



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://provexam.com/scheduler/>.

You may also call us toll-free 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 Missouri based testing centers.
3. **HOW MUCH DOES IT COST?** Exams cost **\$80.00** 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 exams to help you prepare for your test.
6. **WHAT IS ON THE TEST?** [Click here](#) for information about the available exams.

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 -
**Missouri Division of
Professional Registration
Office of Statewide Electrical
Contractors**
3605 Missouri Boulevard,
PO Box 1335
Jefferson City, Missouri
65102-1335
Phone: (573) 522-3280
Fax (573) 751-6301
[https://pr.mo.gov/
electricalcontractors.asp](https://pr.mo.gov/electricalcontractors.asp)

For Testing Questions -
Prov
200 W Civic Center Drive
Suite 160
Sandy, Utah 84070
Phone: (801) 733-4455
www.provexam.com
Hours: 6 a.m. to 10 p.m.

GENERAL TESTING INFORMATION

The State of Missouri accepts 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 (573) 522-3280. If candidates take the wrong exam, the exam fee will not be refunded.

EXAMS AND FEES

All examinations for the Missouri Electrical Contractor Licensing are available via computer. All examinations delivered by computer cost \$80.00. The following are available exams. Note that the examination names reflect the versions of the NFPA 70 (NEC) upon which the tests are based:

Exam Name	2017	2020
Journeyman Electrician	Yes	Yes
Master Electrician	Yes	Yes
Residential Journeyman Electrician	Yes	Yes
Residential Master Electrician	Yes	Yes

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TESTING WITH PROV

Your exam will be administered by computer 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/h3T9svnldLY>

WHERE TO TAKE YOUR EXAM

You may take your examination at any of Prov's testing facilities throughout the United States. Prov has 12 Missouri-based testing centers where candidates can take their examinations. These testing centers are located in Cape Girardeau, Carthage, Jefferson City, Joplin, Independence, Springfield, St. Louis (2 locations), St. Peters, Union, Warrensburg, and West Plains. Site addresses are provided at the end of this bulletin.

HOW TO REGISTER ONLINE

1. To schedule online, go to:
https://scheduler.provexam.com/#/pages/schedule_test
2. Use the Dropdown menu under "Select Certifying Body", and select:

MO - Missouri Electrical Contractor Licensing

3. Under "Select the License/certificate", choose the license (and language) you are seeking (**choose one of the following**):
 - Journeyman Electrician 2017
 - Journeyman Electrician 2020
 - Master Electrician 2017
 - Master Electrician 2020
 - Residential Journeyman Electrician 2017
 - Residential Journeyman Electrician 2020
 - Residential Master Electrician 2017
 - Residential Master Electrician 2020

Then press:

NEXT

4. Enter your information **exactly** as it appears on your government issued ID.
 - Name (**First**, **Middle** and **Last**)
 - Social Security Number
 - Street Address
 - City, State, ZIP Code
 - Email Address
 - Telephone Number

Then select:

SAVE CHANGES

- Select a date, time and location for each exam using the link labeled:



[Find suitable time and venue](#)

- Prov's scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** link to check the calendar for a specific testing center.
- Select a test **date** and **time** from the calendar that matches your schedule. Confirm your selected date and time and **Add to Cart**.
- If you want to schedule a **second exam**, use the **Schedule Another Test** button and follow steps 5-7 as shown above; otherwise move to step 9 below.

SCHEDULE ANOTHER TEST

- Proceed to payment. Please enter your form of electronic payment (e.g. MasterCard, Visa, AMEX).

If you have provided an email address, the invoice for your exam payment will be automatically emailed to you. This invoice will include information regarding your scheduled date/time.

If you have any problems with online scheduling, you may contact us at (801) 733-4455.

SCHEDULING BY PHONE

To schedule an exam by phone, candidates should contact Prov toll free at (801) 733-4455. Prov scheduling staff is available 6:00 a.m. through 10:00 p.m. MT, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their full name (first, middle, last), social security number and their address. Once registered in the database, Prov staff will search 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 a confirmation.

CANCEL/RESCHEDULING POLICY

If you need to change or cancel your scheduled exam 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 reschedule or cancel your testing session by the close of business three (3) days prior to your scheduled test date, you will forfeit your exam fees. Any no-show to a scheduled exam will also forfeit 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 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 along with the associated reference materials. You are encouraged to prepare your test materials by highlighting text or placing permanent tabs on important pages.

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®.

Journeyman Electrician 2017

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

References

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

Journeyman Electrician 2020

A Journeyman Electrician is qualified and tested to perform work in the electrical trades while employed by a Master Electrician.

Number of Questions	70
Time allowed (hours)	3
Subject Area	# Quest.
Communication Systems	4
Equipment for General Use	6
General Electrical Theory & Principles	9
Motors & Controls	3
Plan Reading	4
Special Conditions	3
Special Equipment	3
Special Occupancies	2
Wiring & Protection	14
Wiring Methods & Materials	22

References

- **American Electrician's Handbook**, 17th Edition. ISBN: 978-1260457919. McGraw Hill Publishing Inc., P.O. Box 182604, Columbus, OH 43272. Available at <https://www.mhprofessional.com/american-electricians-handbook-seventeenth-edition-9781260457919-usa>
- **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 2017

Number of Questions	60
Time allowed (hours)	3
Subject Area	# Quest.
Grounding and Bonding	10
General Knowledge of the Electrical Trade and Calculations	5
Service, Feeders, Branch Feeders and Overcurrent Protection	10
Raceways and Enclosures	6
Conductors	6
Motors and Controls	6
Utilization and General Use Equipment	7
Special Occupancies and Equipment	5
Low Voltage Circuits, Including Alarms and Communications	2
Safety	3

References

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

Master Electrician 2020

Number of Questions	51
Time allowed (hours)	3
Subject Area	# Quest.
Grounding and Bonding	10
General Knowledge of the Electrical Trade and Calculations	5
Service, Feeders, Branch Feeders and Overcurrent Protection	5
Raceways and Enclosures	5
Conductors	6
Motors and Controls	4
Utilization and General Use Equipment	5
Special Occupancies and Equipment	6
Low Voltage Circuits, Including Alarms and Communications	2
Safety	3

References

- **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.

Residential Journeyman Electrician 2017

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

References

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

Residential Journeyman Electrician 2020

Number of Questions	40
Time allowed (hours)	2

Subject Area	# Quest.
NEC-Chapter 1	4
Safety	3
NEC-Chapter 2	18
NEC-Chapter 3	4
NEC-Chapter 4	2
NEC-Chapter 5	2
NEC-Chapter 6	2
General Theory	5

References

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

Residential Master Electrician 2017

Number of Questions	60
Time allowed (hours)	3

Subject Area	# Quest.
NEC-Chapter 1	3
Safety	3
NEC-Chapter 2	15
NEC-Chapter 3	12
NEC-Chapter 4	9
NEC-Chapter 5	3
NEC-Chapter 6	3
NEC-Chapter 7	3
General Theory	9

References

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

Residential Master Electrician 2020

Number of Questions	60
Time allowed (hours)	3

Subject Area	# Quest.
NEC-Chapter 1	5
Safety	3
NEC-Chapter 2	19
NEC-Chapter 3	16
NEC-Chapter 4	12
NEC-Chapter 5	2
NEC-Chapter 6	2
NEC-Chapter 7	1

References

- **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.

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 identification. The photo ID must be current and valid. Additionally, the name on your ID must match exactly with the name you provided to Prov at time of scheduling. Please make any corrections to your name prior to your scheduled testing appointment.

Forms of valid photo-bearing ID are a driver's license card, passport, military ID, or permanent resident card. 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 or a State ID card without a photo that is issued by the DMV.

You will be refused to test by the testing center staff if:

- your name on the testing roster and name on ID do not match exactly
- you do not produce a valid government-issued photo ID
- you refuse to sign the test center log
- you refuse to be photographed

If refused at the testing center, you will be dismissed and forfeit all testing fees for that testing session.

Permitted Items

Candidates are permitted to use the following items during their theory or code examinations:

- **Reference Books.** Please refer to the reference list beneath each examination description for the books or materials that may be used during the test. Both current and previous year code books are permitted for use during the exam.
- **Calculator.** The calculator permitted in the testing venue is linked here: <https://testconsole.provexam.com/#/pages/calculatorpage>. Please take time to Practice using it prior to your exam. No other calculators will be permitted.

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.

Prohibited Items

No cameras, recorders, cell phones, computers, pagers, tablet computers, music players, smart watches, radios, electronic games, or any other electronic devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items should be placed in secure storage at the testing facility.

For exam security you may also be **asked to remove** articles of clothing that may pose a security risk such as the following:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

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 exam or caught using unauthorized materials during the exam will be reported directly to the Division. Those caught in the act of cheating will be dismissed from the exam and their testing results will be frozen. Furthermore, the candidate will forfeit the exam fees paid. Anyone caught with test questions in their possession, either during or following the exam will be prosecuted by Prov for theft of copyrighted testing materials.

If you violate any of these procedures during testing, your test will be stopped, your test be graded as failed, you will forfeit your testing fees, and you will be reported to your licensing board, which typically ends in a 12-month testing moratorium.

Candidate Civility Expectations

We understand that taking a test can be stressful. Sometimes this stress may cause someone to visibly show their frustration during or after the testing event. While we understand the sources of the stress, we find any action that threatens our proctors or examiners to be unacceptable. If a candidate verbally or physically threatens or assaults any of our proctors or examiners, that candidate may be banned from testing for a time. The candidate's actions will be reported to the licensing board or agency. If any physical harm occurs, civil action may also be taken against the candidate.

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.

PROV'S 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 W Civic Center Drive, 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 exam.

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. Carthage Technical Center

Testing Services

609 S River Street, Northside Room #24 Carthage, MO 64836

3. Lincoln University Missouri

Testing Services

820 Chestnut Street, Young Hall 114 Jefferson City, MO 65102

4. 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>

5. 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>

6. St. Louis Community College

Testing Center/ Workforce Solutions Group 3221

McKelvey Road

St. Louis, Missouri 63044

Computer Tests are administered Monday through Thursday at 10:30 a.m.

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

7. University of Missouri - St. Louis

Testing Center

93 JC Penney Building/Conference Center, 1 University Boulevard

St. Louis, Missouri 63121

8. Webster University

Testing Services
470 E. Lockwood Avenue, Loretto Hall, Room 40
St. Louis, MO 63119

9. eIDentity Services LLC

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

Computer Testing is administered Weekdays at 9:30 a.m. and 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.

10. East Cental College

Testing Center
1964 Prairie Dell Road
Union, MO 63084

11. 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>

12. 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>

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.

Prov✓Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then please let your proctor know. Failure to follow these testing rules can have serious consequences.

Be advised, the testing center and testing room may be under video surveillance.

Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing Materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.



Reference Rules for Open Book Exams

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining in pen only, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

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

Computer Testing Navigation

ProV Sample Exam 2013 861935122 Blake Blakeney 895362

Question 8 Time Remaining 00:27:41 Question Answered 1 Question Unanswered 9

Which of the following balls is to be played using the feet?

1. ☒ A

2. ☐ B

3. ☐ C

4. ☐ D

A B C D

enlarge image

UnFlag Comment Summary Calculator Unit converter

Back Next End Test

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.