



Indiana Plumbing Examination Program

Examination Information Bulletin

The International Code Council’s Indiana Plumbing Examination Program is an independent testing program designed to provide the State with information regarding qualified plumbers. Participating in the Indiana Plumbing Exam Program does not guarantee that the State will award you a license. However, the ICC Indiana Plumbing Examination Program serves as an independent appraisal of your competency in the plumbing field and your test results will be used by the State to satisfy the requirements for testing.

General Testing Information

The purpose of this bulletin is to provide you with information regarding how to schedule and take your contractor examination.

Prior to scheduling a test with this program, you should first contact Plumbing Commission at the following address to make application to qualify for testing.

Indiana Plumbing Commission
402 W. Washington St., Room W072
Indianapolis, Indiana 46204
(317) 234-3022 Phone

Once approved by the Commission, you will be notified that you are eligible to schedule your examination.

This bulletin is designed to follow the testing process from the initial application for testing up until the time when testing results are provided. The following is the outline of the sections in this bulletin.

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Application & Scheduling Process

To be eligible for testing, you must first contact the Plumbing Commission and receive approval for testing. Once you have been approved, you may contact ICC and its testing partner Prov to schedule and take your examination. The Application and Scheduling processes are separate events although in many cases they may occur at about the same time. You must first **apply** to take the exam, which means you contact the licensing commission and receive approval to test. Then, you **schedule** when and where you wish to take your exam and you make payment for your examination.

How to Apply

Before making application, you should first determine **how, where, when** you would like to take your examination and **what** testing will cost.

How to take your test

The ICC Indiana Plumbing Exam Program is administered on computer. The computer system will display the test questions and will record your answers. The computer system is easy to use and allows candidates to take their tests using either the keyboard or the computer mouse.

Where to take your test

The ICC Indiana Plumbing Exams are all offered by computer at a network of **testing centers** across the State operated by ICC's testing partner **Prov**. These testing centers may be open as often as daily in the more urban areas whereas in less populated areas they may be open as little as once per week. By contacting a Prov registration agent they will be

able to recommend a testing site and time that would be convenient to your schedule. A list of the Prov testing locations is in the Appendix to this bulletin.

When to take your test

Computer tests are given as often as **daily** at several locations across the State.

What it costs to test

The cost of the **Plumbing Contractor** examination is **\$150**; the cost of **Journeyman Plumber** examination is **\$130**.

Where to Apply

You apply to qualify for testing by contacting the Indiana Plumbing Commission at the following address:

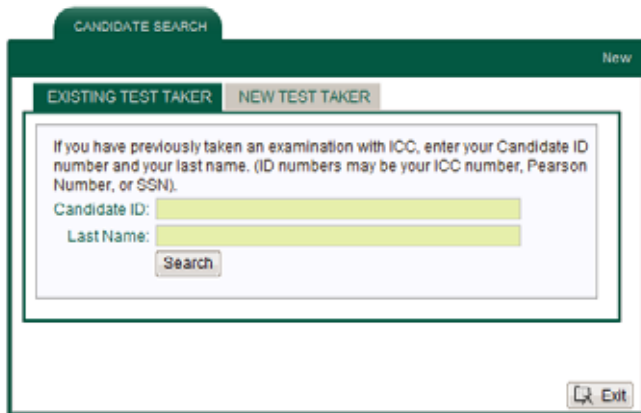
Indiana Plumbing Commission
402 W. Washington St., Room W072
Indianapolis, Indiana 46204
(317) 234-3022 Phone

Once approved by the Commission, you will receive notice that you are authorized to schedule and pay for your examination.

Scheduling Options

Online Scheduling

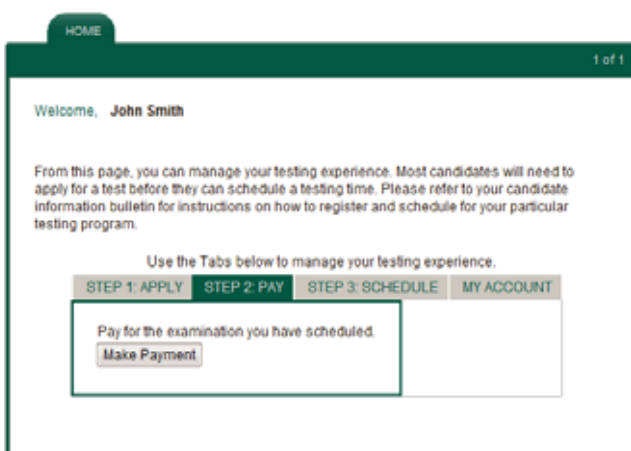
To schedule online for a testing date and location, log into ICC's web registration website found at <http://www.icctesting.com/icccandidate.htm>.



Select the EXISTING TEST TAKER tab and enter your candidate information. The Plumbing Commission staff will load your candidate and address information into the system. All you will need to enter is your **candidate ID** and your **last name**. For your candidate ID, you may use your **ICC ID** which is provided on your ICC eligibility score letter or your Social Security Number (SSN) if you provided that number when applying to the Commission. Press the SEARCH button to log into the ICC registration system.

You will be presented with a Home Page that contains four tabs:

- Step 1: APPLY
- Step 2: PAY
- Step 3: SCHEDULE
- MY ACCOUNT



Select the PAY tab in order to make payment for your examination.

You may make online payment for your examination using a Visa, MasterCard, American Express or Discover card.

Once your payment has been approved, you will be permitted to schedule your examination.

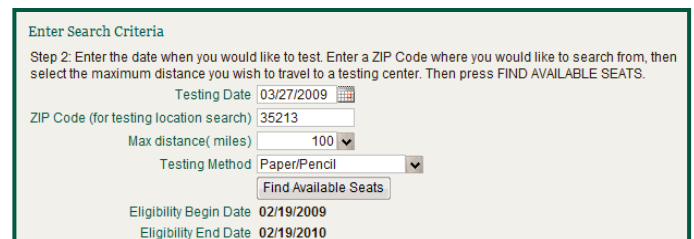
Selecting a Testing Date

To select a testing date/time and location, press the **Step 3: Schedule** tab on the registration home page. (If you are applying and paying in sequence, you will automatically be directed to the scheduling screen.

Begin by selecting the exam(s) that you have previously applied to take then enter the required scheduling information as seen below.

Once you are at the Schedule Test page, you will be asked to provide some basic information that will permit the system to find a testing center that is conveniently located close to your current location.

Enter the Testing Date when you'd like to take your test, your ZIP Code, the Maximum (max) distance you wish to travel, the Testing Method you'd like to use in taking your test. When you have entered in



the appropriate information, press **FIND AVAILABLE SEATS**.

The ICC search tool will search for testing seats and locations based upon the information you provide. It will return all testing dates within 60 days of your desired testing date. These dates will be listed first

by how close they are to your ZIP code, and next by the earliest date available.

You select a testing date by using your mouse to click on the row that represents the location, date and testing start time.

Distance (miles)	Location	Date	Start time	Available Seats	CET Available
3	Charleston, WV	04/01/2008	08:30	17	<input type="checkbox"/>
3	Charleston, WV	04/01/2008	12:30	21	<input type="checkbox"/>
3	Charleston, WV	04/02/2008	08:30	21	<input type="checkbox"/>
3	Charleston, WV	04/02/2008	12:30	22	<input type="checkbox"/>
3	Charleston, WV	04/03/2008	08:30	21	<input type="checkbox"/>

Once you have selected the testing date and location, you can press the **SELECT SEAT** Button. This will reserve the testing seat for you. Once you have selected your seat you will be able to print out a schedule confirmation notice that will contain the address of the testing facility where your exam is to be given.

If you make a mistake, you can unreserve an exam by selecting the View My Schedule link from the candidate home page and request to cancel the selected test. Look under rescheduling for more information.

If you have any problems with online scheduling, give us a call at **1-866-750-2579**.

Scheduling by Phone

If you wish to schedule your examination by telephone, contact the ICC reservation staff at **1-866-750-2579**. You may make your exam payment over the telephone after which a reservation agent will assist you in selecting an examination date and location.

Paying by Check

If you wish to make exam payment by check, mail your registration request to ICC Testing at the following address:

ICC
3600 NW 43rd Street, Suite D-1
Gainesville, Florida 32606

ICC will process your payment. Once your payment has been accepted, you will be able to schedule your examination by using either the Online or Telephone scheduling methods.

If you provide ICC with an **email** address with your application, you will receive an email notice confirming both a receipt of payment as well as a scheduling confirmation letter. Those without email addresses will receive these notices by mail within **five (5) business days** following receipt of your application.

Rescheduling a Testing Appointment

If it becomes necessary to reschedule your examination, you may do so by contacting either ICC **BEFORE** to your testing date arrives. If you **do not appear** for your testing appointment, **you will lose your exam fees**.

Reschedule Rules

If you need to reschedule you test, you must do so at least **three (3)** business days prior to your testing event (e.g. if you wish to cancel a Saturday testing session, you would need to call by Wednesday).

If you call at least three (3) days prior to your testing appointment, you may reschedule at no cost. However, if you call **fewer than three (3) days**, you will **lose** your exam fees.

If you are unable to attend your testing appointment for an **excused** reason, such as the following, you will be required to provide ICC with a written request including verifiable documentation no later than fourteen (14) days following your exam appointment. Excusable reasons for missing a testing appointment include the following:

- Documented illness of yourself or family member
- Death in the immediate family
- Disabling traffic accident

- Court appearance or jury duty
- Military duty

Written documentation of the reason for the missed appointment must be sent to the following address:

ICC
3600 NW 43rd Street, Suite D-1
Gainesville, Florida 32606

Rescheduling Process

Candidates wishing to **reschedule** their tests may do so by **phone or online**. To reschedule online, candidates may select the Step 3: Schedule tab from the candidate home page inside of the ICC registration system. From this location you can select the View My Schedule button. Then, you may cancel your testing session. Once canceled, you can return and schedule your testing event at another convenient testing date/time.

To reschedule by phone contact ICC's registration agents at **1-866-750-2579**.

Special Testing Accommodations

ICC complies with the provisions of the Americans with Disabilities Act (ADA). If you require special testing accommodations contact ICC to obtain an accommodation request form. Once you have completed the form and provided the necessary documentation, ICC will work with you directly to provide a mutually agreeable accommodation that will meet your needs.

Check-in at the Testing Center

You should plan to arrive early for your testing appointment to ensure that you are able to be checked in and seated by the time the testing begins.

If you are late in arriving, **AND** the testing session has already begun, **YOU WILL BE TURNED AWAY** and will forfeit your exam fees.

What to Bring

Things that you should bring to the testing center include the following:

- Identification
- Approved references
- Eye glasses
- Calculator

Identification

When you arrive at the testing center you will be required to show photo-bearing identification. The photo-bearing ID must be government issued and must be current and valid. Forms of valid photo-bearing ID include the following:

- Driver's License
- Passport
- Military ID

If you do not have a valid form of ID, or if the name on the ID does not match the name of the person testing, you will be turned away from the testing center and you will **FORFEIT** your testing fee. Please make sure you bring your ID with you when arriving at the testing center.

Approved References

All of the Indiana Plumbing exams are delivered in Open Book format. Open Book means that you are permitted to bring in certain references to use during your testing event. Each book that you bring in will be checked prior to the start of your examination.

The only books you are permitted to bring with you are those listed as **approved** references (as described in the test descriptions found in the appendix to this bulletin). References must be **bound** in some manner (i.e., original bound book or three-ring binder); notes written in **ink** or

highlighted in the code sections (not in blank pages), and permanent tabs are allowed. **No pencil notes** are allowed within the references, unless they are highlighted prior to arrival at the test center.

If you have questions regarding which references are approved, refer to the approved exam description found in the appendix that relates to your specific examination. At the bottom of each test description will be a list of the approved references for that test (if any).

Eye Glasses

You may bring eye glasses or a magnifying glass if necessary for the test. Dark glasses or sunglasses are discouraged.

Calculator

You are permitted to bring a simple **four function** (add, subtract, multiply and divide) calculator to your testing session. Simple typically means that the calculator is non-programmable, does not have special features that do the calculations for you, does not produce any tape, and is self-powered.

In lieu of a calculator, candidates, may, if they prefer, bring a slide rule to the testing session.

Note: Cell phones or MP3 players may **NOT** be used as calculators.

Foreign Language aids

Candidates who have English as a second language may bring in a foreign language word book which provides the translation between the candidate's native language and English.

What to Leave Home

No cameras, recorders, MP3 players, cell phones or pagers (or anything similar) are allowed in the testing room.

No one other than the candidate will be allowed in the testing room. Non-testing visitors are **NOT** permitted to wait inside the testing center while you test.

Candidates will not be permitted to use unauthorized reference or study materials. This includes practice exams, key word indexes, load charts or any other non-approved reference.

Pens, markers, highlighters or scratch paper are not permitted in the testing center.

If you are **caught** using any **unauthorized** materials during testing, these materials will be **confiscated**, your testing appointment will be **terminated**, your fees will be **forfeited**, and the appropriate licensing agencies will be **notified**.

Making Exam-Related Comments

If during your exam, you encounter a question you think is incorrect or is missing information, you are encouraged to submit an exam comment to ICC detailing why you feel the question contains an error.

You are encouraged to answer each question regardless of whether you feel there is a problem with the question. There is no penalty for guessing even if there is an error in the question.

Our experience shows that the best comments are those that come during the testing process. When testing on computer, you may make a comment immediately by clicking on the COMMENT button on the screen. If you are unable to make a comment while at the testing center, you may complete the Exam Comment and Challenge form provided in the Appendix and submit it to ICC for review.

You are encouraged to make comments with a sufficient amount of detail to aid ICC to determine the possible flaw with the question. ICC will review

each comment for merit and will determine if any change to the test question, or to the scoring of that question will occur.

Results Reporting

Each test will be uniformly graded following the completion of the testing process. Grades will be distributed to you based on the information found in the subsequent sections.

IF ICC reports a PASSING grade, this means that you have been deemed to be competent in a particular trade or craft by means of successful test completion. It does not, however, mean that you are licensed to practice. Licensure is typically awarded by a governmental board or agency that will require these testing results as one component of the licensure process. Upon successful test completion you should contact your local licensing agency regarding any additional steps necessary to complete the licensure process.

Computer Testing Results

When you complete your test, the proctor will print out and provide you with a score report. This score report will be your official score letter from ICC although passing candidates can return to ICC's scoring website to print additional copies of score results from the following web link:

www.icctesting.com/iccscorecheck.htm

To access your passing results, you will need to provide your candidate ID and Last Name. Your candidate ID will be either your ICC ID provided on your original score letter, or your SSN (if provided).

Scoring Detail

Candidates that are **successful** in passing their examinations will be provided with a score letter that indicates a **PASS** status. No numerical grade or subject area breakdown is provided to passing candidates.

The reason behind the non-disclosure of numeric grades to passing candidates is that ICC's tests are designed to merely assess whether an individual is above or below a designated competency level (cut-point). Thus passing a test by a huge margin or passing by a small margin has no impact on ICC's decision of whether you have satisfied the minimum requirements for certification. Hence, providing numeric scores might mistakenly lead some to conclude that the scores provide a means of ranking the passing candidates, which it does not. Given this rationale, any requests for providing details regarding a numeric grade for passing candidates will be denied.

Candidates that are **unsuccessful** in passing their tests will receive a **numeric** grade as well as a **subject area breakdown** of the test that describes the areas where the candidate performed well or poorly.

Candidates that would like duplicate copies of their passing score result may log onto ICC's registration site and print a duplicate copy at no cost.

General Testing Policies

In addition to the other rules described in this bulletin including the authorized and unauthorized materials discussed above, the following are general testing policies for this program:

- You **may not retake** a test you have already **passed**.
- You are **not** permitted to **communicate** with anyone during the testing event.
- You may **not share** reference books with another candidate.
- You may **not** bring **highlighters, pens** or note **paper** into the testing room.
- You may **not write** in your reference materials during the test.
- You may **not copy** any test questions during the test, nor may you recall and give ICC's questions to any individual outside the testing room.

- You are **not** permitted to **leave** the building during the testing session.
- You are **not** permitted to **call** or talk to anyone if you are taking a break during the testing session.
- You will **not** be given any **additional time** for time spent outside of the testing room while on a break.
- Only **one** (1) individual at a time may take a **break** during the testing session.

Finally, any individual caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination 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 ICC for theft of copyrighted testing materials.

Reviews

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed on the most recently taken exam. ICC encourages those taking reviews to comment upon questions they feel were unfairly graded or which they feel may be incorrect. All comments from reviews will be analyzed by ICC staff with summary results distributed following the expert analysis of your comments.

To be eligible for a review, you must have **failed** an examination and have scored within **10 points** of the required passing score. Reviews must be scheduled no more than **ninety (90)** days following your most recent testing session.

During the review you will be provided with a copy of the test questions you missed and the answer you provided for those questions. You will also be provided with a comment form that you can use to

challenge any test question. You will not be able to change any answers on the exam.

The cost of the review is \$50 for each test reviewed. You will request or schedule a review using the same methods described earlier for Test Registration or Scheduling.

Preparing for Your Exams

The examination you will take is designed to test what qualified individuals should know as they begin operations in the plumbing field at the particular skill level being tested (i.e. Contractor or Journeyman). The test questions used on your examination have been prepared by practitioners like yourself and cover the wide range of topics you would normally encounter as you work in your particular field.

If you have worked in your field for some period of time in a variety of different settings, you likely have experienced much of what will be found on your examination. On the other hand, if your experience is limited (not only in years but in the variety of work performed), then it is likely you may want to spend time increasing your knowledge by studying areas in which you are less familiar. For all candidates, the reality is that you forget those things you don't use and over time your knowledge in some areas may have decreased.

In preparation for your examinations we recommend that you study the recommended references so that you are familiar with them prior to testing. While the tests are OPEN BOOK for certain references, there generally is insufficient time to learn what is in the reference book while testing. You are encouraged to place permanent tabs in your references and highlight those areas with which you are less familiar. These simple steps will help you better prepare for their use while the testing is underway.



Contact Information

The following is the contact information for ICC:

ICC
3600 NW 43rd Street, Suite D-1
Gainesville, Florida 32606
1-866-750-2579 Toll-free
Fax 877-228-3926 Toll-free

Frequently Asked Questions

The following are frequently asked questions about ICC contractor testing and becoming licensed which are summarized here and detailed elsewhere in the bulletin.

How can I become licensed?

ICC is not a licensing agency. If you wish to be licensed to do plumbing work in Indiana, you will need to contact the Indiana Plumbing Commission to be approved for testing. Once you have tested passed the plumbing examination, you must complete any other requirement made by the Commission.

How do I schedule a test?

You will need to read the examination information bulletin for important information on examination requirements, procedures, and references allowed during the examination administration.

You may schedule online at www.icctesting.com/icccandidate.htm or by phone at 1-866-750-2579.

When can I test?

The Indiana Plumbing examinations are offered via computer-based testing at locations throughout Indiana. Every effort has been made to provide testing somewhere throughout Indiana each business day of the week. Inasmuch as not every

location will be providing tests each date, it is best to refer to ICC's online scheduling system to locate the nearest testing location at the most convenient time for your schedule.

How do I know if pre-approval is required for me to test?

Contact the city or state in which you wish to be licensed or review the appropriate ICC candidate information bulletin by visiting the ICC website at www.iccsafe.org/contractor, selecting VIEW EXAMS BY STATE AND CATEGORY TO REGISTER, and following the instructions.

What references or code books are the exams based on?

The approved references for each exam are listed in the Examination Outlines section in the appendix of this document. For the most up-to-date bulletin, visit the ICC website at www.iccsafe.org/contractor and select VIEW EXAMS BY STATE AND CATEGORY TO REGISTER and follow the instructions. Candidates can also contact ICC at 1-866-750-2579 to request a bulletin.

Are the examinations open book?

Most ICC contractor examinations are open book. Candidates should refer to the Examination Outlines in the appendix of this document to verify that your exam is open book. For the most up-to-date bulletin, visit the ICC website at www.iccsafe.org/contractor and select VIEW EXAMS BY STATE AND CATEGORY TO REGISTER and follow the instructions. Please also refer to the policies governing the use of references found in the bulletin.

What does it take to pass the test?

The Indiana Plumbing Examinations each require a scaled score of seventy (70) in order to pass the examination.

*Where can I obtain the Business
reference book?*

The Indiana Contractors Business and Law Reference Manual is available through ICC's bookstore at the following address:

www.iccsafe.org

Select the ICC Store, then enter the code number of 9297S09, or Indiana Contractors Business and Law Reference Manual in the search tool.

When can I retest?

You have one (1) year from your approval date to take the exam for the first time. If you do not take the exam within one year from approval, your eligibility expires and you must reapply. As long as you test at least once within a year from your approval date, you can retake the exam you failed up to six (6) more times before two-year anniversary from your approval date.

Appendix

In the appendix that follows you will find the following useful information:

- Indiana Plumbing Exam Descriptions
- Computer Test Center Locations
- Exam Comment Form
- Hand Score Request Form
- Review Session Request Form

Examination Outlines

The percentage of questions for each content area is subject to change and may not equal 100% due to rounding.

EXAM ID: 854 **Indiana Plumbing Contractor**
One Part – Open Book – 90 Multiple Choice Questions – 3-hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
General Requirements	9	10%
Fixtures	10	11%
Water Heaters	5	6%
Water Supply and Distribution	12	13%
Sanitary Drainage	15	17%
Vents	15	17%
Developed Length/Isometric Analysis	10	11%
Indiana Business and Law	14	16%

Approved Reference: *Uniform Plumbing Code*, 1997 edition, with Indiana Revisions; *Indiana Contractors Business and Law Reference Manual*

EXAM ID: 855 **Indiana Journeyman Plumber**
One Part – Open Book – 90 Multiple Choice Questions – 3-hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
General Requirements	7	8%
Fixtures	10	11%
Water Heaters	7	8%
Water Supply and Distribution	14	16%
Sanitary Drainage	21	23%
Vents	17	19%
Developed Length/Isometric Analysis	8	9%
Indiana Business and Law	6	7%

Approved Reference: *Uniform Plumbing Code*, 1997 edition, with Indiana Revisions; *Indiana Contractors Business and Law Reference Manual*



INTERNATIONAL CODE COUNCIL EXAM COMMENT & CHALLENGE FORM

All comments and challenges must be filed within 90 days from examination administration date.

Name	
Address	
City, State, & Zip	
Candidate ID Number	
Examination Date	
Examination Type	
Phone Number	
Site of Exam	

The Comment and Challenge form is for comment challenges and/or complaints. Candidates may complete this form (or submit the information on a separate piece of paper) and submit to the address listed below. An original signature is required. Comments may include complaints of operational issues such as site, location, proctor, and/or computer problems. Challenges of the exams must be in writing, and signed and dated by the candidate. An original signature on this form is required. This form must contain a separate and complete statement of each ground upon which the challenge is based. Additional forms must be attached for each item. **Initial comments, complaints, or challenges must be received by the Code Council no later than 90 days of the examination administration date.** For forms and/or additional information, contact the Candidate Services Coordinator at 1-866-750-2579.

Please describe in detail circumstances that have occurred:

Signature of Candidate _____ Date _____

Please submit to:
ICC
3600 NW 43rd Street, Suite D-1
Gainesville, FL 32606

Continued on Reverse Side of Form



**INTERNATIONAL CODE COUNCIL
EXAM COMMENT & CHALLENGE FORM**

For comment, please describe the question in your best words and cite the section or page number of code book or reference (of those listed in the candidate bulletin for the exam) which supports your comments.

1. Description and *wording of question:

Reason for challenge (be specific)

Reference supporting challenge

2. Description and *wording of question:

Reason for challenge (be specific)

Reference supporting challenge

3. Description and *wording of question:

Reason for challenge (be specific)

Reference supporting challenge

* Wording should be to the best of your ability with as much detail as you can provide. Use key words and phrases.



INTERNATIONAL CODE COUNCIL HAND SCORE REQUEST FORM

All Hand Score requests must be filed within 90 days from date of examination administration.

Name	
Address	
City, State, & Zip	
Candidate ID Number	
Examination Date	
Examination Type	
Phone Number	
Site of Exam	

A request for Hand Score is based solely upon the most recent examination taken, and is designed to verify the accuracy of the candidate's reported score. Candidate must submit this form with appropriate fee **(\$25.00)** and a copy of the score report received. Original signatures for this form are required. ICC follows careful scoring procedures to assure accuracy prior to issuance. **Hand Score Forms must be received by ICC no later than 90 days of examination administration date.** For additional information, please contact the Candidate Services Coordinator at **1-866-750-2579**.

For comments:

Total Amount Enclosed by Check or Charge \$25 x _____ copies = \$ _____

Paying By Credit Card <small>AMEX, VISA, MasterCard or Discover</small>	Paying by Check <small>(Cashiers, Money Order, Certified)</small>
Name on Card:	Candidates paying by check MUST mail their application to ICC using the address listed below
Telephone #:	
Card #:	
Expiration Date: (_ _ / _ _)	
Signature:	

Send your request to:

**ICC
3600 NW 43rd Street, Suite D-1
Gainesville, FL 32606**



INTERNATIONAL CODE COUNCIL REVIEW SESSION REQUEST FORM

All Review Session Forms must be filed within 90 days
from date of examination administration.

Name	
Address	
City, State, & Zip	
Candidate ID Number	
Examination Date	
Examination Type	
Phone Number	
Site of Exam	

Only **failing** candidates who receive a score within **ten (10)** points of passing will be allowed a review session. The Review Session Request form is designed for a candidate to review missed questions and/or answers. It is **not** an opportunity to change answers on an examination. For a two-part examination, reviews are limited to one half of the original time for the portion of the examination which was failed. Candidates may bring in any of the texts listed in the Examination Information Bulletin as approved references for the examination. The candidate will be provided the questions which were scored as incorrect, along with the answer the candidate marked. The correct answer will not be provided. Candidates will not be allowed to ask questions.

Complete this form and mail to ICC or call at **1-866-750-2579**.

For comments:

Total Amount Enclosed by Check or Charge = \$50

Paying By Credit Card <small>AMEX, VISA, MasterCard or Discover</small>	Paying by Check <small>(Cashiers, Money Order, Certified)</small>
Name on Card:	Candidates paying by check MUST mail their application to ICC using the address listed below
Telephone #:	
Card #:	
Expiration Date: (_ _ / _ _)	
Signature:	

Please submit to:

**ICC
3600 NW 43rd Street, Suite D-1
Gainesville, FL 32606**