Tennessee Board for Licensing Contractors
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 Prov at 866-720-7768. Click here for more information about registering.
2. **WHERE CAN I TEST?** You may test at any one of Prov's testing centers throughout the United States, including locations in Tennessee. You may also test using **Examroom**, a "test at home" service available Monday through Friday, 8 am until 10 pm using your own computer.
3. **HOW MUCH DOES IT COST?** Each examination costs **$53**, whether you are testing for the first time or retaking an exam. Exam fees are paid directly to Prov at the time of registration.
4. **WHAT SHOULD I HAVE WITH ME ON TEST DAY?** Make sure you have your valid **Photo ID** and any permitted **reference materials** to use during testing.

Note: Tennessee contractor examinations are delivered in an open-book format. Through January 1, 2027, you may use the alternate reference manuals listed at the end of this bulletin under the title **Alternate Book List**. These alternate references are permitted as a convenience to test takers who already own study materials from the prior testing vendor. After January 1, 2027, only references recommended by Prov will be permitted for use during the examination.

5. **WHEN WILL I GET MY RESULTS?** Exam results are available via email as soon as you complete your exam. Candidates who do not pass also receive a diagnostic report showing the subject areas in which they were weak.
6. **WHAT IS ON THE TEST?** See the Exam Descriptions section of this bulletin for information about the available examinations. 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 —	For Testing Questions —
Tennessee Board for Licensing Contractors 500 James Robertson Pkwy Nashville, TN 37243 Phone: **615-741-8307** Office Hours: 8 a.m. – 4:30 p.m. CT contractors.home-improvement@tn.gov **tn.gov/commerce/regboards/contractors**	**Prov** 200 W Civic Center Drive Suite 160 Sandy, Utah 84070 (866) 720-7768 **www.provexam.com** Call Center Hours: M–F 8 a.m. – Midnight ET

GENERAL TESTING INFORMATION

The Tennessee Board for Licensing Contractors (Board) oversees the licensing process for contractors in the State of Tennessee. The Board has contracted with Prov, Inc. to develop and administer its licensing examination program for contractors. This bulletin has been developed to help explain the rules and processes candidates will need to follow to complete the testing requirement for their contractor license.

Most candidates register with Prov, schedule and complete their examination, and, upon passing, submit an application to the Board for licensure. The Board is responsible for determining whether the candidate meets the requirements for the license being sought.

Two examinations, however, require Board approval **before** a candidate may schedule an examination: the Full Mechanical Contractor (CMC) examination and the Plumbing Contractor (CMC-A) examination. Candidates seeking to take either examination must first receive authorization from the Board. As part of the approval process for the CMC-A examination, applicants must demonstrate at least three (3) years of plumbing experience or hold a degree in plumbing or mechanical engineering. Once approved, Prov will notify the candidate by email and provide instructions for scheduling their examination.

Prov is not authorized to determine which examination(s) a candidate must take. If you are unsure which exam is needed for the license you are seeking, resolve this question before registering. If you have questions regarding which exam(s) to take, contact the Board at contractors.home-improvement@tn.gov or 615-741-8307. If you take the wrong exam, the exam fee will not be refunded.

EXAMS AND FEES

All examinations for the Tennessee Board for Licensing Contractors are delivered in computerized format and in an open-book format. The fee for each examination is **$53**, paid directly to Prov at the time of registration, regardless of whether you are taking an exam for the first time or retaking it. The following examinations are available:

- **BC – Residential/Commercial/Industrial Contractor**
- **BC-A – Residential Contractor**
- **BC-A,B – Residential/Commercial Contractor**
- **BC-A,b(sm) – Residential/Small Commercial Contractor**
- **BC-B – Commercial Contractor**
- **BC-B,C – Commercial/Industrial Contractor**
- **BC-b(sm) – Small Commercial Contractor**
- **BC-C – Industrial Contractor**
- **CE – Electrical Contractor**
- **CE-A,H – High Voltage Electrical Contractor**

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- **CMC – Full Mechanical Contractor***
- **CMC-A – Plumbing Contractor***
- **CMC-C – HVAC/Refrigeration Contractor**
- **CMC-D – Fire Sprinklers & Fire Protection Contractor**
- **LLE – Limited Licensed Electrician**
- **LLP – Limited Licensed Plumber**
- **LMC – Licensed Masonry Contractor**
- **NASCLA – Commercial Building Contractor**
- **NASCLA – Electrical Contractor**
- **Tennessee Contractor - Business & Law Only (No Trade Exam Required)**

* The Full Mechanical Contractor (CMC) and Plumbing Contractor (CMC-A) examinations require Board pre-approval before a candidate may schedule and test.

Note: Applicants seeking a contractor classification that does not require a separate trade examination still take the Business & Law examination as part of the contractor licensing process; this option is shown above as **Tennessee Contractor - Business & Law Only**. Those seeking a classification that does require a trade examination take the applicable trade exam in addition to the Business & Law examination.

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TESTING WITH PROV

Your exam will be administered by computer or paper/pencil at one of Prov's testing centers. Prov's computer testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov's testing system: https://youtu.be/h3T9svnIdLY.

WHERE TO TAKE YOUR EXAM

You may take your examination at any of Prov's testing facilities throughout the United States. Prov has five (5) Tennessee-based testing centers where candidates can take their examinations. These testing centers are located in the following cities:

- Chattanooga
- Greenville
- Memphis
- Murfreesboro
- Tullahoma

You may also schedule to take your test at home using the Examroom.ai remote proctoring service.

HOW TO SCHEDULE ONLINE

Note: The following registration steps apply to all examinations except **CMC (Full Mechanical Contractor) and CMC-A (Mechanical Plumbing Contractor)**. Candidates for these examinations must receive approval from the Tennessee Board for Licensing Contractors **before** scheduling an examination. Please refer to the examination descriptions below for specific registration instructions.

- To schedule your test, navigate to the following URL: https://provexam.com/scheduler
- Select **SELF REGISTRATION.**
- Use the drop-down menu under "Select Certifying Body" and select:

  Tennessee Board for Licensing Contractors

- Under "Select a License/Certificate," choose the license you are seeking.
- Enter the requested information into the fields provided:

  - Name (first and last)
  - Social Security Number (SSN)

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- Street address
- City, State, Postal Code
- Email Address
- Telephone number

Then select the button labeled: **Save Changes**

- Select a date, time, and location for your exam by selecting the link labeled:

  Find suitable time and venue

- Select **"Add to Cart."** You will have **10 minutes** to complete your payment. If payment is not submitted within that time, your reserved testing appointment will be released and made available to other candidates.
- Proceed to payment. If you provided an email address, the invoice for your exam payment will be emailed to you.

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

SCHEDULING BY PHONE

To schedule an examination by phone, contact Prov at (866) 720-7768. Be prepared to provide the Prov scheduling staff with your name, address, and identifying information. Once Prov confirms your identity, staff will search for the next available testing session at your preferred location and provide any nearby alternate locations. Once you are scheduled, Prov will email you information regarding your testing appointment.

CANCELLATION / 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. You may change your testing appointment online or by contacting Prov by telephone.

If you fail to appear for your test or fail to cancel or reschedule by the close of business three business days prior to your scheduled test date, you will forfeit your exam fees.

PREPARING FOR YOUR EXAMS

The licensing examination you will take has been designed to test what qualified individuals should know as they work in the field. The test questions have been prepared and reviewed by a panel of qualified individuals and cover the range of topics individuals would normally encounter during regular work operations.

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

PURCHASING REFERENCE MATERIALS & STUDY GUIDES

When preparing the examinations for the State of Tennessee, Prov identified the appropriate reference sources where the answers can be located. Prov does not require that you bring in the references, but the examinations are delivered in an **open-book** format. Below the description of each examination is a list of the references for that exam, including ISBNs where available, so that you may purchase reference materials in advance of the test.

Many of the references for your examination are available from Prov. Most reference books can be purchased by phone or online. Shipping charges will apply.

Prov Bookstore
200 West Civic Center Drive, Suite 160, Sandy, Utah 84070
https://www.provexam.com/bookstore/
Toll Free: (866) 720-7768

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

TEST DAY RULES AND PROCEDURES

Check-in Deadline

The doors to each testing center open at least 15 minutes before scheduled testing appointments in order to check candidates in. Plan to arrive early so you are seated by the time 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 current, valid, government-issued, photo-bearing identification. Acceptable forms of photo ID include a driver's license, passport, or military ID. Expired identification, temporary or paper licenses, and birth certificates are **not** accepted as proof of identity.

The name on your ID must match your registration exactly. If you registered with a middle initial but your ID shows a full middle name (or vice versa), you may still test as long as the name and photo otherwise match. If your government-issued ID does not contain a signature, you may present a signature from another card (such as a credit card or student ID) provided the name and photo match.

You will also be required to sign a test center log and will be photographed by the test center staff; this photo will appear on your score letter. If you cannot produce a valid government-issued photo ID, refuse to sign the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that session.

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Prohibited Items

No cameras, recorders, cell phones, smart watches, 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:

- **Calculator.** Only simple 4-function calculators are permitted. Programmable calculators, tablets, cell phones, and other special calculators are not permitted for use. There is also a simple calculator built into the test for use.
- **Approved References.** Refer to the exam description for the specific references permitted for your exam, and to the Alternate Book List at the end of this bulletin.

Reference Material Rules

All examinations are designed to allow you to use **authorized** references while testing. For a list of authorized reference materials, refer to the exam description for your exam and to the Alternate Book List at the end of this bulletin. All reference materials will be checked by the Prov test administrator before you are permitted access to the testing room.

For all references, you may use any version (older or newer) of the same code or reference. The test is based on the reference version shown in this bulletin; if there are conflicts between versions, the exam is scored based on the version shown.

You should prepare your reference materials using **only** the following methods:

- Highlighting
- Attaching permanent tabs on important pages

Reference materials that do not meet the following guidelines will not be allowed in the testing room. These guidelines ensure that every candidate is tested fairly and that no candidate has access to unapproved resources.

- Handwritten notes are **not** allowed in any portion of a reference book and must be erased prior to use.
- 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, including practice examinations, are not approved references and are not permitted in the testing center.

Please leave all unauthorized materials in your vehicle. If you are caught using unauthorized materials during testing, the materials will be confiscated, your testing will be terminated with fees forfeited, and the Board will be notified of your dismissal from the exam.

Resolving Reference Conflicts

If information appears to conflict between approved reference materials or applicable laws, use the following order of precedence when answering examination questions:

1. Applicable statutes, rules, regulations, and adopted codes take precedence over nonlegal reference materials.
2. Tennessee-specific statutes, rules, regulations, and adopted codes take precedence over national codes and general references.
3. Approved examination references take precedence over information from other sources, including instructors, employers, websites, and trade publications.

Candidates should select the answer supported by the highest applicable authority.

Breaks During the Exam

If you need to take a break during your examination, you may do so by clicking the “Break” button on the testing screen. Keep two things in mind before you start a break. First, the examination timer continues to run during your break — your remaining test time keeps ticking down while you are away from the screen. Second, when you return from a break, every question you were shown before the break is frozen, whether you answered it or not, and you will not be able to go back to those questions. You will only be able to continue with the questions that come after your break. If you need a break, take one, but be sure to review and finalize your answers to the current and previous questions first, because you will not be able to return to them once your break begins.

Visitor Policy

No one other than the candidate is 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 Board. Those caught cheating will be dismissed from the examination, their results will be frozen, and they will forfeit the examination fees paid. 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 your examination, your test will be scored immediately. All candidates will receive their score report by email. Candidates testing at a physical testing center will also receive a printed copy of their score report before leaving the site. Your score report will indicate both your numerical score and whether you achieved a passing or failing result. There is no fee for score reporting. Official examination results are reported directly to the Tennessee Board for Licensing Contractors.

All examinations are scored against a passing standard of **73%**. Candidates who achieve a score of 73% or higher will receive a passing result. Candidates who do not pass will receive a diagnostic report identifying the content areas in which improvement is needed.

Although official scores are transmitted directly to the Board, candidates are still responsible for including their score report when applying to the Board for licensure. Because the Board receives official score data directly from Prov, any altered or modified score reports will be identified and rejected.

Important: Passing an examination does **not** grant a Tennessee contractor license. Examination results are only one component of the licensure process. To become licensed, candidates must submit a license application to the Tennessee Board for Licensing Contractors and meet all applicable licensing requirements. The Board will review the application and determine whether the candidate qualifies for licensure.

RETESTING POLICY

Candidates who do not pass an examination may retake it as many times as necessary. There is no waiting period between attempts, and the Tennessee Board for Licensing Contractors does not limit the number of retakes. Once your score report has been processed, you may register for a new examination appointment on the next available testing date.

Candidates who have achieved a passing score may not retake the examination unless specifically directed to do so by the Board.

The fee to retake an examination is **$53 per attempt**, which is the same as the original examination fee.

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 a minimum of two (2) times, and you must have scored within 10 points of the required 73% passing score.

During the review you will be provided the questions you missed on your most recent examination, along with the answers you chose. The review is conducted under the same testing conditions and security rules as the exam. The cost of the review is **$53**, the same as the exam fee. Candidates request or schedule a review using the same methods described earlier for scheduling.

EXAM CHALLENGE PROCESS

If during an exam or review you encounter a question you believe is inaccurate or otherwise incorrect, you are encouraged to submit an exam comment to Prov detailing why you feel the question is in error. Candidates testing on computer may enter their comments directly in the testing system, utilizing the "comment" button. Prov staff will review each comment within two weeks of receipt 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, and 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 may request a hand score by calling Prov at (866) 720-7768 and asking for a Hand Score Request Form.

A Hand Score Request Form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter. Once a hand score request is received, Prov staff will process it within seven (7) to ten (10) business days, comparing your captured answers to the exam key, and will mail you a letter reporting the outcome of the reassessment.

The cost of a hand-score is $25 (includes tax).

PROV'S NON-DISCRIMINATION STATEMENT

Prov provides equal access to its exams and testing programs for all eligible persons. Although the individual jurisdictions that Prov represents are wholly responsible for determining the 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 you wish to express concerns about discrimination, contact Prov at (866) 720-7768 or write to: Prov, Inc., 200 W Civic Center Drive, Suite 160, Sandy, Utah 84070.

SPECIAL ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates who require

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additional assistance during the testing process. If you feel you qualify for a special accommodation during testing, contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability, along with a request describing the requested remedy. Prov's ADA team will then work directly with you to make the accommodations you need in order to complete your examination.

SAMPLE TEST QUESTIONS

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

1. An employer is generally required to notify employees of changes in policies affecting all of the following EXCEPT:
a. Pay schedules.
b. Vacation allowance.
c. Health benefits.
d. Promotion opportunities.

2. The accounting method that recognizes income and expenses only when money is received or paid is called the:
a. Percentage-of-completion method.
b. Accrual method.
c. Cash method.
d. Cost-comparison method.

3. What is the recommended MAXIMUM spacing of nails when installing drywall on a ceiling?
a. 6 in. o.c.
b. 7 in. o.c.
c. 8 in. o.c.
d. 12 in. o.c.

4. Which of the following types of joint reinforcement is NOT used to tie connecting cavity walls and intersecting walls?
a. Z-tie
b. Box tie
c. Hardware cloth
d. Ladder-type joint reinforcement

5. What is the recommended concrete cover over #6 steel reinforcing in areas exposed to the weather?
a. 3 in.
b. 2 in.
c. 1.5 in.
d. 1 in.

6. In a plumbing system, the primary purpose of a vent is to:
a. Increase water pressure at the fixture.
b. Protect trap seals from siphonage and back-pressure.
c. Reduce the size of the drain piping.
d. Filter sewer gases before they enter the drain.

ANSWERS TO SAMPLE TEST QUESTIONS

1. D – Promotion opportunities.
2. C – Cash method.
3. B – 7 in. o.c.
4. D – Ladder-type joint reinforcement.
5. B – 2 in.
6. B – Protect trap seals from siphonage and back-pressure.

EXAM TEST SITE AVAILABILITY

You may take the exams at any one of Prov's testing centers located in the United States, including testing locations within Tennessee. You can also take the exams at home using Prov's Examroom service.

The following testing sites are currently available in Tennessee. Site availability may change; the dates, times, and locations open for scheduling are shown in the Prov scheduler when you register.

Murfreesboro — Middle Tennessee State University (MTSU)
1524 Military Memorial, Keathley University Center 107, Room 111, Murfreesboro, TN 37132

Memphis — University of Memphis (UM)
3669 Alumni Drive, Brister Hall 112, Testing Services, Memphis, TN 38152-3440

Greenville — Walters State Community College
221 N College St, Counseling & Testing, Greenville, TN 37745

Tullahoma — Motlow State Community College (MSCC)
6015 Ledford Mill Road, Crouch Center, Room 1043, Tullahoma, TN 37388

Chattanooga — University of Tennessee at Chattanooga
615 McCallie Avenue, Chattanooga, TN 37403

What is Examroom?

Examroom is a remote test-monitoring service that allows you to take the test on your own computer at home. You schedule the test the same way you would for an in-person testing site, by selecting your preferred test date and time. On test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, verify your identity, take your picture, and observe you throughout the testing process.

Not every computer system is capable of taking a test on Examroom. The following are the minimum requirements your computer system needs to qualify for testing using the Examroom service:

- A recent operating system (less than 3–4 years old) on a Mac, PC, or Chromebook.
- A Chrome or Edge browser (Chrome works best).
- A functioning computer web camera and microphone.
- A good, consistent Internet connection capable of uploading files in excess of 3 Mbps.

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Please use the following link to run a system check before you schedule the exam to make sure your computer system will support testing using the Examroom service:

https://examroom.ai/systemtest/

When prompted "Permission to access camera and microphone," you must click "Allow." If your system does not allow you to test at home, don't worry — we have great testing locations that are not too far away.

In addition to meeting the system requirements above, every candidate testing remotely must install the "ProvLock" Chrome extension before testing. ProvLock is a secure lockdown extension that prevents you from visiting other websites or accessing other applications and content on your computer while you test. Installing ProvLock is required in order to test remotely; you will not be able to take your exam on Examroom without both the ProvLock extension and the Examroom requirements described above. "ProvLock" can be downloaded in the chrome web store here.

EXAM DESCRIPTIONS

The following are descriptions of the licensing examinations offered on behalf of the Tennessee Board for Licensing Contractors. Please check with the Board to determine which classifications are necessary for the type of work you will perform.

Each description includes the number of questions, the time allowed, and a detailed breakdown of the topics and number of questions per topic on the examination. Following each description is a list of the references Prov used to create the examination. You are permitted to bring in each listed reference for your specific examination, and you may bring in older versions of each reference. You may also use the alternate references shown at the end of this bulletin (Alternate Book List) through January 1, 2027. Additional classifications may be available; if you are unsure which examination to take, contact the Board before registering.

TN Contractor Business and Law (new licensees only)

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

Number of Questions	**50**
Time allowed (hours)	**2.5**

Subject Area	**# Quest.**
Business Organization	4
Licensing	5
Estimating and Bidding	7
Contracts	6
Project Management	4
Risk Management	4
OSHA Safety	5
Financial Management	3
Labor Law	5
Tax Law	5
Lien Law	2

References

- **NASCLA Contractors Guide to Business, Law and Project Management** - Tennessee (4th Edition)

BC - Combined Contractor (Residential / Commercial / Industrial)

The BC Combined Contractor exam covers the full scope of Tennessee building construction classifications, including residential, commercial, and industrial construction. Candidates are tested on construction methods, project management, sitework, structural systems, code compliance, estimating, safety, contracts, and all Tennessee building categories applicable to residential, commercial, and industrial projects. This license permits contractors to bid on virtually all building construction projects, including one- to four-family dwellings, multi-unit residential buildings, commercial occupancies, and industrial facilities such as manufacturing plants. BC/BC-B may satisfy the Board rule requirement where BC-B is required for water and sewer plants; other MU work remains subject to the applicable MU classification.

Number of Questions	**100**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
Estimating, Plan Reading	15
General Code	12
Sitework	5
Footings and Foundations	5
Concrete and Concrete Reinforcement	15
Masonry	10
Structural Steel	10
Carpentry	6
Interior Finish	1
Roofing, Siding, and Insulation	6
Plumbing Concepts	3
HVAC Concepts	3
Electrical Concepts	3
OSHA Safety	6

References

- **International Building Code**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **International Residential Code**, 2018. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/
- **Study Guide for Commercial Building Contractor**, 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at https://provexam.com/bookstore/

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- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.
- **Residential Home Builder Study Guide.** ISBN: 9781323550915. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.
- **Study Guide for Structural Steel,** 2012. ISBN: 978-1-269-08432-1. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

In addition to the references listed above, candidates may use the following PSI-approved reference materials through **January 1, 2027**. These references are listed below:

- **Carpentry and Building Construction,** 2016. McGraw-Hill Companies, Inc, 8787 Orion Place, Columbus, OH 43240-4027.
- **Roofing Construction and Estimating,** 2022. ISBN: 1572180072. Craftsman Book Company, 6058 Corte Del Cedro, Carlsbad, CA 92009. http://www.craftsman-book.com
- **Modern Masonry, 9th Edition,** 2020. ISBN: 978-1631260957. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243.
- **Pipe and Excavation Contracting,** 2011. Craftsman Book Company, 6058 Corte Del Cedro, Carlsbad, CA 92009.
- **Gypsum Construction Handbook,** 7th 2014. United States Gypsum Company (USG), RS Means Publishing.
- **Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders,** 3rd Edition, 2008. Steel Joist Institute, 3127 Mr. Joe White Avenue, Myrtle Beach, SC.
- **SDI (Steel Deck Institute) Manual of Construction with Steel Deck,** 2016. Steel Deck Institute, PO Box 25, Fox River Grove, IL 60021.
- **Placing Reinforcing Bars,** 2022. Concrete Reinforcing Steel Institute, 933 North Plum Grove Road, Schaumburg, IL 60173.
- **Design and Control of Concrete Mixtures,** 2021. Portland Cement Association Publications, 5420 Old Orchard Rd, Skokie, IL 60077. www.cement.org
- **Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals,** 3rd ed 2003. Post-Tensioning Institute.
- **Erector's Manual: Standards and guidelines for the erection of precast concrete products,** 1999. Precast/Prestressed Concrete Institute, 9626 Upper Lewisburg Salem Road, Brookville, OH 45309. Available at www.pci.org/
- **ACI 530 Building Code Requirements and Specification for Masonry Structures 2013,** 2013. ISBN: 978-1-929081-43-1. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333. Available at http://www.concrete.org OR http://www.techstreet.com/searches/16672726 OR amazon.com
- **ACI 318 Building Code Requirements for Structural Concrete 2019,** 2019. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333.

BC-A - Residential Contractor

The BC-A Residential Contractor exam focuses specifically on residential construction involving one-, two-, three-, and four-family dwellings not exceeding three stories in height, along with related accessory structures. The exam scope includes residential framing, foundations, roofing, finish systems, remodeling, residential codes, estimating, scheduling, contracts, and project supervision.

Number of Questions	**100**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
Estimating, Plan Reading	13
General Code	8
Sitework	5
Footings and Foundations	6
Concrete and Concrete Reinforcement	10
Masonry	7
Carpentry	15
Doors, Windows, and Stairs	2
Interior Finish	2
Exterior Finish	2
Roofing, Siding, and Insulation	10
Plumbing Concepts	4
HVAC Concepts	4
Electrical Concepts	4
OSHA Safety	8

References

- **International Building Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **International Residential Code,** 2018. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/
- **Residential Home Builder Study Guide.** ISBN: 9781323550915. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.

In addition to the references listed above, candidates may use the following PSI-approved reference materials through **January 1, 2027**. These references are listed below:

- **Carpentry and Building Construction,** 2016. McGraw-Hill Companies, Inc, 8787 Orion Place, Columbus, OH 43240-4027.
- **Contractor's Guide to Quality Concrete Construction,** 4th. ISBN: 9781641950473. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333. https://www.concrete.org/store/productdetail.aspx?ItemID=MNL519&Language=English&Units=US_Units
- **Roofing Construction and Estimating,** 2022. ISBN: 1572180072. Craftsman Book Company, 6058 Corte Del Cedro, Carlsbad, CA 92009. http://www.craftsman-book.com
- **Modern Masonry, 9th Edition,** 2020. ISBN: 978-1631260957. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243.
- **Pipe and Excavation Contracting,** 2011. Craftsman Book Company, 6058 Corte Del Cedro, Carlsbad, CA 92009.
- **Gypsum Construction Handbook,** 7th 2014. United States Gypsum Company (USG), RS Means Publishing.

BC-B - Commercial Contractor

The BC-B Commercial Contractor exam covers commercial building construction intended for public occupancy, including offices, retail buildings, schools, churches, warehouses, multi-family buildings exceeding four units, and structures taller than three stories. The exam emphasizes commercial construction methods, structural systems, life-safety requirements, accessibility, commercial codes, scheduling, estimating, contracts, and management of larger-scale building projects.

Number of Questions	**100**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
Estimating, Plan Reading	15
General Code	12
Sitework	5
Footings and Foundations	6
Concrete and Concrete Reinforcement	15
Masonry	10
Carpentry	4
Doors, Windows, and Stairs	1
Interior Finish	1
Structural Steel	10
Roofing, Siding, and Insulation	6
Plumbing Concepts	3
HVAC Concepts	3
Electrical Concepts	3
OSHA Safety	6

References

- **International Building Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **International Residential Code,** 2018. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/
- **Study Guide for Commercial Building Contractor,** 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at https://provexam.com/bookstore/
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.

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- **Pipe and Excavation Contracting,** 2011. Craftsman Book Company, 6058 Corte Del Cedro, Carlsbad, CA 92009.
- **Gypsum Construction Handbook,** 7th 2014. United States Gypsum Company (USG), RS Means Publishing.
- **Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders,** 3rd Edition, 2008. Steel Joist Institute, 3127 Mr. Joe White Avenue, Myrtle Beach, SC.
- **SDI (Steel Deck Institute) Manual of Construction with Steel Deck,** 2016. Steel Deck Institute, PO Box 25, Fox River Grove, IL 60021.
- **Placing Reinforcing Bars,** 2022. Concrete Reinforcing Steel Institute, 933 North Plum Grove Road, Schaumburg, IL 60173.
- **Design and Control of Concrete Mixtures,** 2021. Portland Cement Association Publications, 5420 Old Orchard Rd, Skokie, IL 60077. www.cement.org
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- **Erector's Manual: Standards and guidelines for the erection of precast concrete products,** 1999. Precast/Prestressed Concrete Institute, 9626 Upper Lewisburg Salem Road, Brookville, OH 45309. Available at www.pci.org/
- **ACI 530 Building Code Requirements and Specification for Masonry Structures 2013,** 2013. ISBN: 978-1-929081-43-1. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333. Available at http://www.concrete.org OR http://www.techstreet.com/searches/16672726 OR amazon.com
- **ACI 318 Building Code Requirements for Structural Concrete 2019,** 2019. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333.

BC-b - Small Commercial Contractor

The BC-b Small Commercial Contractor exam is limited to smaller-scale commercial construction projects and covers the same general commercial construction principles as BC-B, including commercial codes, estimating, contracts, scheduling, and building systems. However, the classification carries a monetary restriction capped at $1.5 million per project based on financial qualifications. The exam scope focuses on smaller public-use structures and moderate commercial projects rather than large-scale commercial developments.

Number of Questions	**70**
Time allowed (hours)	**3.5**

Subject Area	**# Quest.**
Estimating, Plan Reading	9
General Code	6
Sitework	2
Footings and Foundations	4
Concrete and Concrete Reinforcement	8
Masonry	6
Carpentry	6
Doors, Windows, and Stairs	1
Interior Finish	1
Structural Steel	12

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Roofing, Siding, and Insulation	7
Plumbing Concepts	1
HVAC Concepts	1
Electrical Concepts	1
OSHA Safety	5

References

- **International Building Code**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **International Residential Code**, 2018. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/
- **Study Guide for Commercial Building Contractor**, 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at https://provexam.com/bookstore/
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.

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- **Roofing Construction and Estimating**, 2022. ISBN: 1572180072. Craftsman Book Company, 6058 Corte Del Cedro, Carlsbad, CA 92009. http://www.craftsman-book.com
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- **ACI 318 Building Code Requirements for Structural Concrete 2019**, 2019. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333.

BC-C - Industrial Contractor

The BC-C Industrial Contractor exam focuses on construction related to industrial production and service facilities such as manufacturing plants, processing facilities, factories, and heavy industrial structures. Candidates are tested on industrial construction methods, structural systems, specialized building components, sitework, estimating, safety, contracts, and the building categories as applied to industrial environments. The exam emphasizes the unique operational, structural, and occupancy requirements associated with industrial construction.

Number of Questions	**70**
Time allowed (hours)	**3.5**

Subject Area	**# Quest.**
Estimating, Plan Reading	8
General Code	5
Sitework	2
Footings and Foundations	3
Concrete and Concrete Reinforcement	17
Masonry	6
Carpentry	3
Interior Finish	0
Structural Steel	14
Roofing, Siding, and Insulation	4
Plumbing Concepts	1
HVAC Concepts	1
Electrical Concepts	1
OSHA Safety	5

References

- **International Building Code**, 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **Study Guide for Commercial Building Contractor**, 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at https://provexam.com/bookstore/
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.
- **Study Guide for Structural Steel**, 2012. ISBN: 978-1-269-08432-1. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

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- **Modern Masonry, 9th Edition**, 2020. ISBN: 978-1631260957. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243.
- **Pipe and Excavation Contracting**, 2011. Craftsman Book Company, 6058 Corte Del Cedro, Carlsbad, CA 92009.
- **Gypsum Construction Handbook**, 7th 2014. United States Gypsum Company (USG), RS Means Publishing.
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- **SDI (Steel Deck Institute) Manual of Construction with Steel Deck,** 2016. Steel Deck Institute, PO Box 25, Fox River Grove, IL 60021.
- **Placing Reinforcing Bars,** 2022. Concrete Reinforcing Steel Institute, 933 North Plum Grove Road, Schaumburg, IL 60173.
- **Design and Control of Concrete Mixtures,** 2021. Portland Cement Association Publications, 5420 Old Orchard Rd, Skokie, IL 60077. www.cement.org
- **Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals,** 3rd ed 2003. Post-Tensioning Institute.
- **Erector's Manual: Standards and guidelines for the erection of precast concrete products,** 1999. Precast/Prestressed Concrete Institute, 9626 Upper Lewisburg Salem Road, Brookville, OH 45309. Available at www.pci.org/
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- **ACI 318 Building Code Requirements for Structural Concrete 2019,** 2019. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333.

BC-A,B - Combined Contractor (Residential / Commercial)

The BC-AB Combined Residential / Commercial Contractor exam covers both residential and commercial building construction under a single license classification. The exam scope includes residential dwellings, multi-family construction, commercial occupancies, commercial codes, estimating, project management, scheduling, contracts, safety, and all 34 building categories applicable to residential and commercial projects. This classification allows contractors to work on both standard residential construction and unrestricted commercial projects.

Number of Questions	**100**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
Estimating, Plan Reading	15
General Code	12
Sitework	5
Footings and Foundations	5
Concrete and Concrete Reinforcement	15
Masonry	10
Carpentry	4
Doors, Windows, and Stairs	2
Interior Finish	1
Structural Steel	10
Roofing, Siding, and Insulation	6
Plumbing Concepts	3
HVAC Concepts	3
Electrical Concepts	3
OSHA Safety	6

References

- **International Building Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **International Residential Code,** 2018. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/
- **Study Guide for Commercial Building Contractor,** 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at https://provexam.com/bookstore/
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.
- **Residential Home Builder Study Guide.** ISBN: 9781323550915. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.

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- **Roofing Construction and Estimating,** 2022. ISBN: 1572180072. Craftsman Book Company, 6058 Corte Del Cedro, Carlsbad, CA 92009. http://www.craftsman-book.com
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- **Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders,** 3rd Edition, 2008. Steel Joist Institute, 3127 Mr. Joe White Avenue, Myrtle Beach, SC.
- **SDI (Steel Deck Institute) Manual of Construction with Steel Deck,** 2016. Steel Deck Institute, PO Box 25, Fox River Grove, IL 60021.
- **ACI 530 Building Code Requirements and Specification for Masonry Structures 2013,** 2013. ISBN: 978-1-929081-43-1. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333. Available at http://www.concrete.org OR http://www.techstreet.com/searches/16672726 OR amazon.com
- **Carpentry and Building Construction,** 2016. McGraw-Hill Companies, Inc, 8787 Orion Place, Columbus, OH 43240-4027.
- **ACI 318 Building Code Requirements for Structural Concrete 2019,** 2019. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333.
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- **Placing Reinforcing Bars,** 2022. Concrete Reinforcing Steel Institute, 933 North Plum Grove Road, Schaumburg, IL 60173.
- **Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals,** 3rd ed 2003. Post-Tensioning Institute.
- **Erector's Manual: Standards and guidelines for the erection of precast concrete products,** 1999. Precast/Prestressed Concrete Institute, 9626

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Upper Lewisburg Salem Road, Brookville, OH 45309. Available at www.pci.org/

BC-A,b (sm) - Combined Contractor (Residential / Small Commercial)

The BC-A,b(sm) Combined Residential / Small Commercial Contractor exam combines residential construction authority with limited commercial construction privileges. The exam includes residential building methods, remodeling, light commercial construction, estimating, scheduling, code compliance, contracts, and project supervision for both residential and small commercial structures.

Number of Questions	**100**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
Estimating, Plan Reading	12
General Code	8
Sitework	5
Footings and Foundations	5
Concrete and Concrete Reinforcement	10
Masonry	7
Carpentry	12
Doors, Windows, and Stairs	2
Interior Finish	2
Structural Steel	6
Roofing, Siding, and Insulation	10
Plumbing Concepts	3
HVAC Concepts	3
Electrical Concepts	3
OSHA Safety	8
Exterior Finish	4

References

- **International Building Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **International Residential Code,** 2018. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/
- **Study Guide for Commercial Building Contractor,** 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at https://provexam.com/bookstore/
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- **Residential Home Builder Study Guide.** ISBN: 9781323550915. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.

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- **ACI 318 Building Code Requirements for Structural Concrete 2019,** 2019. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333.

BC-B,C - Combined Contractor (Commercial / Industrial)

The BC-B,C Combined Commercial / Industrial Contractor exam covers both commercial and industrial construction disciplines under one classification. The exam scope includes commercial occupancies, industrial facilities, structural systems, estimating, contracts, scheduling, safety, codes, and all building categories applicable to commercial and industrial projects. Candidates are tested on construction for public-use buildings as well as industrial production and manufacturing facilities.

Number of Questions	**100**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
Estimating, Plan Reading	15
General Code	12
Sitework	6
Footings and Foundations	5
Concrete and Concrete Reinforcement	16
Masonry	10
Carpentry	4
Interior Finish	2
Structural Steel	10
Roofing, Siding, and Insulation	6
Plumbing Concepts	4
HVAC Concepts	2
Electrical Concepts	2

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References

- **International Building Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **Study Guide for Commercial Building Contractor,** 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at https://provexam.com/bookstore/
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.
- **Study Guide for Structural Steel,** 2012. ISBN: 978-1-269-08432-1. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

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- **Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders,** 3rd Edition, 2008. Steel Joist Institute, 3127 Mr. Joe White Avenue, Myrtle Beach, SC.
- **SDI (Steel Deck Institute) Manual of Construction with Steel Deck,** 2016. Steel Deck Institute, PO Box 25, Fox River Grove, IL 60021.
- **Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals,** 3rd ed 2003. Post-Tensioning Institute.
- **Erector's Manual: Standards and guidelines for the erection of precast concrete products,** 1999. Precast/Prestressed Concrete Institute, 9626 Upper Lewisburg Salem Road, Brookville, OH 45309. Available at www.pci.org/
- **Placing Reinforcing Bars,** 2022. Concrete Reinforcing Steel Institute, 933 North Plum Grove Road, Schaumburg, IL 60173.
- **Design and Control of Concrete Mixtures,** 2021. Portland Cement Association Publications, 5420 Old Orchard Rd, Skokie, IL 60077. www.cement.org
- **Carpentry and Building Construction,** 2016. McGraw-Hill Companies, Inc, 8787 Orion Place, Columbus, OH 43240-4027.
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- **ACI 318 Building Code Requirements for Structural Concrete 2019,** 2019. American Concrete Institute, 38800 International Way, Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333.

LMC - Masonry Contractor

The Tennessee LMC (Masonry Contractor) exam covers the knowledge and skills required to construct, repair, alter, and install masonry systems and related components in residential, commercial, and industrial construction. Contractors holding an LMC license are authorized to perform masonry work involving brick, concrete masonry units (CMU), stone, glass block, architectural masonry, masonry veneer, retaining walls, masonry chimneys, fireplaces, and other masonry structures.

Number of Questions	**70**
Time allowed (hours)	**3.5**

Subject Area	**# Quest.**
Plan Reading	7
Concrete Block	7
Brick	7
Stone	5
Glass Block	6
Mortar	6
Grout	4
Reinforced Masonry	6
Restoration and Cleaning	4
Quality and Assurance	6
Tools	4
Safety	8

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- **International Building Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **International Residential Code,** 2018. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org OR at https://provexam.com/bookstore/
- **Study Guide for Masonry Contractors, 2nd Edition,** 2014. ISBN: 978-1-269-78558-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.
- **Repair and Restoration.** Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at http://nccer.pearsonconstructionbooks.com.

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- **ASTM Masonry Standards for the Building Industry,** 6th 2008. American Society for Testing and Materials, 100 Barr Harbor Drive, P.O. Box C700, West Conshohocken, PA 19428-2959. Available at http://www.astm.org/.
- **Indiana Limestone Handbook,** 22nd ed 2010. Indiana Limestone Institute of America. Available at www.iliai.com
- **Repointing Mortar Joints in Historic Masonry Buildings,** 1998. U.S. Department of the Interior. Available at www.nps.gov
- **Cleaning Brickwork, BIA Technical Notes on Brick Construction,** Vol 20 2006. The Brick Industry Association.

CE - Electrical Contractor

The Tennessee CE Electrical Contractor classification covers the installation, alteration, repair, maintenance, and testing of electrical systems serving residential, commercial, and industrial buildings. Contractors holding this license are authorized to perform work involving premises wiring, lighting systems, branch circuits, feeders, services, raceways, grounding and bonding systems, generators, motor controls, transformers, electrical equipment, fire alarm systems, communications raceways, and associated electrical components governed by the National Electrical Code (NEC).

Number of Questions	**100**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
General Electrical Knowledge	14
Plan Reading	2
Code Reading	5
Wiring and Protection	23
Wiring Methods and Materials	15
Equipment for General Use	6
Motors and Controls	10
Communication Systems	7
Special Occupancy	4
Special Equipment	4
Hazardous Locations	4
OSHA Safety	6

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.
- **Ugly's Electrical References,** 2020. ISBN: 978-1-284-19453-1. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776.
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.
- **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

In addition to the references listed above, candidates may use the following PSI-approved reference materials through **January 1, 2027**. These references are listed below:

- **NFPA 70E - Standard for Electrical Safety in the Workplace,** 2017. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NFPA70E - Handbook for Electrical Safety in the Workplace,** 2017. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **International Building Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/

CE-A,H - High Voltage Electrical Contractor

The Tennessee CE-A,H High Voltage Electrical Contractor classification covers the installation, alteration, repair, maintenance, and testing of electrical systems operating at high voltage levels, typically associated with utility distribution, transmission infrastructure, substations, industrial power distribution systems, and other high-energy electrical installations. Contractors holding this license are authorized to perform work involving overhead and underground high-voltage conductors, substations, transformers, switchgear, protective relaying systems, utility service installations, power distribution equipment, grounding systems, and associated controls.

Number of Questions	**70**
Time allowed (hours)	**3.5**

Subject Area	**# Quest.**
General Electrical Knowledge	11
Wiring Methods and Materials	5
Motors and Controls	5
OSHA Safety	10
Tools and Transportation	8
Structures	7
Transformers, Breakers, and Vaults	8
Distribution, Transmission, and Substations	16

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.
- **Ugly's Electrical References,** 2020. ISBN: 978-1-284-19453-1. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776.
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.
- **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
- **Introduction to Substations,** 2012. ISBN: 0-13-296779-0. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at http://nccer.pearsonconstructionbooks.com.
- **Transmission Equipment Installation and Maintenance,** 2011. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at http://nccer.pearsonconstructionbooks.com.

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- **Reconductoring Transmission Lines.** ISBN: 0-13-296775-8. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at http://nccer.pearsonconstructionbooks.com.
- **Transmission Structure Erection,** 2011. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at http://nccer.pearsonconstructionbooks.com.
- **Mechanical Construction Methods and Materials,** 2012. ISBN: 0-13-296784-7. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at http://nccer.pearsonconstructionbooks.com.

In addition to the references listed above, candidates may use the following PSI-approved reference materials through **January 1, 2027**. These references are listed below:

- **National Electrical Safety Code,** 2012. Institute of Electrical and Electronics Engineers, 3 Park Avenue, New York, NY 10016-5997. Available at www.ieee.org.
- **The Lineman's and Cableman's Handbook,** 2011. ISBN: 978-0071742580. McGraw Hill Publishing Inc., P.O. Box 182604, Columbus, OH 43272. Available at www.mcgraw-hill.com.

CMC - Mechanical Contractor

The Tennessee CMC Full Mechanical Contractor classification covers the complete range of mechanical contracting work authorized by the Board for Licensing Contractors. Contractors holding this license may install, alter, repair, and service plumbing and gas piping systems, HVAC and refrigeration systems, process piping, fire sprinkler and fire protection systems, boiler systems, fuel gas systems, pollution control systems, pneumatic tube systems, mechanical insulation, and temperature control systems.

Number of Questions	**100**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
General Knowledge	6
Code Requirements	5
Fuel Gas Systems	8
Safety	8
Controls	4
Electrical Concepts	4
Piping	8
Load Calculations	5
Equipment	10
Refrigerants and Oils	10
Air Distribution and Vents	18
Fire Protection	4
Sprinkler Systems	10

References

- **International Mechanical Code 2021,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at https://codes.iccsafe.org/
- **International Fuel Gas Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Building Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **Refrigeration & Air Conditioning Technology, 7th edition,** 7th. ISBN: 978-1-111-64447-5. Delmar Publishing, PO Box 6904, Florence, KY 41022. available at www.cengagebrain.com
- **HVAC Basics for Contractors, 4th Edition,** 4th Edition. ISBN: 9780137783229. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. This is a compilation of the following modules:

00101	ISBN	978-0-13-748353-2
03103	ISBN	978-0-13-794993-9
03105	ISBN	978-0-13-794985-4
03109	ISBN	978-0-13-794992-2
03201	ISBN	978-0-13-546046-7
03202	ISBN	978-0-13-546049-8
03407	ISBN	978-0-13-546226-3
03408	ISBN	978-0-13-546212-6

  It may be purchased at Prov's online bookstore (https://provexam.com/books/). Alternatively, individual modules may be purchased though Pearson via phone at 1-800-922-0579 (select option #2 for individual orders).
- **NFPA 13 - Standard for the Installation of Sprinkler Systems,** 2022. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

In addition to the references listed above, candidates may use the following PSI-approved reference materials through **January 1, 2027**. These references are listed below:

- **International Plumbing Code 2021,** 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Pipefitters Handbook,** 3rd ed 1967. Industrial Press.
- **Modern Refrigeration and Air Conditioning,** 21st Edition. ISBN: 978-1-63563-877-6. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. Available at www.g-w.com
- **HVAC Duct Construction Standards,** 2020. Sheet Metal and Air Conditioning Contractors National Association, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209.
- **Ugly's Electrical References,** 2020. ISBN: 978-1-284-19453-1. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776.
- **Carrier System Design Manual Part 3 - Piping Design.** Carrier Air Conditioning Company.
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.
- **Manual N - Commercial Load Calculations,** 2008. ISBN: 978-1892765383. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. www.amazon.com
- **Residential Load Calculation - Manual J,** 2025. ISBN: 9781892765253. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206.

CMC-A - Plumbing Contractor

The CMC-A Plumbing Contractor exam covers the installation, alteration, repair, and maintenance of plumbing systems serving residential, commercial, and industrial occupancies. Candidates are tested on water supply systems, sanitary drainage, venting, storm drainage, plumbing fixtures, piping materials, fuel gas piping related to plumbing systems, backflow prevention, code compliance, plan reading, estimating, safety, and project management.

Number of Questions	**100**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
General Knowledge	6
Plumbing Math	6
Code Requirements	10
Fixtures & Fittings	3
Water Heaters	3
Storm Drainage	4
Fuel Gas Systems	10
OSHA Safety	4
Isometrics	18
Water Supply and Distribution	10
Drain, Waste, and Vent Systems	20
Tools and Installation Practices	6

References

- **International Plumbing Code 2021,** 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **International Fuel and Gas Code, 2018 or 2021 edition,** 2018 or 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org
- **Mathematics for Plumbers and Pipefitters,** 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at http://www.cengage.com/us/
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.
- **Plumbing Basics for Contractors, 4th Edition,** 2021. ISBN: 9780137783229. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116.

CMC-C - HVAC/Refrigeration

The Tennessee CMC-C HVAC/Refrigeration Contractor classification covers the installation, alteration, repair, replacement, and servicing of heating, ventilation, air conditioning, refrigeration, gas piping related to HVAC equipment, and associated mechanical systems. Contractors holding this license are authorized to perform work involving comfort heating and cooling systems, refrigeration equipment, ventilation systems, ductwork, exhaust systems, controls, heat pumps, geothermal and solar thermal HVAC systems, and related refrigeration piping.

Number of Questions	**100**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
General Knowledge	9
Code Requirements	4
Fuel Gas Systems	10
OSHA Safety	6
HVAC Controls	5
Electrical Concepts	2
Piping	14
Load Calcuations	5
HVAC Equipment	10
Refrigerants and Oils	10
Air Distribution and Venting	23
Fire and Smoke Protection	2

References

- **International Mechanical Code 2021,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at https://codes.iccsafe.org/
- **Modern Refrigeration and Air Conditioning,** 21st Edition. ISBN: 978-1-63563-877-6. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. Available at www.g-w.com
- **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
- **Residential Comfort System Installation Standards Manual,** 8th. Sheet Metal and Air Conditioning Contractors National Association, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209. https://www.smacna.org
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.
- **HVAC Basics for Contractors, 4th Edition,** 4th Edition. ISBN: 9780137783229. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. This is a compilation of the following modules:

00101	ISBN	978-0-13-748353-2
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03105	ISBN	978-0-13-794985-4
03109	ISBN	978-0-13-794992-2
03201	ISBN	978-0-13-546046-7
03202	ISBN	978-0-13-546049-8
03407	ISBN	978-0-13-546226-3
03408	ISBN	978-0-13-546212-6

It may be purchased at Prov's online bookstore (https://provexam.com/books/). Alternatively, individual modules may be purchased though Pearson via phone at 1-800-922-0579 (select option #2 for individual orders).

In addition to the references listed above, candidates may use the following PSI-approved reference materials through **January 1, 2027**. These references are listed below:

- **Manual J Workbook,** 2016. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. Available at testing site to be distributed by proctor before exam start
- **International Fuel Gas Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Pipefitters Handbook,** 3rd ed 1967. Industrial Press.
- **HVAC Duct Construction Standards,** 2020. Sheet Metal and Air Conditioning Contractors National Association, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209.

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- **Ugly's Electrical References**, 2020. ISBN: 978-1-284-19453-1. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776.
- **Carrier System Design Manual Part 3 - Piping Design.** Carrier Air Conditioning Company.

CMC-D - Fire Sprinklers

The Tennessee CMC-D Fire Sprinkler Contractor classification covers the installation, alteration, repair, testing, and maintenance of fire protection sprinkler systems and related fire suppression piping systems in residential, commercial, and industrial buildings. Contractors holding this license are authorized to perform work involving automatic sprinkler systems, standpipe systems, fire pumps, water-based fire protection systems, fire service mains, and associated appurtenances governed by applicable NFPA standards.

Number of Questions	**80**
Time allowed (hours)	**4**

Subject Area	**# Quest.**
Code and General Knowledge	6
Sprinkler Systems	26
Residential Sprinkler Systems	8
Water Supply, Storage, and Distribution	10
Materials and Methods	5
Private Hydrants and Stand Pipe Systems	9
Inspection, Testing, and Maintenance	5
Life Safety and Occupancy Protection	4
Miscellaneous Fire Protection Systems	7

References

- **NFPA 10 - Standard for Portable Fire Extinguishers**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.
- **NFPA 13 - Standard for the Installation of Sprinkler Systems**, 2022. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NFPA 13D - Standard for the Installation of Sprinkler Systems**, 2022. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NFPA 13R - Standard for the Installation of Sprinkler Systems**, 2022. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NFPA 14 - Standard for the Installation of Standpipe and Hose Systems**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.
- **NFPA 17 - Standard for Wet Chemical Extinguishing Systems**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.
- **NFPA 24 - Standard for Installation of Private Fire Service Mains and Their Appurtenances**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.
- **NFPA 96 - Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations**, 2014. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.

In addition to the references listed above, candidates may use the following PSI-approved reference materials through **January 1, 2027**. These references are listed below:

- **NFPA 11 - Std for Low, Med, & High Expansion Foam**, 2016. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.
- **NFPA 12 - Standard on Carbon Dioxide Extinguishing Systems**, 2018. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.
- **NFPA 15 - Standard for Water Spray Fixed Systems for Fire Protection.** National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.
- **NFPA 16 - Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems**, 2019. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.
- **NFPA 22 - Standard for Water Tanks for Private Fire Protection**, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.
- **NFPA 2001 - Standard for Clean Agent Fire Extinguishing Systems**, 2015. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org.
- **NFPA 20 - Standard for the Installation of Stationary Fire Pumps for Fire Protection**, 2016. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NFPA 25 - Standard for Inspection, Testing and Maintenance of Water Based Fire Protection Systems**, 2014. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NFPA 101 Life Safety Code**, 2021. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

LLE - Limited Licensed Electrician

Number of Questions	**40**
Time allowed (hours)	**2**

Subject Area	**# Quest.**
General Knowledge	4
Installation Requirements	3
Services, Feeders, and Branch Circuits	7
Overcurrent Protection	2
Grounding and Bonding	5
Conductors and Cables	4
Raceways and Boxes	5
Hazardous Locations and Special Occupancies	5
Low Voltage Alarms, Signaling Systems,and Communications	2
Lighting, Signs, and General Use Equipment	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.
- **Ugly's Electrical References**, 2020. ISBN: 978-1-284-19453-1. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776.

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- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.

LLP - Limited Licensed Plumber

Limited licensed plumber means any person who performs any plumbing work that has a total cost of less than twenty-five thousand dollars ($25,000) and who is required to be registered under this part; and Plumbing work means the construction, alteration, repair, improvement, movement, demolition, putting up, tearing down or furnishing of labor to install material or equipment within any residential or commercial building of all piping, fixtures and appliances for the supply of gas, water, liquids or disposal of waste water or sewage; provided, that there is no intent to require licensure under this part for plumbing work performed outside a residential or commercial building, including, but not limited to, utility connections or irrigation systems.

Number of Questions	**40**
Time allowed (hours)	**2**

Subject Area	**# Quest.**
General Knowledge	3
Plumbing Math	2
Code Requirements	4
Water Supply and Distribution	4
Water Heaters	2
Drain, Waste, and Vent Systems	10
Fixtures & Fittings	2
Isometrics	7
Fuel Gas Systems	4
OSHA Safety	2

References

- **International Plumbing Code 2021,** 2021. ISBN: 978-1609839628. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **Mathematics for Plumbers and Pipefitters,** 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at http://www.cengage.com/us/
- **Plumbing Basics for Contractors, 4th Edition,** 2021. ISBN: 9780137783229. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116.
- **International Fuel Gas Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478.
- **OSHA 29 CFR 1926.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.

NASCLA Commercial Building Contractor

Number of Questions	**115**
Time allowed (hours)	**5**

Subject Area	**# Quest.**
Concrete	6
Doors, Windows, and Glazing	4
Electrical Systems	3
Finishes	5
General Requirements	25
Masonry	4
Mechanical and Plumbing Systems	6
Metals	6
Procurement and Contracting Requirements	31
Site Construction	15
Thermal and Moisture Protection	5
Wood	5

References

- **International Building Code,** 2021. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. https://codes.iccsafe.org/
- **NASCLA Contractors Guide to Business, Law and Project Management,** 14th. NASCLA, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027.
- **NFPA 70 - National Electrical Code 2023,** 2023. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **Study Guide for Commercial Building Contractor,** 2024. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at https://provexam.com/bookstore/

NASCLA Electrical Contractor (Master Electrician/Unlimited Electrician)

One who conducts business in the installation, maintenance and repair of electrical work conforming to applicable standards and codes.

Number of Questions	**110**
Time allowed (hours)	**4.5**

Subject Area	**# Quest.**
Project Design and Management	8
Safety	9
Electrical Theory & Principles	11
General Code Requirements	17
Wiring and Protection	17
Wiring Methods and Materials	16
General Equipment Use	13
Special Occupancies, Special Equipment, and Special Conditions	8
Communication Systems	1
Experimental	10

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References

- **NFPA 70 - National Electrical Code 2023**, 2023. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **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.
- **Ugly's Electrical References**, 2023. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776.
- **Mike Holt's Understanding Electrical Theory for NEC Applications Textbook**, 2022. ISBN: 978-1950431687. Mike Holt Enterprises, Inc., 3604 Parkway Blvd #3, Suite 201, Leesburg, FL 34748. Available at www.MikeHolt.com.
- **NFPA 70E - Standard for Electrical Safety in the Workplace**, 2024. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NASCLA Contractors Guide to Business, Law and Project Management**, 14th. NASCLA, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027.
- **Code of Federal Regulations, Title 29 Labor Pt 1926**, 2024. National Archives and Records Administration, College Park, MD.
- **ANSI/ASHRAE/IES Standard 90.1-2022**, 2022. American National Standards Institute, 25 West 43rd Street, 4th floor, New York, NY 10036.
- **A Guide to the Project Management Body of Knowledge**, 2020. ISBN: 978-1880410233. Project Management Institute, 14 Campus Blvd, Newtown Square, PA 19073-3299.
- **OSHA 29 CFR 1910.** Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at http://bookstore.gpo.gov.

CANDIDATE INSTRUCTIONS

On test day, arrive at least 15 minutes before your scheduled appointment with your valid government-issued photo ID and any permitted reference materials. If you are testing with the Examroom remote service, log in at your scheduled time, complete the proctor check-in, and follow the on-screen instructions to begin your examination. If you have questions about your appointment, contact Prov at (866) 720-7768

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Prov✓ Candidate Instructions Handout

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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

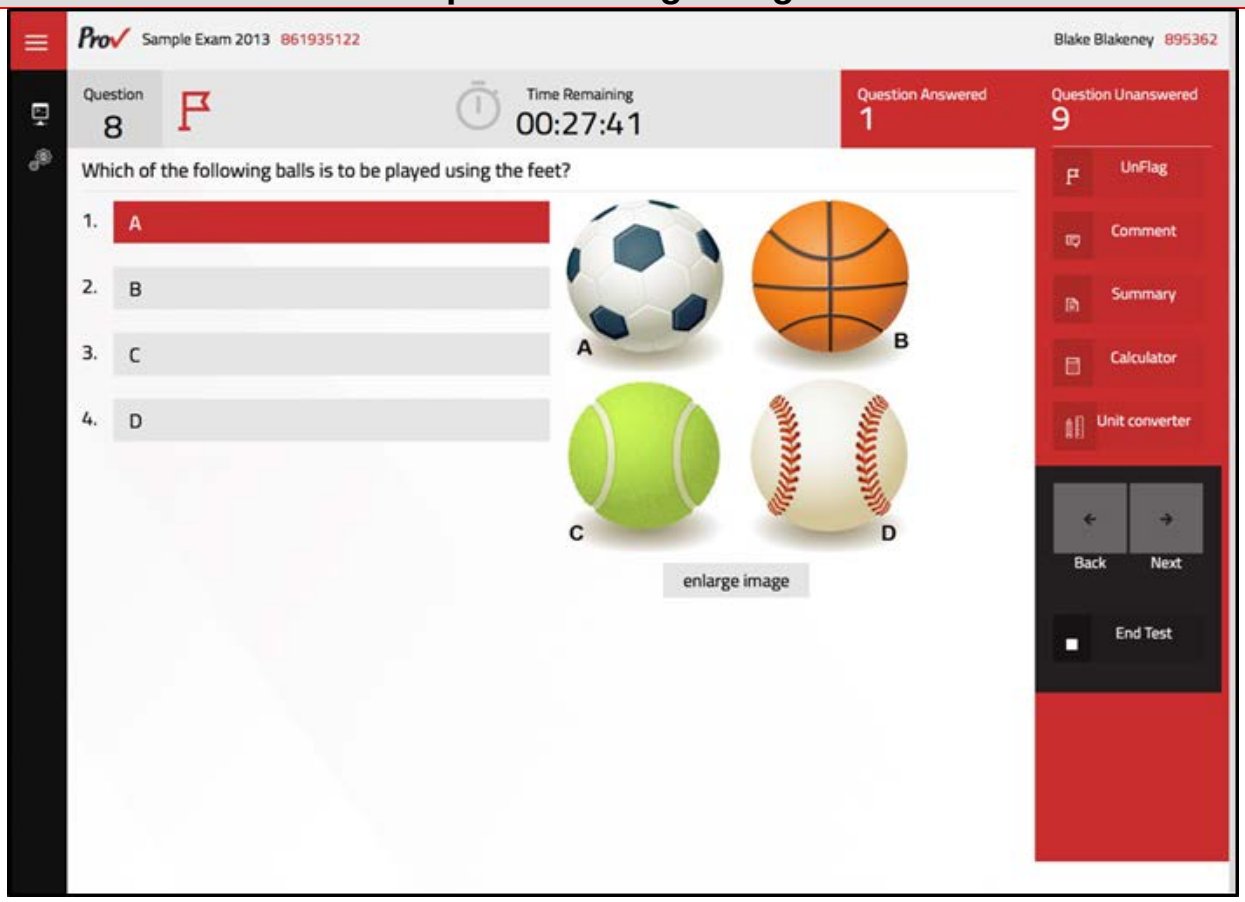
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable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

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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.