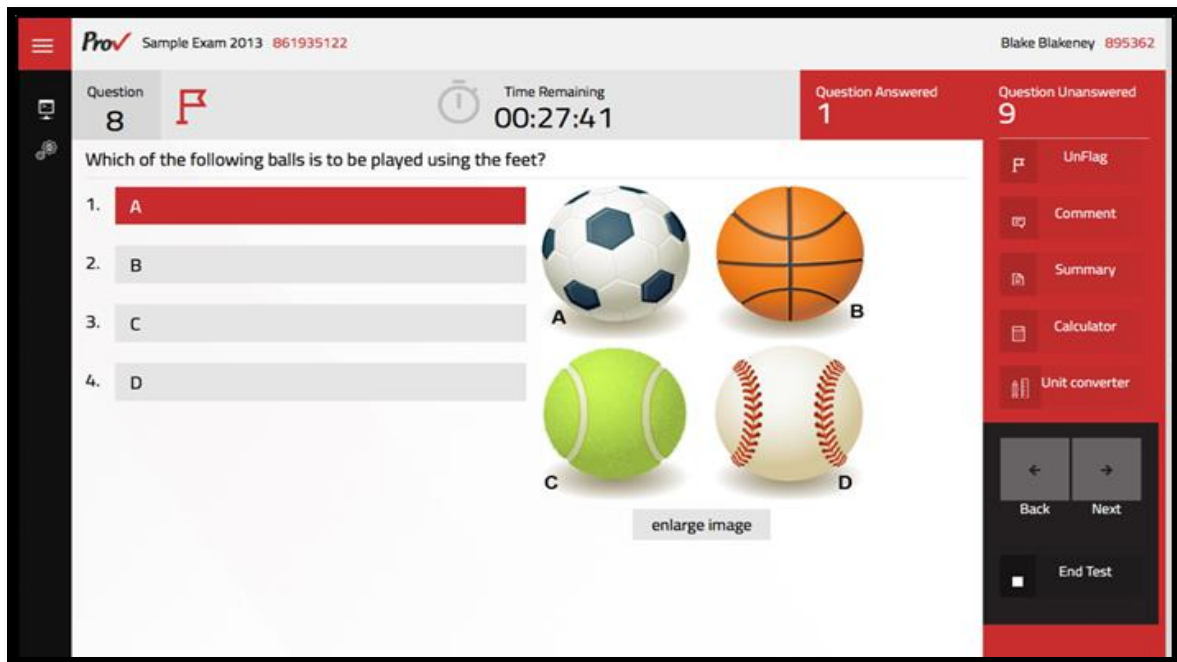
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable 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 test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

### 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 test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

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

## Computer Testing Navigation



Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when <b>Time Remaining</b> reaches 0:00.
Selecting your answer	Use your mouse to select a number ( <b>1</b> , <b>2</b> , <b>3</b> , or <b>4</b> ). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test 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 <b>Flag</b> Button to help you keep track of questions you wish to return to later. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking <b>Summary</b> .
Question comments	During the assessment, you may find that you have a question or concern about a test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the <b>Comment</b> button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the <b>Next</b> or <b>Back</b> 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 test.
Reviewing your progress	Press the <b>Summary</b> button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press <b>End Test</b> button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.