



State of Alabama

HACR Contractor Board Examinations

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 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. [Click here](#) for a current list and directions to each of our Alabama testing centers.
3. **HOW MUCH DOES IT COST?** You pay your exam fee to the State, so there is no fee to pay Prov for testing.
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 –
Alabama HACR
 P.O. Box 305025
 Montgomery, AL 36130-5025
 Phone: (334) 241-0840
 Fax: (334) 265-0570
www.hacr.alabama.gov

For Testing Questions -
Prov Inc.
 150 Civic Center Dr
 Suite 601
 Sandy, UT 84070
 Phone: (801) 733-4455
www.provexam.com
 Office Hours: 8am to 6pm

GENERAL TESTING INFORMATION

The Alabama Board of Heating, Air Conditioning and Refrigeration Contractors has contracted with Prov, Inc. to develop, and administer their licensing examination program for state licensed Heating & Air Conditioning & Refrigeration Contractors. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your Alabama Board of Heating, Air Conditioning, and Refrigeration licenses.

Alabama law requires that each individual who is engaged in the Heating and Air Conditioning & Refrigeration Contracting business or performing work as a Heating and Air Conditioning Contractor or Refrigeration Contractor to be licensed. To become licensed, an individual must first complete the appropriate application with the Alabama Board of Heating, Air Conditioning, and Refrigeration Contractors. Once you have been approved for testing, the Board will notify you that you are eligible to contact Prov to schedule your examination.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, they must call the Alabama Board of Heating, Air Conditioning, and Refrigeration Contractors at **(334) 241-0840**.

The following is a list of the examinations administered by Prov for licensing through the State of Alabama HACR Contractor Board. 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.

- (HAC) Heating and Air Conditioning
- Refrigeration

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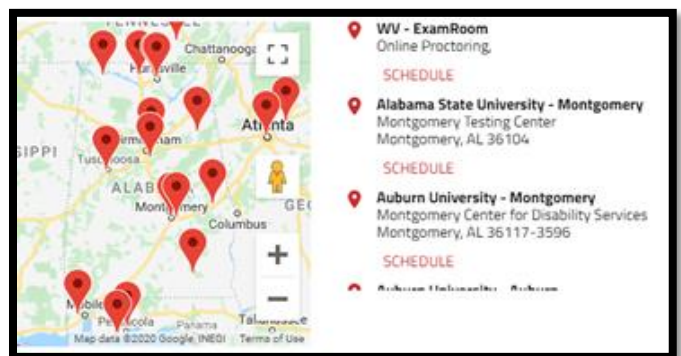
WHERE TO TAKE YOUR EXAM

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

Prov has established thirteen (13) testing centers within Alabama where candidates can take their examinations. These testing centers are located in Auburn, Birmingham, Enterprise, Huntsville, Jacksonville, Mobile, Montgomery Sheffield and Tuscaloosa. 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 Email and your Last Name. Then, 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.



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**.

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/h3T9svnldLY>.

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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 (801) 733-4455.

SCHEDULING BY PHONE

To schedule for an examination by phone, candidates should contact Prov toll free at 801-733-4455. 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 in either (HAC) Heating and Air Conditioning or Refrigeration should know as they work in the HVACR 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 in either (HAC) Heating and Air Conditioning or Refrigeration should know as they work in the HVACR field 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.

EXAM DESCRIPTIONS

(HAC) Heating and Air Conditioning

Any individual or any regularly employed person for any partnership or corporation who for hire is engaged in the installation or service and repair of heating and air conditioning systems.

Number of Questions	115
Time allowed (hours)	5
Subject Area	# Quest.
General Knowledge	12
Piping	11
Systems & Sizing	25
Equipment	12
Maintenance	11
Plan Reading	3
Business Organization	3
Risk Management	3
Project Management	2
Estimating	3
Safety and Environmental	3
Labor Laws	3
Payroll and Employment Taxes	3
Financial Management	3
Contracts	3
Lien Laws	2
Licensing Laws	3
Electrical Applications for HAC Systems	10

References

- **NASCLA Contractors Guide to Business, Law and Project Management**, 14th. NASCLA, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027.
- **International Residential Code**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. <https://shop.iccsafe.org/2021-international-residential-coder.html> OR at <https://provexam.com/bookstore/>
- **Laws, Rules and Regulations of the State of Alabama**, 2009. Alabama Board of Heating, Air Conditioning, and Refrigeration Contractors, 8 Commerce Street, Site 200, Montgomery, AL 36130-5025. available at <http://www.hacr.alabama.gov/> -- candidate printed versions allowed at testing sites

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- **Manual D: Residential Duct Systems**, third, Version 2.5. ISBN: 9781892765437. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. www.amazon.com
- **Residential Load Calculation - Manual J-Abridged**, 8th. ISBN: 9781892765260. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. Available at www.acca.org
- **Refrigeration and Air Conditioning Technology**, 9th Edition. ISBN: 978-0-3571-2227-3. Cengage Learning, PO Box 6904, Florence, KY 41022-6904. <http://www.cengage.com>
- **ACCA Duct slide rule**. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. Available at www.acca.org
- **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.
- **International Mechanical Code 2021**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at <https://codes.iccsafe.org/>
- **International Residential Code**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Laws, Rules and Regulations of the State of Alabama**, 2009. Alabama Board of Heating, Air Conditioning, and Refrigeration Contractors, 8 Commerce Street, Site 200, Montgomery, AL 36130-5025. available at <http://www.hacr.alabama.gov/> --candidate printed versions allowed at testing sites
- **NASCLA Contractors Guide to Business, Law and Project Management**, 14th. NASCLA, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027. Available at <https://provexam.com/bookstore/>
- **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.
- **Refrigeration and Air Conditioning Technology**, 9th Edition. ISBN: 978-0-3571-2227-3. Cengage Learning, PO Box 6904, Florence, KY 41022-6904. <http://www.cengage.com>

Refrigeration

Any and all legal entities engaged in the business of refrigeration contracting and servicing, installation, and repair.

Number of Questions	115
Time allowed (hours)	4
Subject Area	# Quest.
General Knowledge	19
Piping	17
Systems & Sizing	18
Maintenance/Troubleshooting	17
Plan Reading	2
Electrical Applications for Refrigeration Systems	10
Business Organization	1
Risk Management	2
Project Management	2
Estimating	4
Safety and Environmental	2
Labor Laws	3
Payroll and Employment Taxes	4
Financial Management	4
Contracts	3
Lien Laws	2
Licensing Laws	5

References

- **Code of Federal Regulations, Title 29, Part 1926**, 2012. ISBN: 9780160911576. Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954. Available at <http://bookstore.gpo.gov>. Candidate printed versions permitted in testing room if exam is open book. OSHA Standards for the Construction Industry is permitted as a substitute for this book.

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 when you apply for your test. You can also go to our website for this information. 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: 801-733-4455

If candidates need assistance in ordering any study materials, they may contact Prov at 801-733-4455. Most reference books can also be purchased by phone or



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online through the following companies.

www.aaaconstructionschool.com

Inside Alabama

- **Alabama Power Company (Books & Prep Course)**
HVAC Training Center
2388 County Road 93
Verbena, Alabama 36091
800-634-0154
www.alabamapower.com/hvac
- **Btrained (Prep Course)**
Brian Byrom
P.O. Box 3404
Hueytown, AL 35023
(205) 757-6733
Btrained2@gmail.com
www.Btrained.net
- **Lawson State Tech College (Books & Prep Course)**
Air Conditioning & Refrigeration
U.S. Highway 11 South
Post Office Box 308
Bessemer, Alabama 35021
205-925-2515
205-929-3470
Fax: 205-929-3598
www.lawsonstate.edu
- **NARS Training Systems (Books & Prep Course)**
Post Office Box 804
Huntsville, Alabama
800-722-3072
256-536-7804
Fax: 356-536-1525

Outside Alabama

- **@ Home Prep, Inc.**
900 East Hill Ave., Suite 380
Knoxville, TN 37915
800-952-0910
www.contractor-licensing.com
- **AAA Construction School, Inc.**
34 Arlington Road South
Jacksonville, FL 32216
800-741-7277 or 904-722-9994

- **American Contractors (Books & Prep Course)**
Exam Services & Book Store
5000 Linbar Drive, Suite 250
Nashville, Tennessee 37211
800-955-7277
Fax: 615-832-4550
www.examprep.org
- **Builder's Book Depot**
1001 East Jefferson Rd., Ste. 5
Phoenix, AZ 85034
800-284-3434 or 602-252-4050
www.buildersbookdepot.com
- **Florida Licenses and Corporation, Inc.**
1150 NW 72nd Ave., #720
Miami, FL 33126
305-446-3442
www.floridalicensesandcorporations.com
- **International Code Council**
900 Montclair Rd.
Birmingham, AL 35213
800-786-4452
www.iccsafe.org
- **North American Contractors Association**
336-540-0149
www.infonaca.com

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 <https://www.provexam.com/en-us/shop>

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:

- **Alabama (HAC) Heating and Air Conditioning**

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- **Alabama Refrigeration**

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 a 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
- 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 other than formulas written in pen **ONLY**, are **NOT** allowed in any portion of a reference book.
- 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.

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- 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

Because the examination process is a requirement for licensure with the State of Alabama, candidates automatically consent to permit Prov to share their test results with the State.

Upon completion of an examination, a candidate's test will be scored and sent to the Alabama Board of Heating, Air Conditioning, and Refrigeration Contractors.

Prov's scoring system will grade your exam immediately upon completion of your test and you will receive your score report at the testing center. You must achieve a 70% score in order to pass the exam.

RETESTING POLICY

Candidate's eligibility is valid for one year from the beginning eligibility date. Candidates who fail the exam or who fail to take the exam by the end of their eligibility date must submit to the Alabama Board of Heating, Air Conditioning, and Refrigeration Contractors a retake form along with an additional examination fee. Please visit the Alabama Board of Heating, Air Conditioning, and Refrigeration Contractors 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 State of Alabama.

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 State of Alabama HACR Contractor 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.



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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 State of Alabama HACR Contractor 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 1-801-733-4455 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. A vented wall furnace CANNOT be installed within how many inches of the area of a door swing?
 - A. 12".
 - B. 16".
 - C. 18".
 - D. 24".

2. When used in an unpressurized system, ABS piping can withstand heat up to:
 - A. 120 degrees F
 - B. 145 degrees F
 - C. 160 degrees F
 - D. 180 degrees F

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3. Tubing used for refrigerant piping should be cut at what angle?

- A. 15-degrees
- B. 30-degrees
- C. 45-degrees
- D. 90-degrees

4. What is the MINIMUM distance test duration when conducting pressure measurements on a system in a single-family dwelling?

- A. 10 minutes
- B. 15 minutes
- C. 20 minutes
- D. 30 minutes

5. How high above grade must concrete slabs extend when supporting equipment or appliances?

- A. 3 inches
- B. 4 inches
- C. 5 inches
- D. 6 inches

6. Air supplied to mechanical equipment for combustion, ventilation and cooling is classified as standard air with a temperature of:

- A. 50 degrees F.
- B. 60 degrees F.
- C. 70 degrees F.
- D. 80 degrees F.

7. What is the MINIMUM room opening area required for ventilating an adjoining space?

- A. 5 sq. ft.
- B. 10 sq. ft.
- C. 25 sq. ft.
- D. 50 sq. ft.

8. Underground metal ducts NOT having a protective coating must be encased in concrete with a MINIMUM thickness of:

- A. 1"
- B. 2"
- C. 3"
- D. 4"

ANSWERS TO SAMPLE QUESTIONS

- 1. A
- 2. B
- 3. D
- 4. A
- 5. A
- 6. C
- 7. C
- 8. B

TESTING SITE AVAILABILITY

You may take your exam at any one of Prov's testing centers. Prov has established thirteen (13) testing centers within Alabama where candidates can take their examinations.

You can also take your exam at home using Prov's Examroom® service.

What is Examroom?

Examroom is a remote test monitoring service that allows you to take your 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, will 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 to



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meet in order to qualify to take your 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 links to do a system check **before you schedule** your exam to make sure your computer system will allow you to take a test using this system.

<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 make take your **theory** exam. The asterisk (*) on the chart shows which days of the week the exams are available for scheduling. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

Location	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Athens - ASUA	*	*	*	*	*	
Auburn - AU	*	*	*	*	*	
Birmingham - JSJC					*	
Birmingham - JSSH		*		*		
Enterprise - ESCC	*	*	*	*	*	

- Huntsville - CCC
- Huntsville - UAH
- Jacksonville - JSU
- Mobile - USA
- Montgomery - ASU
- Montgomery - AUM
- Sheffield- NAE JATC
- Tuscaloosa - UA

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			*		
*	*	*	*	*	*

TEST SITE LOCATIONS

Prov has established thirteen (13) testing centers within Alabama where candidates can take their examinations. These testing centers are located in **Athens, Auburn, Birmingham(2), Enterprise, Huntsville(2), Jacksonville, Mobile, Montgomery(2), Sheffield and Tuscaloosa**. Please refer to the individual list for each site for its testing availability and directions.

1. **Athens State University**
Chasteen Hall
300 North Beaty Street
Athens, AL 35611

Directions: If you are headed EAST on Hwy 72, turn right onto Hwy 31 N after crossing the Hwy 31 overpass. Travel on N Hwy 31 for 1.1 miles. Turn left onto Hobbs Street. Travel west on Hobbs Street for .9 miles. The University Testing Center is on the Southwest corner of the Clinton and Hobbs St. intersection.

If you are headed WEST on Hwy 72, bear right at the intersection of US 72 and Clinton. The University Testing Center is on the Southwest corner of the Clinton and Hobbs St. intersection.

2. **Auburn University**
Biggio Center Testing Services
112 S. College Street
Auburn, AL 36849

Directions: For a campus map please feel free to visit: <https://cws.auburn.edu/map>. Parking is limited on campus. To park on the Auburn University campus as a visitor, you must pick up a guest pass from Parking Services. The Parking Services is located

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at the corner of Lem Morrison and Duncan Drive, in the South Quad Multi-Modal Parking Deck. A shuttle is available to take you from the parking garage to Foy Hall.

3. Jefferson State Community College – Jefferson Campus

Lurleen Wallace Hall - Room 322
2601 Carson Road
Birmingham, AL 35215

Directions: For a campus map please feel free to visit:
<http://www.jeffstateonline.com/locations/jefferson/>.

4. Jefferson State Community College – Shelby-Hoover Campus

4600 Valleydale Rd
General Studies Building, Room 110
Birmingham, AL 35242

Directions: For a campus map please feel free to visit:
<http://www.jeffstateonline.com/locations/shelby/>.

5. Enterprise State Community College

600 Plaza Drive
Enterprise, AL 36331

Directions: Turn left when you arrive on campus and then turn right into parking lot. The library is on the right.

6. Calhoun Community College

Huntsville Campus- Academic Testing Center
102 B Wynn Drive, Building 1, Room 122
Huntsville, AL 35805

Directions: For a campus map please feel free to visit:
<http://www.calhoun.edu/about-calhoun/campus-maps/directions-to-the-huntsville-campus>

7. University of Alabama in Huntsville

301 Sparkman Drive
Wilson Hall, Room 202
Huntsville, AL 35899

Directions: For a campus map please feel free to visit:
<http://www.uah.edu/map>.

8. Jacksonville State University

700 Pelham Road North
434 Trustee Circle
Jacksonville, AL 36265-1602

Directions: For a campus map please feel free to visit:
<https://www.jsu.edu/campusmap/> or
<https://www.jsu.edu/library/information/directions.htm>
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9. University of South Alabama

307 University Boulevard N
Alpha Hall East - Room 326
Mobile, AL 36688

Directions: For a campus map please feel free to visit:
<http://www.southalabama.edu/maps/campusmap.pdf>.
Testing center is number 2 on the map.

10. Alabama State University - Testing Center

915 S. Jackson Street
Edward Glenn McGehee Building
McGehee Hall 105
Montgomery, AL 36104

Directions: For a campus map please feel free to visit:
<http://www.alasu.edu/about-asu/visiting-asu/index.aspx>.
Parking is located Behind the Levi Watkins Learning Center Lot J or Lot-E. ASU has several designated spaces for visitor parking, but they require visitor a visitor parking pass. All candidates must stop by the testing office and obtain a visitor's parking pass. Parking pass must be visible through the windshield. Park in one of the visitor's parking spaces, as indicted by campus signage.

11. Auburn University Montgomery

Warner Robbins Taylor Center
Center for Disability Services
7400 East Drive, Room 147
Montgomery, AL 36117-3596

Directions: For a campus map please feel free to visit:
http://www.aum.edu/docs/default-source/University-Relations-Docs/aum_directions.pdf?sfvrsn=0 or
http://www.aum.edu/sites/default/files/AUM_CAMPUS_MAP_2017.pdf

12. North Alabama Electrical JATC

1805 E. 17th Street
Sheffield, AL 35660

Directions: From I-65 N, Take exit 351 toward Athens, Turn left at AL-2 W/US-72 W/Lee Hwy, Turn right to stay on AL-2 W/US-72 W/Lee Hwy, Continue to follow AL-2 W/US-72 W, Turn left at AL-13 S/AL-2 W/US-43 S/US-72

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W/S Court St, Continue to follow AL-13 S/AL-2 W/US-43 S/US-72 W, Turn right at E 17th St.

- 13. **Shelton State Community College**
Testing and Assessment Center, Room 1826
9500 Old Greensboro Road, #188
Tuscaloosa, AL 35405

DIRECTIONS: For a campus map please feel free to visit: www.tour.ua.edu. The testing center is located in

Houser Hall, Suite 2000. Houser Hall is located on the east side of the Ferguson Center.

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 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 examination handbook 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.