



Missouri Electrical Contractor Licensing 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 801-733-4455. [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 Missouri based testing centers.
- 3. HOW MUCH DOES IT COST?** Exams costs **\$100.00** 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 -

St. Louis County

Electrical Licensing

41 Central Ave

6th Floor,

Clayton, Missouri 63105

Phone: (514) 615-4591

<https://stlouiscountymo.gov/>

For Testing Questions -

Prov

150 Civic Center Dr

Suite 601

Sandy, UT 84070

Phone: (801) 733-4455

Hours: 8:00am - 10:00pm EST

www.provexam.com

GENERAL TESTING INFORMATION

The County of St. Louis, Missouri is accepted electrical examinations from Prov, Inc. to qualify for licensure. This bulletin has been developed to help explain the rules and processes candidates will need to undertake to complete the testing requirement for their Electrical Contractor license.

Missouri law requires that to become licensed, a company representative must demonstrate competency by passing the required exam in the electrical field for which licensure is being sought.

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 (514) 615-4591. If candidates take the wrong exam, the exam fee will not be refunded.

EXAMS AND FEES

All examinations for the County are available via computer. All examinations delivered by computer cost \$100.00. The following are available exams. Note that the examination names reflect the versions of the NFPA 70 (NEC) upon which the tests are based

TABLE OF CONTENTS

Frequently asked questions..... 1
 More questions..... 1
 General Testing Information..... 1
 Exams and Fees..... 1
 Table of Contents..... 2
 Testing with Prov 2
 Where to take your exam 2
 How to Schedule Online 2
 Scheduling by Phone..... 2
 Cancel/Rescheduling Policy 3
 Preparing for Your Exams 3
 Purchasing Reference Materials & Study Guides 3
 Practice Exams Available from Prov 3
 Test Day Rules and Procedures..... 3
 Check-in Deadline 3
 Proof of Identity..... 3
 Prohibited Items 4
 Approved Items..... 4
 Reference Material Rules..... 4
 Visitor Policy 4
 Unethical Conduct Policy 4
 Results Reporting..... 4
 Retesting Policy..... 5
 Reviews 5
 Exam Challenge Process 5
 Hand Score Request..... 5
 Prov’s Non-Discrimination Statement 5
 Special Accommodations..... 6
 Sample Test Questions 6
 Answers to Sample Questions 6
 Missouri Test Site locations 6
 Exam Descriptions..... 8
 Test Site Instructions 9

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 eight (8) Missouri-based testing centers where candidates can take their examinations. These testing centers are located in Cape Girardeau, Joplin, Springfield, St. Louis (2 locations), St. Peters, Warrensburg, and West Plains. Site addresses are provided at the end of this bulletin.

HOW TO SCHEDULE ONLINE

Before you are able to schedule your exam, you must first apply and be approved by the County. Please visit their website [here](#). After you are approved by the board, you may schedule your exam with Prov by following the steps below.

1. Navigate to the following URL:
<https://www.provexam.com/schedule>
2. Enter your **Email** and your **Last Name** after clicking **Pre-Approved**. Then, select the Retrieve Details button.
3. Select a Date, Time, Location for your exam by selecting the link labeled:
 [Find suitable time and venue](#)
4. Select a test **date** and **time** from the calendar that matches your schedule. Confirm your selected date and time, and select **Add to Cart**.
5. 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 (801) 733-4455.

SCHEDULING BY PHONE

To schedule for an examination by phone, you should contact Prov at **801-733-4455**. Prov’s scheduling staff is available 8:00 a.m. through 6:00 p.m. ET, Monday through Friday.

You should be prepared to provide the Prov scheduling staff with your name, social security number and your address. Once Prov confirms your identity, Prov staff

will search the database for the next available testing session at your preferred testing location and will provide you with any alternate locations that may be in close proximity to your address. Once you are scheduled, Prov staff will email you information regarding your testing schedule.

CANCEL/RESCHEDULING POLICY

If you need to change or cancel your 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 individual licensees 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 licensee 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.

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. 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:

- Journeyman Electrician
- Master Electrician

Available at: <https://www.provexam.com/en-us/shop/missouri-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.

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

- Highlighting
- Handwritten notes must be written in pen (ink)
- 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 in pencil 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. 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 70% 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 1-801-733-4455 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 801-733-4455 or write to: Prov, Inc., 150 Civic Center Dr Suite 601 Sandy, UT 84070.

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 (801) 733-4455. 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. 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

MISSOURI TEST SITE LOCATIONS

1. **Southeast Missouri State University**
Testing Services
1 University Plaza, MS 3970, Kent Library, KL-108
Cape Girardeau, Missouri 63701

Computer Tests are administered Weekdays at 9am.

Directions: Please view the following link:
<https://semo.edu/testing/directions.html>

2. Missouri Southern State University

MSSU Testing Services
3950 E. Newman Road, Webster Hall 118
Joplin, Missouri 64801

Computer Testing is administered Weekdays at 8:00 a.m. and 12:00 p.m.

Directions: Please view the campus map & directions at: <https://www.mssu.edu/map.php>

3. Missouri State University

University Testing Center
901 S National, #LIBR 010
Springfield, Missouri 65897

Computer Testing is administered Weekdays and Saturdays at 9:30 a.m. & 2:30 p.m.

Directions: Please view the link to campus map:
<http://map.missouristate.edu>

4. St. Louis Community College

Testing Center/ Workforce Solutions Group
3221 McKelvey Road
St. Louis, Missouri 63044

Computer Testing is administered Monday through Thursday at 10:30 a.m.

Directions: Please view the link to campus map:
<http://www.stlcc.edu/CorporateCollege>

5. University of Missouri - St. Louis

Testing Center
93 JC Penney Building/Conference Center,
1 University Boulevard
St. Louis, Missouri 63121

Computer Testing is administered Weekdays at 8:30 a.m. & 1:00 p.m.

Directions: Please view the link to campus map:
<http://www.umsl.edu/maps.html>

6. eIDentity Services LLC

Testing Services
1405 Jungermann Rd, Suite –B
St. Peters, Missouri 63376

Computer Testing is administered Weekdays at 9:30 a.m. & 1:30 p.m.

Directions: Center is located 1/2 mi north of Hwy 94 in Ashleigh Place between Gateway Federal Credit Union and Olympia Automotive.

7. University of Central Missouri

UCM - Testing Services
Humphrey Building 216,
Warrensburg, Missouri 64093

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

Directions: Please view the link to campus map:
<https://www.ucmo.edu/about/locations/ucm-warrensburg-campus/warrensburg-campus-map/index.php>

8. Missouri State University - West Plains

Testing Services
128 Garfield Avenue
West Plains, Missouri 65775

Computer Testing is administered every Tuesday and Thursday at 9:00 a.m. & 1:00 p.m.

Directions: Please view the link to campus map:
<https://map.missouristate.edu/location.aspx?id=108>

EXAM DESCRIPTIONS

The following are the examination descriptions for each available licensing examination. Please note the primary difference within each category relates to the code year for the NEC®.

Electrical Communication and Sound

Tests a candidate's knowledge of the design, plan, installation, repair, alteration, and maintenance of telephone, data, intercom, and CATV systems.

Number of Questions	40
Time allowed (hours)	2
Subject Area	# Quest.
Communications Circuits	10
Community antenna television & radio distribution systems	5
General Electrical Knowledge	5
Network-powered broadband communication systems	15
Radio & Television Equipment	5

References

- **American Electrician's Handbook**, 17th Edition. ISBN: 978-1260457919. McGraw Hill Publishing Inc., P.O. Box 182604, Columbus, OH 43272.
- **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.

Elevator Electrical

Elevator Specialty Electrical Contractor means the scope of certification includes and is limited to the electrical portion of the installation, repair, assembly, service and maintenance of elevators, conveyors, electrified dumbwaiters, escalators and moving sidewalks and all automatic and manual controls, signal systems and all other devices and manual controls, and electrical wiring appurtenant to the safe and efficient operation of such elevators. However, the scope of such certification shall not include work beyond the last disconnecting means or the terminal equipment adjacent to or in the elevator shaft or designated construction area. As regulated under Florida Statute, a person who has passed a competency examination as an Elevator Specialty Electrical Contractor may perform these or related tasks or may supervise persons in his employ in the execution of these tasks.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Commercial Elevators & Lifts	15
Construction Elevators	4
Dumbwaiters	3
Emergency Service & Signaling Devices	5
Escalators	5

General Electrical Knowledge	5
Moving Walks	3
Residential Elevators & Lifts	5
Safety	5

References

- **American Electrician's Handbook**, 17th Edition. ISBN: 978-1260457919. McGraw Hill Publishing Inc., P.O. Box 182604, Columbus, OH 43272.
- **ASME A17.1-2010 Safety Code for Elevators and Escalators**, 2010. ISBN: 978-0-7918-3311-7. American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10016-5990. Available at <http://www.asme.org/shop/>.
- **ASME A17.3-11 Safety Code for Existing Elevators and Escalators**, 2011. ISBN: 978-0-7918-3359-9. American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10016-5990. Available at <http://www.asme.org/shop/>.
- **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.

Industrial Maintenance Electrician

Industrial Maintenance Electrician utilizing the 2020 NEC

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Electrical Trade Math	5
Hazardous Locations	2
Specialty Transformers	3
Electrical Safety	3
Electrical Theory/Trade Knowledge	6
Electrical Test Equipment	6
Electrical Blueprints	4
Wiring: commercial and Industrial	4
Grounding	4
Conductor Terminations and Splices	3
Circuit Breakers and Fuses	4
Motor Controls	4
Standby and Emergency Systems	2

References

- **American Electrician's Handbook**, 17th Edition. ISBN: 978-1260457919. McGraw Hill Publishing Inc., P.O. Box 182604, Columbus, OH 43272.
- **Conductor Terminations and Splices**, 2008. ISBN: 978-0-13-604715-5. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **E & I Drawings**, 2009. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **E&I Test Equipment**, 2008. ISBN: 0-13-604706-8. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Industrial Maintenance Electrical & Instrumentation Level 1**, 2007. ISBN: 978-0-13-228606-0. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.

- **NFPA 70 - National Electrical Code 2020**, 2020. ISBN: 9781455922970. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.

Master Electrician

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

Number of Questions 75
Time allowed (hours) 3

Subject Area	# Quest.
Communication Systems	3
Equipment for General Use	6
General Electrical Knowledge	12
Motors & Controls	5
Plan Reading	1
Special Conditions	4
Special Equipment	3
Special Occupancies	3
Wiring & Protection	18
Wiring Methods & Materials	20

References

- **American Electrician's Handbook**, 17th Edition. ISBN: 978-1260457919. McGraw Hill Publishing Inc., P.O. Box 182604, Columbus, OH 43272.
- **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.

TEST SITE INSTRUCTIONS

Written test site instructions are attached to this document that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.

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 Pro[✓] or your licensing jurisdiction.



Reference Rules for Open Book Exams

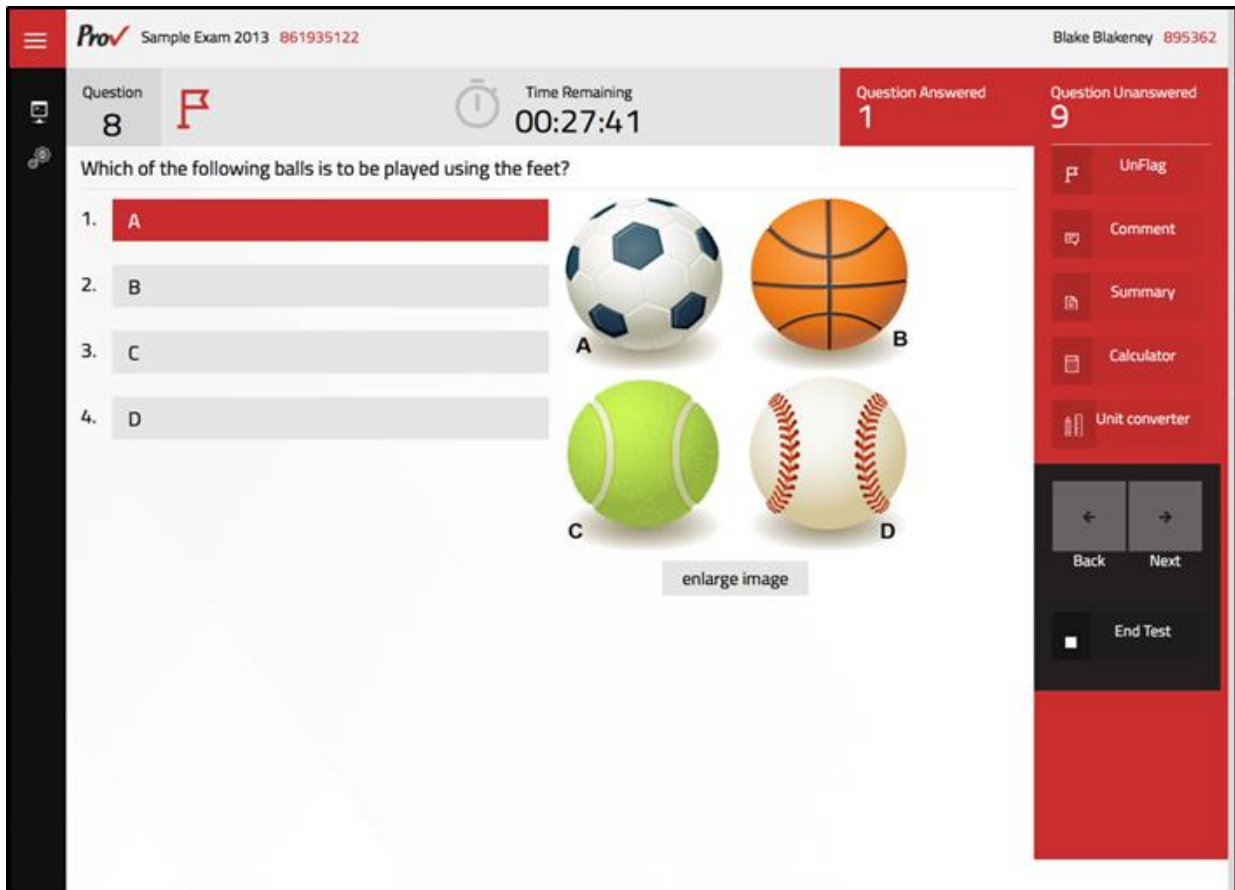
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable 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[✓] for theft of copyrighted testing materials.

In the next few days, Pro[✓] 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 Time Remaining reaches 0:00.
Selecting your answer	Use your mouse to select a number (1, 2, 3, or 4). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the 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 Flag 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 Summary .
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 Comment 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 Next or Back buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys (← →) to move forward and backward through the test.
Reviewing your progress	Press the Summary button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press End Test 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.