



# West Virginia Contractor Licensing Board Examinations Candidate Information Bulletin



## FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to <https://www.provexam.com/register>. 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 throughout the United States. [Click here](#) for a current list of our West Virginia based testing centers.
3. **HOW MUCH DOES IT COST?** Exams costs **\$51.95** each.
4. **WHEN DO I GET MY TEST RESULTS?** Exam results are available at the testing center once you complete your exam.
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 -  
**WV Contractors Licensing Board**  
1900 Kanawha Blvd East  
State Capitol Complex  
Building 3, Room 200  
Charleston, WV 25305  
Phone: **304-558-7890**  
Fax: **304-558-5174**  
[www.labor.wv.gov](http://www.labor.wv.gov)

For Testing Questions -  
**Prov**  
200 Association Drive  
Suite 190  
Charleston, WV 25311  
Phone: 304-414-0190 ext. 2  
Toll free: 866-720-7768  
Fax: (877)228-3926  
Hours: 8 a.m. to 4 p.m.  
[www.provexam.com](http://www.provexam.com)

## GENERAL TESTING INFORMATION

The West Virginia Contractor Licensing Board (Board), with administrative and enforcement assistance by the West Virginia Division of Labor, oversees the licensing process for contractors. The Board has contracted with Prov, Inc. to develop and administer its licensing examination program for contractors. This bulletin has been developed to help explain the rules and processes candidates will need to undertake to complete the testing requirement for their contractor license.

West Virginia law requires that each business operating in the construction industry be licensed. To become licensed, a company representative must demonstrate competency by passing the required exam(s) in the field of construction for which licensure is being sought. A company can have multiple qualifiers.

Board regulations require that qualifying individual(s) taking an exam be an owner, a partner, a corporate officer or a full-time employee of the entity seeking licensure.

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 registering. If candidates have questions regarding which exam(s) to take, they must call the Board at (304) 558-7890. If candidates take the wrong exam, the exam fee will not be refunded.

## EXAMS AND FEES

All examinations for the State of West Virginia Contractor Licensing Board are available in either computer or paper/pencil format. All examinations are delivered by computer cost **\$51.95**. The following are available exams:

- **Business & Law**
- **Concrete Contractor**
- **Electrical Contractor**
- **Excavation Contractor**
- **General Building Contractor**
- **General Engineering Contractor**

- **Heating, Ventilating & Cooling Contractor**
- **Manufactured Home Installation Contractor**
- **Masonry Contractor**
- **Multifamily Contractor**
- **Piping Contractor**
- **Plumbing Contractor**
- **Remodeling & Repair Contractor**
- **Residential Contractor**
- **Sprinklers & Fire Protection Contractor**
- **Steel Erection Contractor**
- **Utilities (Water & Sewer) Contractor**

Note: Those seeking licensure as a contractor are required to pass both a trade knowledge exam as well as a Business knowledge exam.

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**TESTING WITH PROV**

Your exam will be administered by computer or paper/pencil at one of Prov’s testing centers. Prov’s computer 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>.

**WHERE TO TAKE YOUR EXAM**

You may take your examination at any of Prov’s testing facilities throughout the United States. Prov has four (4) West Virginia-based testing centers where candidates can take their examinations. These testing centers are located in [Charleston](#), [Martinsburg](#), [Morgantown](#), and [Wheeling](#). Site addresses 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/register>

2. Use the Dropdown menu under “Select Certifying Body”, and select:

**West Virginia Contractor’s Licensing Board**

3. Under “Select a License/certificate”, choose the license you are seeking. Note, the Business and Law exam will be included with any contractor licensing exam selected.

4. Enter the following information into the fields that are provided.

- Name (First and Last)
- Social Security Number (SSN)
- Street address
- City, State, Postal Code
- Email Address
- Telephone Number

Then select the button labeled:

**Save Changes**

5. Select a Date, Time, Location for your exam by selecting the link labeled:

 [Find suitable time and venue](#)

6. Select the SCHEDULE hyperlink to check the calendar for the testing center.
7. Select a test **date** and **time** from the calendar that matches your schedule. 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 at [866-720-7768](tel:866-720-7768), ext. 3. Ask to be transferred to a **West Virginia scheduling agent**. Prov's West Virginia scheduling staff is available 8:00 a.m. through 4:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, driver's license number and their address. 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 contractors should know as they work in the construction 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 contractor 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.

#### 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.

Many of the books for your examination are available from Prov using the following information.

- **Prov Bookstore**

10234 South 2460 East  
Sandy, Utah 84092

<https://www.provexam.com/shop/>

Toll Free: 866-720-7768

Books also available from the following book vendors.

- **@ Home Prep, Inc.**  
900 East Hill Ave., Ste. 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

- **American 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
- **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 85<sup>th</sup> St., Lenexa KS 66214  
[www.iccsafe.org](http://www.iccsafe.org)  
800-786-4452
- **My Pearson Bookstore**  
<http://www.mypearsonstore.com>  
800-947-7700 (Opt. 5)
- **North American Contractors Assoc.**  
[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 examination 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:

- Business and Law
- Building Contractor
- Electrical Contractor
- General Building Contractor
- Heating, Ventilating, and Cooling
- Journeyman Electrician
- Journeyman Plumber
- Residential Contractor

Available at:

<https://www.provexam.com/en-us/shop/west-virginia-contractors-practice-exams>

#### 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, 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.** (Paper/pencil testing only)
- **Calculator.** Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.
- **Approved References.** (Refer to the exam information for the specific references permitted for the exams)

## **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.

For all references, you are permitted to use any version (older or newer) of the same code or reference. 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.

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

- Highlighting
- 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.

All exams will be scored and graded against a cut-score of 70%. Those achieving a score of 70% or higher will receive a passing grade on that exam.

## **RETESTING POLICY**

You may retake a failed examination as often as is necessary. There is no waiting period between testing attempts; you can schedule a new testing session for the first available testing date. You may not, however, retake an exam once you have received a passing score unless required by the State of West Virginia. Retake fees are the same as the original exam fees.

## **REVIEWS**

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

You may request a review of your exam only after failing an exam category a minimum of two (2) times. To be eligible for a review, you must score within 10 points of the required 75% passing score. The review for all tests is 1-1/2 hours in length. During the review you will be provided a printout of the questions you missed on your most recent examination. Additionally you will receive the answers you chose for 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 the same as the exam fees and based on when you wish to review your test. Candidates will request or schedule a review using the same methods described earlier for scheduling.

#### EXAM CHALLENGE PROCESS

If during an exam or review, candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment form to Prov detailing why they feel the question is in error.

Candidates testing on computer may make their comments in the testing system, while those taking a paper/pencil format exam may submit comments on a comment form that can be obtained from the test proctor at the testing center.

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 receipt by Prov and will make scoring adjustments should any comment result in a change to a test question.

#### 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.

### SAMPLE TEST QUESTIONS

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

1. Employers are required to notify employees of changes in policies affecting all of the following EXCEPT:
  - a. Pay schedules.
  - b. Vacation allowance.
  - c. Health benefits.
  - d. Promotion opportunities.
2. The accounting method that recognizes income and expenses only when money is received or paid is called:
  - a. PCM Method.
  - b. Accrual Method.
  - c. Cash Method.
  - d. Cost-Comparison Method.
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. Duct systems installed in single family dwellings must be sized per
  - a. ACCA Manual D.
  - b. ACCA Manual J.
  - c. SMACNA Manual R.
  - d. SMACNA Manual N.
6. What is the recommended MAXIMUM spacing of nails when installing drywall on a ceiling?
  - a. 6" o.c.
  - b. 7" o.c.
  - c. 8" o.c.
  - d. 12" o.c.

7. Which of the following types of joint reinforcement is NOT used to tie connecting cavity walls and intersecting walls?
  - a. Z-tie
  - b. Box tie
  - c. Hardware cloth
  - d. Ladder type joint reinforcement
8. What is the recommended concrete cover over #6 steel reinforcing in areas exposed to the weather?
  - a. 3"
  - b. 2"
  - c. 1.5"
  - d. 1"

### ANSWERS TO SAMPLE QUESTIONS

1. D - Promotion opportunities.
2. C - Cash Method.
3. C - 4
4. C - 800.18
5. A - ACCA Manual D.
6. B - 7" o.c.
7. D - Ladder type joint reinforcement
8. B - 2"

### EXAM TEST SITE AVAILABILITY

You may take the exams at any one of Prov's testing centers located in the United States. You can also take the exams at home using Prov's Examroom® 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.

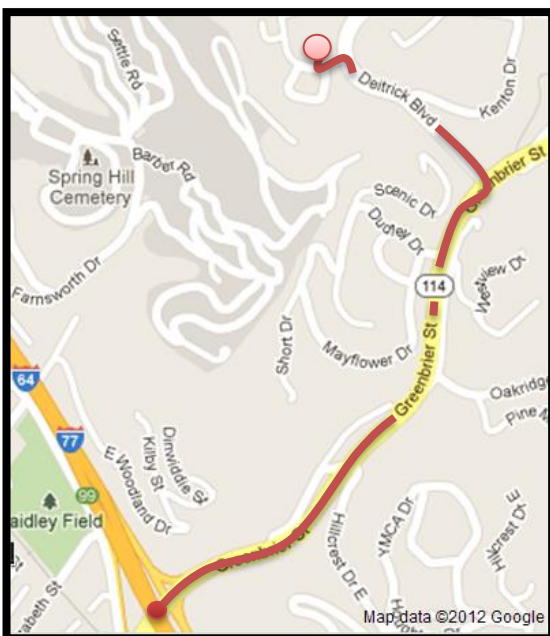
### **Fixed Testing Locations**

The sites shown below are fixed locations where you may take your exams.

#### WEST VIRGINIA TEST SITE LOCATIONS

#### **1. Prov Testing Center**

Northgate Business Center  
200 Association Drive, Suite 190  
Charleston, WV 25311



Map to Prov's Charleston, WV Office

Availability: Both Paper/Pencil or Computer Tests are administered Monday through Friday at 8:30 a.m. & 12:30 p.m.

Directions: From I-64, take exit 99 for West Virginia 114/Greenbrier. Drive toward the Airport about .8 miles (away from the Capitol complex). Turn left on Detrick Boulevard into Northgate Industrial Park. Turn left again on Association Drive. Prov's testing center is in the Forbes Center Building on the right side of Association Drive (see map above).

#### **2. Blue Ridge Community and Technical College**

13650 Apple Harvest Drive  
Room 1400  
Martinsburg, WV 25403

Computer Testing is administered every Thursday at 8:30 a.m. & 1:30 p.m.

#### **3. Monongalia County Technical Education Center**

1000 Mississippi Street, Room 120  
Morgantown, WV 26501

Availability: Both Paper/Pencil or Computer Tests are administered every Tuesday evening at 5:00 p.m.

#### **4. West Virginia Northern Community College**

1704 Market Street  
Wheeling, WV 26003

Availability: Paper/Pencil Testing is administered the 2nd Tuesday of each month at 9:00 am & 1:00 pm  
Computer Testing is administered every Tuesday at 9:00 am & 1:00 pm. **except** on the 2nd Tuesday of the month.



## EXAM DESCRIPTIONS

The State of West Virginia requires all Contractors to take and pass both a knowledge as well as a Business and Law examination in order to be licensed in the State. The following is a description of the Business and Law examination.

## Business & Law

This exam covers basic business management skills necessary to run a construction business. It also addresses the legal requirements of establishing a business including taxes, laws, and regulations governing construction.

<b>Number of Questions</b>	<b>50</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Business Organization	2
Contracts	8
Estimating and Bidding	4
Financial Management	5
Labor Law	8
Licensing	4
Lien Law	2
Project Management	6
Risk Management	3
Safety-OSHA	3
Tax Law	5

### References

- **West Virginia Business and Law Study Guide for Contractors, 4th Edition**, 4th, 2017. Prov, Inc., 10234 South 2460 East, Sandy, UT 84092. <http://www.provbookstore.com/>  
**100% of questions for this test come from this book**

## CONCRETE

"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.

<b>Number of Questions</b>	<b>50</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Plan Reading & Estimation	4
Earthwork	5
Formwork	8
Reinforcing Steel	7
Concrete	18
Safety-OSHA	4
Specialty Concrete	4

### References

- **Carpentry Level Three**, 2007. ISBN: 978-0-13-228600-8. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>. **24-28% of questions for this test come from this 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. **32-36% of questions for this test come from this book**
- **International Building Code**, 2015. ISBN: Item #:3000S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org). **38-42% of questions for this test come from this book**

## ELECTRICAL

"Electrical Contractor" means a person who engages in the business of contracting to install, erect, repair or alter electrical equipment for the generation, transmission or utilization of electrical energy and work incidental to the undertaken contract.

<b>Number of Questions</b>	<b>75</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Electrical Theory/Trade Knowledge	6
3 Phase Theory	1
Definitions	4
Wiring and Protections	10
Range Calculations	3
3 Phase Calculation	2
Wiring Methods	12
Equipment for General Use	6
Special Occupancies	10
Special Equipment	5
Special Conditions	3
Communications Systems	2
Tables and Examples	3
Conduit Fill	2
Service Loads	4
Voltage Drop	2

### References

- **American Electrician's Handbook**, 16th Edition. ISBN: 978-0071798808. McGraw Hill Glencoe Order Services, P.O. Box 545, Blacklick, OH 43004. Available at [www.amazon.com](http://www.amazon.com) **10-14% of questions for this test come from this book**
- **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). **86-90% of questions for this test come from this book**

## EXCAVATION

"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.

<b>Number of Questions</b>	<b>50</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
General Knowledge	5
Survey & Layout	5
Excavation	5
Clearing & Grubbing	5
Dewatering	5
Grading	8
Safety	6
Estimating & Plan Reading	6
Equipment	5

**References**

- **International Building Code**, 2015. ISBN: Item #:3000S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org). **24-28% of questions for this test come from this book**
- **Study Guide for Excavation Contractors, 2nd edition**, 2014. ISBN: 978-1-269-78572-3. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com) **72-76% of questions for this test come from this book**

**GENERAL BUILDING**

"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.

<b>Number of Questions</b>	<b>80</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
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

**References**

- **2012 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](http://www.provbookstore.com) **8-12% of questions for this test come from this 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. **2-6% of questions for this test come from this book**
- **International Building Code**, 2015. ISBN: Item #:3000S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org). **61-65% of questions for this test come from this book**
- **Study Guide for Commercial Carpentry, 2nd Edition**, 2014. ISBN: 978-1-269-78661-4. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com) **21-25% of questions for this test come from this book**

**GENERAL ENGINEERING**

"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.

<b>Number of Questions</b>	<b>80</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Sitework	8
Excavation	12
Foundation	4
Concrete	8
Steel	12
Utilities	16
Paving	4
Safety-OSHA	4
Estimating and Plan Reading	12

**References**

- **Heavy Equipment Operations Level 2 2013**, 2013. ISBN: 978-0-13-340251-3. Prentice Hall, P.O. Box 11071, Des Moines, IA <http://nccer.pearsonconstructionbooks.com/store/product.aspx?isbn=0133402517> **24-28% of questions for this test come from this book**
- **International Building Code**, 2012. ISBN: Item #:3000S12. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org) or [www.provbookstore.com](http://www.provbookstore.com). **24-28% of questions for this test come from this 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>. **8-12% of questions for this test come from this book**
- **ISEE Blasters' Handbook**. ISBN: 978-1892396006. International Society of Explosives Engineers, 30325 Bainbridge Road, Cleveland, OH 44139. Available at [www.isee.org](http://www.isee.org). **3-7% of questions for this test come from this book**
- **Study Guide for General Engineering, 3rd edition**, 2014. ISBN: 978-1-269-78657-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com) **28-32% of questions for this test come from this book**

## HVAC

"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.

**Number of Questions** 80  
**Time allowed (hours)** 3

Subject Area	# Quest.
General Knowledge	30
Load Calculations	6
Code Requirements	4
Controls	10
Ducting, Insulation	10
Piping	6
Safety - OSHA	4
Equipment	10

### References

- **HVAC Basics for Contractors, 3rd Edition**, 3rd Edition. ISBN: 13:9781323725146. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com). **18-22% of questions for this test come from this book**
- **International Mechanical Code**, 2015. ISBN: Item # 3300S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[iccsafe.org](mailto:iccsafe.org) **62-66% of questions for this test come from this book**
- **SMACNA-Residential Comfort System Installation Standards Manual**, 7th. ISBN: 978-1617210648. Sheet Metal and Air Conditioning Contractors National Association, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209. <https://www.smacna.org/store/product/residential-comfort-systems-installation-standards-manual> **14-18% of questions for this test come from this book**

## MANUFACTURED HOME INSTALLATION

**Number of Questions** 65  
**Time allowed (hours)** 3

Subject Area	# Quest.
Anchors & Tie Downs	12
Connections	3
Footing & Foundations	12
Placement	3
Plan Reading & Estimating	3
Sitework	6
Skirting & Ventilation	8
Support & Leveling	12
Manufactured Home Administration	6

### References

- **NFPA 225 - Model Manufactured Home Installation Standard**, 2017. ISBN: 978-145591562-0. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org). **84-88% of questions for this test come from this book**
- **West Virginia Manufactured Housing Construction and Safety Standards Act**. West Virginia Contractor's Licensing Board, 1900 Kanawha Blvd.E., State Capitol Complex-Building 3, Room 200, Charleston, WV 25305. Available at [www.legis.state.wv.us/WVCODE/Code.cfm?chap=21&art=9](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=21&art=9). Chapter 21 Article 9 **12-16% of questions for this test come from this book**

## MASONRY

"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.

**Number of Questions** 50  
**Time allowed (hours)** 3

Subject Area	# Quest.
Plan Reading and Estimating	5
Concrete Block	13
Brick	11
Stone	3
Glass Block	4
Mortar	6
Steel Reinforcement	3
Safety-CFR	5

### References

- **International Building Code**, 2015. ISBN: Item #:3000S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org). **52-56% of questions for this test come from this 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](http://www.provbookstore.com). **44-48% of questions for this test come from this book**

## MULTIFAMILY

"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.

<b>Number of Questions</b>	<b>74</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Plan Reading	9
Sitework	6
Concrete	9
Masonry	8
Structural Steel	3
Carpentry	15
Roofing, Siding, and Insulation	6
Doors and Windows	6
Interior Finish	3
Safety-OSHA	6
Exterior Finishes	3

#### References

- **2012 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](http://www.provbookstore.com) **4-8% of questions for this test come from this book**
- **International Building Code**, 2015. ISBN: Item #:3000515. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org). **82-86% of questions for this test come from this book**
- **Study Guide for Commercial Carpentry, 2nd Edition**, 2014. ISBN: 978-1-269-78661-4. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com) **8-12% of questions for this test come from this book**

## PIPING

"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

<b>Number of Questions</b>	<b>50</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
General Regulations	20
Weld Pipe Fabrication	10
Underground Piping	8
Safety	6
Piping Systems	6

#### References

- **Basic Safety**. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at [www.provbookstore.com](http://www.provbookstore.com). **1-5% of questions for this test come from this book**

- **Pipefitting Level Four**, 2007. ISBN: 978-0-13-614429-8. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>. **30-36% of questions for this test come from this book**
- **Pipefitting Level Three**, 2007. ISBN: 978-0-13-227284-1. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>. **48-52% of questions for this test come from this book**
- **Underground Pipe Installation**. ISBN: 978-0-136-13604-0. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at [www.provbookstore.com](http://www.provbookstore.com). **14-18% of questions for this test come from this book**

## PLUMBING

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

<b>Number of Questions</b>	<b>100</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
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

#### References

- **International Fuel Gas Code**, 2015. ISBN: Item # 3600LPR15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[iccsafe.org](http://iccsafe.org) **14-18% of questions for this test come from this book**
- **International Plumbing Code**, 2015. ISBN: Item # 3200S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[iccsafe.org](http://iccsafe.org) **58-62% of questions for this test come from this book**
- **Plumbing Basics for Contractors, 3rd Edition**, 2014. ISBN: 978-1-269-78624-9. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com) **22-26% of questions for this test come from this book**

## REMODELING AND REPAIR

<b>Number of Questions</b>	<b>50</b>
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<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Planning and Estimating	5
Sitework	4
Concrete	5
Masonry	5
Carpentry	10
Roofing, Siding & Insulation	6
Doors & Windows & Stairs	5
Finishes	5
Safety	5

**References**

- **International Residential Code**, 2015. ISBN: Item # 3100S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org or <https://www.provexam.com/en-us/shop> **52-56% of questions for this test come from this 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](http://www.provbookstore.com) **8-12% of questions for this test come from this book**
- **Study Guide for Residential Carpentry & Repair, 2nd edition**, 2014. ISBN: 978-1-269-78561-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com) **34-38% of questions for this test come from this book**

**RESIDENTIAL**

"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.

<b>Number of Questions</b>	<b>60</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Plan Reading	9
Sitework	6
Concrete	9
Masonry	9
Carpentry	15
Interior Finish	3
Exterior Finish	3
Safety OSHA	6

**References**

- **International Residential Code**, 2015. ISBN: Item # 3100S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org or

<https://www.provexam.com/en-us/shop> **52-56% of questions for this test come from this book**

- **Residential Home Builder Study Guide**. ISBN: 9781323550915. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com). **44-48% of questions for this test come from this book**

Note: the following two books can be substituted for the Residential Home Builder study guide listed above.

- **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](http://www.provbookstore.com) **10-14% of questions for this test come from this book**
- **Study Guide for Residential Carpentry & Repair, 2nd edition**, 2014. ISBN: 978-1-269-78561-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com) **32-36% of questions for this test come from this book**

**SPRINKLERS & FIRE PROTECTION**

"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.

<b>Number of Questions</b>	<b>80</b>
<b>Time allowed (hours)</b>	<b>3</b>

<b>Subject Area</b>	<b># Quest.</b>
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

**References**

- **NFPA 10 - Standard for Portable Fire Extinguishers**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org). **1-5% of questions for this test come from this book**
- **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](http://www.nfpa.org). **40-44% of questions for this test come from this 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](http://www.nfpa.org). **1-5% of questions for this test come from this 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](http://www.nfpa.org). **32-36% of questions for this test come from this 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](http://www.nfpa.org). **9-13% of questions for this test come from this 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](http://www.nfpa.org). **1-5% of questions for this test come from this 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](http://www.nfpa.org). **1-5% of questions for this test come from this 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](http://www.nfpa.org). **1-5% of questions for this test come from this book**

## STEEL ERECTION

"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.

<b>Number of Questions</b>	<b>50</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Plan Reading & Estimating	5
Structural Steel	10
Welding & Cutting	6
Structural Steel Bolting	4
Metal Decking	6
Metal Siding	3
Metal Joists	5
Rigging & Cranes	6
Safety - OSHA	5

### References

- **International Building Code**, 2015. ISBN: Item #:3000S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org). **18-22% of questions for this test come from this 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>. **58-62% of questions for this test come from this 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>. **12-16% of questions for this test come from this 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>. **4-8% of questions for this test come from this book**

## UTILITIES (WATER & SEWER)

"Utilities (Water & Sewer) Contractor" means a person who 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.

<b>Number of Questions</b>	<b>50</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Utilities Sitework	8
Excavation	9
Water Piping	9
Sewer Piping	8
Estimating and Plan Reading	9
Safety	7

### References

- **International Building Code**, 2015. ISBN: Item #:3000S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org). **13-17% of questions for this test come from this book**
- **Study Guide for Utilities Contractors, 2nd edition**, 2014. ISBN: 978-1-269-78571-6. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com). **83-87% of questions for this test come from this book**

TEST SITE INSTRUCTIONS

# Pro<sup>✓</sup>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 Pro<sup>✓</sup> 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 Pro<sup>✓</sup> for theft of copyrighted testing materials.

**In the next few days, Pro<sup>✓</sup> 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, 2, 3, or 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 at a later time. 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 particular 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 examination handbook 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.