

# Kentucky Contractor/Trades Examination Information Bulletin

**Published December 8, 2014**

This edition supersedes all bulletin  
editions published prior to the above date.

*This bulletin answers most questions raised by examination  
candidates. Please read it carefully. You will find it a useful  
reference throughout your registration and examination process.*

**International Code Council  
Certification and Testing Department  
Birmingham District Office  
900 Montclair Road  
Birmingham, AL 35213**

**1-888-ICC-SAFE (422-7233), ext. 5524**

[www.iccsafe.org/contractor](http://www.iccsafe.org/contractor)

## SUMMARY OF BULLETIN CHANGES

Date of Change	Section Affected	Revision
October 1, 2013	Kentucky Contractor/Trades Examinations	Updated revision date
February 11, 2014	Kentucky Contractor/Trades Examinations	Added note regarding updated references beginning in April 2014
February 11, 2014	What can I expect at the Test Site?	Updated security procedures; additional information about whiteboards; Pearson VUE security video link added.
April 1, 2014	Kentucky Contractor/Trades Examinations	References updated for 595, 597, and 598 exams
April 1, 2014	Kentucky Contractor/Trades Examinations	Added note regarding updated references beginning October 1, 2014.
September 22, 2014	Kentucky Contractor/Trades Examinations	References updated for 595 Master HVAC, 598 Journeyman HVAC, and 597 Limited Journeyman Installer Mechanic exams
October 6, 2014	Front cover	Note added that electrical exams will update to the 2014 <i>NEC</i> on April 2015
October 7, 2014	Kentucky Contractor/Trades Examinations	Revised to remove SMACNA reference from 595 Master HVAC, 597 Limited Journeyman Installer Mechanic, and 598 Journeyman HVAC exams
December 8, 2014	Kentucky Contractor/Trades Examinations	Electrical exams updated to 2014 <i>NEC</i>

Use the checklists and information summaries in this bulletin to familiarize yourself with the testing process. Be sure to completely read this bulletin before scheduling your examination.

**You are responsible** for following all policies and regulations found in this document. Not reading this bulletin does not release your responsibility for following these procedures.

## How do I...

- schedule an exam? Visit [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc) or call Pearson VUE at 1-877-234-6082
- change my name or address? Fax or mail ICC a letter containing your name, old and new addresses, contact phone number, **and signature**; ICC will advise if additional documentation is needed
- request a duplicate pass letter? Visit [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor) for a request application
- review an exam I failed? See page 9 for more information on the exam feedback and appeals process
- request special testing accommodations? Call Pearson VUE at 1-800-466-0450 and ask for special arrangements
- make comments about an exam I took? See page 9 for more information on the exam feedback and appeals process
- reschedule an exam? Call Pearson VUE at 1-877-234-6082 prior to your scheduled exam—see page 16 for deadlines
- cancel an exam? Call Pearson VUE at 1-877-234-6082 prior to your scheduled exam—see page 16 for deadlines
- find my exam code (ID)? See pages 18-22 for the exam outline listings in this bulletin
- know what I can take into the exam? See page 11 for the Test Site Regulations section
- obtain the books for my exam? Most references can be purchased at [www.iccsafe.org/store](http://www.iccsafe.org/store); more information is found in the exam outline listings starting on page 18
- access information on my passed exams on ICC's website? Visit [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor) to access the Official Contractor Exam Pass List link

## **Table of Contents**

<i>About Code Council Contractor/Trades Testing .....</i>	<i>5</i>
<i>General Testing Information .....</i>	<i>5</i>
<i>Administrative Rules and Procedures.....</i>	<i>6</i>
<i>Feedback and Appeals Process.....</i>	<i>9</i>
<i>Test Site Regulations .....</i>	<i>11</i>
<i>Computer-based Testing (CBT) .....</i>	<i>14</i>
<i>Kentucky Contractor/Trades Examinations .....</i>	<i>18</i>

### **International Code Council Vision**

Protect the health, safety, and welfare of people  
by creating safe buildings and communities.

### **International Code Council Mission**

To provide the highest quality codes, standards, products, and services  
for all concerned with the safety and performance of the built environment.

**Information contained in this bulletin is deemed accurate as of the time of printing.**

**Contents are subject to change at any time.**

**For the most updated information, visit [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).**

**Note:** Examination requirements, including registration/scheduling, dates, locations, fees, and references are subject to change. Please make sure that you have the most current information before registering for/scheduling any examination. For up-to-date information on Code Council examinations, go to [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor) or call 1-888-ICC-SAFE (422-7233). For fastest service, for general questions, dial 0; for specific information on your certification, dial ext. 5524.

## About Code Council Contractor/Trades Testing

The International Code Council's Contractor/Trades examination program is an independent testing program designed to provide licensing agencies with information regarding qualified contractors and trades professionals. Participating in the Code Council examination program does not guarantee that a licensing agency will award you a license. However, the Code Council examination program serves as an independent appraisal of your competency in the construction field, and your test results may be used by licensing agencies to satisfy the requirements for testing.

Examination information, including registration/scheduling requirements, dates, locations, fees, and references, are subject to change. **Candidates should make sure they have the most current information before registering for/scheduling a Code Council examination by going to [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).**

## General Testing Information

The purpose of this bulletin is to provide you with information regarding how to schedule and take your contractor/trades examination. It is important to note that contractor and trades licensing in Kentucky is governed by several different licensing sections. When seeking to become licensed, you should contact each of these sections prior to testing to ensure you are taking the appropriate examination. The addresses for the various licensing sections in Kentucky are as follows:

### **Electrical**

Commonwealth of Kentucky  
Public Protection Cabinet  
Department of Housing, Buildings, and Construction  
Electrical Licensing Section  
101 Sea Hero Drive, Suite 100  
Frankfort, KY 40601-5405  
(502) 573-2002

### **Mechanical**

Commonwealth of Kentucky  
Public Protection Cabinet  
Department of Housing, Buildings, and Construction  
Division of HVAC  
101 Sea Hero Drive, Suite 100  
Frankfort, KY 40601-5405  
(502) 573-0395

### **Fire**

Commonwealth of Kentucky  
Public Protection Cabinet  
State Fire Marshal  
101 Sea Hero Drive, Suite 100  
Frankfort, KY 40601-5405  
(502) 573-0283, ext. 411 or 403

# Administrative Rules and Procedures



## FAQ

### How can I become licensed?

The International Code Council is not a licensing agency. If you want to become licensed in a city, county, or state that participates with the Code Council, that jurisdiction will require you to take and pass a Code Council examination. Upon successful completion of the examination, contact the jurisdiction for any other requirements in order to become licensed.

For detailed information on Contractor/Trades examinations and participating jurisdictions, visit our website at [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

### How do I schedule a test?

It is your responsibility to read the Examination Information Bulletin for important information on examination requirements, procedures, and references allowed during the examination administration.

For computer-based testing through Pearson VUE, the Code Council's computer-based testing vendor, you may schedule an examination online at [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc). Follow the directions under "Contractor/Trade Licensing." You may also schedule an examination over the phone by contacting Pearson VUE at 1-877-234-6082, following the scheduling procedures listed in this bulletin.

Pre-payment is required to schedule an examination through any of the above methods.

### When can I test?

Computer-testing is administered by Pearson VUE frequently at over 250 sites across the nation. Pearson VUE test dates and sites can be found on their website at [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc).

### How often can I test?

You must wait 10 days before retaking a failed exam. It is strongly recommended that you allow time to study the approved references before registering to test a second time.

### What examination do I need to take?

As requirements for employment differ from jurisdiction to jurisdiction, the Code Council cannot recommend specific examinations to you. We strongly encourage you to contact the jurisdiction in which you wish to work for more information on their specific exam requirements for licensure.

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

Contact the licensing agency or review the appropriate National Contractor/Trades Examination Information Bulletin on the Code Council's website at [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

### **What references or code books are the exams based on?**

The approved references for each exam are listed in the Examination Outlines section of this bulletin. For the most up-to-date bulletin information, visit our website at [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor). You can also contact the Code Council at 1-888-422-7233 ext. 5524 to request a bulletin.

### **Are the examinations open book?**

Most Contractor/Trades exams are open book. Refer to the Examination Outlines section of this bulletin for open/closed book requirements for specific exams. For the most up-to-date bulletin, visit [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor). Additional policies governing the use of references can be found in the Test Site Regulations section of this bulletin.

### **When will I receive my results?**

Results for examinations taken via computer are available immediately after completion of the examination.

### **I didn't receive my pass letter. Can I have another mailed to me?**

Yes, but the pass letter must be requested within 90 days from the date of the passed examination to have another mailed without a fee. If a resend of a pass letter is requested after 90 days from the exam, a fee will be charged. For fees, go visit [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

### **What type of question format will be included in the examination?**

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Due to the rigorous psychometric processes used by the Code Council in exam development, questions do not follow patterns (e.g., "the most common answer is 'B'").

### **Can't I just look up all of the answers in the books?**

Because of the time constraints, you will not have time to look up all of the answers. For those answers you must look up, you must be VERY familiar with the references to avoid wasting time searching for information. First impressions are often the most accurate, but you may change your answers if time allows.

### **How long are the examinations?**

The length and allowed time varies depending upon the subject matter. To get the most updated information on examinations, go to [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

### **How many examinations can I take at one administration?**

For computer-based exams, in most cases you may take two exams in one day, as long as each examination is only two hours in length.

### **Should I guess if I don't know the answer to a question?**

There is no guessing penalty, so it is to your advantage to answer every question. Remember to base your answers on the listed references for each exam, not solely on long-time field practices.

### **What score do I need to pass the test?**

Most Contractor/Trades examinations require a candidate to answer at least 70 percent of their questions correctly in order to pass the exam. The Master Electrician examination requires 75 percent of the questions to be answered correctly to pass. Particular licensing agencies may require a passing score of higher than 70. It is important that you carefully read the relevant bulletin or contact the licensing agency for information regarding their minimum passing requirement.

### **Can my exam score be cancelled?**

The Code Council reserves the right to revoke or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Failing to abide by the rules presented or directions from the proctor(s)
- Attempting to, or removing examination materials or questions from the testing center.

In cases of examination irregularities which are suspected at testing centers, the scores of the individual(s) involved will not be released unless approved by the Code Council. Additional sanctions may be authorized by the Board, which may include restrictions on retesting for up to three (3) years.

Some scores may be rendered invalid because of circumstances beyond the examinee's control, such as faulty examination materials or mistiming. These situations will be investigated; when such occurrences result in cancellation of an examinee's scores, the Code Council will arrange for a makeup examination for the examinees concerned.



## ***Feedback and Appeals Process***

To have Code Council Certification and Testing staff review comments or challenges on specific exams, exam items, or any issues encountered during your examination, you must submit a Comment/Challenge form to the Code Council. The form is available on the Code Council website at [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor).

Our experience shows that the best comments are those that come as soon after the testing process as possible. Include sufficient amount of detail to aid staff in the review of your challenged question(s) or issues related to the exam experience. Following receipt of your challenge, Certification and Testing staff will investigate each comment for merit and final determination of approval or denial of your challenge.

You will be mailed a response from Code Council staff within 15 business days from receipt of the form by the Code Council; a request for staff review is based solely upon the most recent examination taken.



**IMPORTANT NOTE:** If you retake a failed exam on which you have submitted an appeal, you will forfeit your appeal opportunity for that exam attempt.

Comment/Challenge forms must be mailed or faxed to the following address or fax number:

International Code Council  
ATTN: Candidate Services Coordinator  
900 Montclair Road  
Birmingham, AL 35213  
Fax: 205-599-9884

### ***Review Session***

Reviews are designed to review missed questions and your original, incorrect answers on the most recently taken exam. It is **not** an opportunity to change answers on an examination or retake the exam.

During the Review, you may challenge questions you feel contain errors, or to defend your original answer. Review sessions are limited to one half of the original examination time. You may bring in any of the references listed in this bulletin as approved references for the examination you are challenging.

Challenges completed during a review session will be returned to Certification and Testing for analysis, and you will be provided a response to any items on which you complete a challenge form during your review session.

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

The cost of the review is \$50 for each test reviewed. To review an exam taken via computer, you will schedule directly with Pearson VUE.

## ***Hand Score***

You may request a hand score of your examination to verify the accuracy of your reported score. Please be aware that the Code Council and Pearson VUE follow very careful procedures to ensure the accuracy prior to issuance of score reports.

The cost of a hand score is \$25. You must complete the Hand Score Request form (at [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor)) and submit this form with a copy of your score report to the Code Council. Hand score requests must be submitted to the Code Council within 90 days from your exam date.

You will be mailed the results of the hand score within 15 business days from receipt of your request.

Please know that it is very rare that a score will be changed based on a hand score, as the automated scoring systems are very accurate; a request for hand score is based solely upon the most recent examination taken.

# Test Site Regulations

To ensure the security of examination materials, reliable test results, and public confidence in the integrity of certified professionals, the rules and procedures below are strictly enforced at all Code Council examinations.

## What should I bring to the test site?

Examinees must provide their testing confirmation number (that was provided by the Pearson VUE representative at the time of exam registration) at the testing site on the exam day in order to be admitted to take the exam.

**The name on the exam reservation must match the name on the ID provided. If it does not, you will not be allowed to test, and will forfeit your exam fee. Neither the Code Council nor Pearson VUE can make an exception to this policy.** If you are unable to present identification as required by the Code Council and Pearson VUE, or have questions about what will be allowed, you must call Pearson VUE at least two days prior to your scheduled exam to make other arrangements.

Examinees may bring the following items to the examination:

1. Three No. 2 pencils (sharpened) [PAPER-AND-PENCIL TESTING ONLY]
2. Reference(s) as listed in this Examination Information Bulletin for the applicable exam—**no other reference material will be allowed into the testing center:**
  - Bound (original bound book, three-ring binder, or stapled)
  - Notes written in ink or highlighted in code sections
  - Permanently attached tabs (tabs that can't be removed without destroying the page)
  - Pencil notes in your references that are highlighted prior to arrival at the test center
  - **Photocopies of copyrighted materials are not allowed**
3. Eraser [PAPER-AND-PENCIL TESTING ONLY]
4. Magnifying glass
5. Eyeglasses, if necessary
6. Architects' scale or rule
7. Watch **without** alarm/camera [PAPER-AND-PENCIL TESTING ONLY]
8. Battery-operated calculator:
  - Nonprogrammable
  - Not capable of storing examination information
  - No ribbon or paper printing capabilities
9. Foreign language/English translation dictionaries, if needed

## What should I leave at home?

1. Any kind of ink (ballpoint, felt-tip, gel, etc.) pens, pencils, highlighters, writing paper, or briefcases
2. Personal items such as purses, wallets, or watches—lockers are available at Pearson VUE for small items, but will not accommodate laptops, briefcases, or large purses or bags
3. Calculators with print capability and/or that store formulas
4. Copying, recording, or photo devices
5. Cell phones, beepers, radios, MP3 players, and/or PDAs

## What are test proctors and what do they do?

The test proctors have two main jobs: they give the examinations and make sure the exam materials at the test site are protected. Proctors are well-trained and treat candidates with respect, and in turn, expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at *any* time may be considered a criminal offense and punishable by law. In addition, proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to remove a candidate's test and ask the individual to leave the building if the candidate:

- Gives or receives help during the examination
- Attempts to remove exam materials or notes from the room
- Creates a disturbance
- Copies or attempts to copy examination questions or answers
- Is found to have prohibited materials (cell phone, recorder, etc.) during the exam

If a candidate is asked to leave the test site for any reason, the candidate will not receive a refund, may jeopardize their right to take a Code Council examination in the future, and may face possible prosecution.

## What if I have problems at the examination site?

Code Council testing procedures are designed to minimize negative conditions at the examination site such as bad lighting, excessive noise, or uncomfortable temperature conditions. In unlikely cases where such conditions may occur, the required passing score will not be changed. Should you feel your exam experience or conditions at the test site to be unfavorable, notify the proctor. If you would like to file a complaint, you must ensure that an Incident Report (IR) is created by the test personnel, and then follow up using the appeals process. In order for the Code Council to investigate and respond to your complaint, an IR must be filed before you leave the test site. Once the investigation is completed, you will receive a letter of determination from the Code Council.

General comments regarding the exam experience are encouraged. Please forward your comments to [candidateservices@iccsafe.org](mailto:candidateservices@iccsafe.org).

Please note all comments will be read; however, you will not receive a written response.

## What does the Code Council expect of me?

Please arrive at the exam site on the proper date, at the proper time, and with proper identification. Determine in advance the exact location of the test site, how to get there, and how much time it will take you to get to the site. Examinations will be given only on the date and time scheduled.

Please arrive at the test site with required reference(s), if desired, for use during the exam. Required examination references are listed with the examination outlines found in this bulletin. References for examinations are not supplied by the Code Council or the testing center.

**Examinees must know, understand, and adhere to all of the regulations governing Code Council examinations as listed in this bulletin.**

Arrive at the exam site at least **30 minutes** before the examination is scheduled to begin. Remember, it is your responsibility to already be familiar with the regulations governing Code Council examinations.

## What can I expect at the test site?

Watch this short video [What to expect in a Pearson VUE test center](#)

### Before the Exam

The examination proctor will check your identification, have you sign in, and may assign you a seat. The examination proctor will explain the procedures for taking the examination; answer questions related to taking the exam and provide notification to begin the examination.

Metal detectors may be randomly used to search examinees entering and/or leaving the exam room. You will be asked to empty all of your pockets and place personal items in a locker. Proctors may inspect all materials an examinee carries into and from the exam room. If your reference materials do not meet test site regulations (relating to tabs, pencil notes, etc.), **you will not be allowed to take these references into the exam room.** You will still be allowed to test, but without these materials.

The Code Council randomly videotapes examination sessions.

You are not allowed to write or mark in or on your reference books during the examination. The proctor will give you a whiteboard and markers for use during the exam.

While the examination is being administered, you are not allowed to leave the building and return to the exam room. If you wish to leave the exam room for any reason, you must receive permission from the proctor and turn in all of your examination materials and references to the proctor. Only one examinee at a time is allowed outside the exam room, and you are not allowed additional test time for time spent outside the exam room. The exam countdown clock **will not stop** during any absence from your seat.

### During the Exam

You are not allowed to communicate, verbally or nonverbally, with other candidates during the examination, and you may not share references.

It is **highly recommended** that if you are taking a computer-based exam, especially for the first time, you complete the tutorial available to you at the beginning of your exam. The time spent on the tutorial does not count against your exam time. You will receive important information about how to keep track of your time remaining, how to mark items for review, where to find the number of the question you are on, and more.

For electronically administered examinations, there is an optional clock on the computer that counts down to display the time remaining. (Information on turning on the clock is available in the tutorial prior to the exam.) When the time limit is up for the examination, the computer will end the test.

### After the Exam

If you pass your examination, you cannot retake the examination you passed except as necessary for recertification. If you do not pass your examination and wish to comment on your experience, please see the section of this bulletin titled "Feedback and Appeals Process."

# Computer-based Testing

## How do I register for a computer-based test?

Some licensing agencies may require you to apply through them prior to testing with ICC, while others may not. You should check with the licensing agency for licensing requirements prior to registering for an examination.

Computer-based certification examinations are administered for the Code Council by Pearson VUE (formerly Promissor), a professional test administration company. **To register to take a Code Council computer-based Contractor/Trades exam, call Pearson VUE at 1-877-234-6082, or visit Pearson VUE's website at [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc). You must provide the EXAM ID and EXAM TITLE, whether registering online or by telephone.**

Online reservations are available 24 hours a day, 7 days a week. The Code Council encourages candidates to register online, for your convenience. You must provide an email address to schedule an exam online, and Pearson VUE will email you a confirmation letter containing the date and time of your exam, along with test day instructions. **It is your responsibility to check this confirmation letter to ensure the exam listed is the one you wish to take.**

Pearson VUE's customer care reservations and customer service lines are open Monday through Friday from 8:00 a.m. to 11:00 p.m. (Eastern Time), Saturday from 8:00 a.m. to 5:00 p.m., and Sunday from 10:00 a.m. to 4:00 p.m. When you call to make your examination reservation, a representative will help you select the optimal test date and location for your schedule, provide instructions and directions, and give your examination reporting time. Walk-in testing is not available.

You may make an exam reservation up to one business day prior to your desired exam date, depending on space availability at the test center.

**You must have the following information available at the time you are registering for a Code Council computer-based examination:**

1. Exam ID and title. Exam IDs and titles can be found in this bulletin
2. Your full name, address, and home and work telephone numbers
3. Jurisdiction/state in which you wish to be licensed
4. Selected examination date and location of the area you desire to take the exam
5. Your credit card or payment information

Please make sure that the name you use to register for your exam exactly matches your chosen form of identification, i.e., your driver's license, if that is the identification you will use when you take the exam. You will not be allowed to take the exam if your exam registration and identification do not match.

## Where are the test sites?

To locate test sites in your area, visit the Pearson VUE website at [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc) for an updated listing of sites. Be aware that test sites are subject to change.

## How do I pay for my exam?

Examination fees must be paid by credit card, debit card (issued through VISA or MasterCard) or electronic check at the time a reservation is made, NOT at the test center. Candidates who do not have or do not wish to use a credit card, debit card, or personal checking account may choose to prepay their examination fees using a voucher. Vouchers can be purchased online at [www.pearsonvue.com/vouchers/pricelist/icccert.asp](http://www.pearsonvue.com/vouchers/pricelist/icccert.asp) by credit card, either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate “voucher” as the payment method and provide the voucher number. **All vouchers are pre-paid, non-refundable, and non-returnable.** Vouchers expire twelve (12) months from the date they are issued, and voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

## Do I need to be a computer whiz?

Examinations are administered on a personal computer (PC). Candidates are not required to have any computer knowledge to take the examination on the PC. Before you begin your test, you may take up to 15 minutes to practice with the sample questions. Timing of the examination does not begin until you look at the first question of the actual examination. You will be allowed to change your answers, mark answers for review, go back to skipped questions and, time permitting, review your test.

## When are exams available?

Code Council examinations are administered nationally, Tuesday through Saturday (exceptions noted below). Testing sessions are generally held at 8:00 a.m. and 1:00 p.m. Some test centers are open daily, while others are open on specific days of the week. In some locations, exams are administered on a monthly basis. Pearson VUE offices are closed in observance of the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (including Friday following holiday)
- Christmas Eve and Christmas day

## What if the weather's bad?

Test administrations will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be canceled. Call Pearson VUE at 1-800-274-2615 to check weather or other emergency delays.

## How do I cancel or reschedule my exam?

To change or cancel your reservation without monetary penalty, you must notify Pearson VUE two business days before your scheduled examination. When this is done, the fee from your first appointment will be applied to your new test date. If you call Pearson VUE less than two business days before your scheduled examination, you will be charged the full examination fee. The fee from your first appointment will be owed in addition to the fee for the new test date.

## What if I can't make it to my exam?

There are no refunds for examinations not taken. All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE within 14 days of the original examination date. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence. If, on the day you are scheduled to test, you are unable to attend the examination for which you were scheduled, you may be excused without monetary penalty for the following reasons:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

Written verification and supporting documentation for excused absences must be submitted to the Pearson VUE Program Coordinator via fax or mail within fourteen (14) days of the original examination date.

Pearson VUE  
c/o Candidate Services  
P.O. Box 8588  
Philadelphia, PA 19101  
Fax: 888-204-6291

If you are absent from an examination that you were scheduled to attend, and you did not reschedule or cancel according to the policy, you will owe Pearson VUE the full examination fee for that missed examination.

## When do I get my test results?

After completing the test, candidates will raise their hands and the assessment center manager will retrieve the unit for immediate scoring. Failing candidates will be provided with diagnostic information on their performance on major content areas of each examination taken. This information is not used to determine whether a candidate passes or fails; it is for self-evaluation only. Candidates who pass will be notified with the word "PASS." No numerical score is provided to passing candidates. Your score report will include an ICC ID number which participating jurisdictions can use to verify your passing status on the ICC website.

## What if I have special needs?

Pearson VUE certifies that it shall comply with the provisions of the Americans with Disabilities Act (ADA). If you need special arrangements for testing, please call 1-800-466-0450 to request special testing services. This telephone number is available for reservations Monday through Friday, 7:00 a.m. to 6:00 p.m. CST. All examination sites have access for candidates with disabilities.

Pearson VUE will provide auxiliary aids and services, except where it may fundamentally alter the examination or results. It is recommended that you submit a written request for special test arrangements and services approximately two to three weeks in advance of your desired test date. In addi-



tion, candidates should indicate when registering for re-examination that special arrangements were made or services used for the prior test administration, and that these services will be needed again for the upcoming test date. Supporting documentation can be faxed to 610-617-9397.

Pearson VUE is equipped with TDD (Telecommunications Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available during standard business hours through a special Pearson VUE toll-free number, 1-800-274-2617. This phone number is for express use by candidates with compatible TDD equipment.

Pearson VUE will determine the time and place of specially arranged examinations and confirm these arrangements with the candidate directly. In some cases, there may be an additional fee for special arrangements.

In the event that an examination is offered only on Saturdays, candidates who cannot take the examination for religious reasons may request a non-Saturday test administration. Such a request must be put in writing on official stationery by your religious advisor and sent via fax machine, or mailed to Pearson VUE. Non-Saturday testing for this circumstance is done only on a prearranged basis.

# Kentucky Contractor/Trades Examinations

Please visit [www.iccsafe.org/contractor](http://www.iccsafe.org/contractor) for the most up-to-date information. Outlines are subject to change.

## 231 Kentucky Business and Law

30 multiple-choice questions  
Exam fee: \$60 (CBT)  
Open book—1-1/2-hour time limit

Content Area	% of Total	Approved References
Business Structure Practices and Licensing	10%	<i>Kentucky Contractors Business and Law</i> , 5th Edition
Estimating and Bidding	13%	
Contractors and Acceptance	7%	
Project Management and Planning	13%	
Financing and Recordkeeping	13%	
Insurance and Bonding	10%	
Labor Law and Personnel Policies	10%	
Tax, Lien Laws, and Dispute Resolution	13%	
Safety and OSHA Compliance	10%	
<b>Total</b>	<b>100%</b>	

A contractor's license may be held to conduct business without holding a master license. However, a person with a contractor license must be associated with a master license holder.

## Electrical Examination Outlines

### 701 Kentucky Standard Master Electrician

100 multiple-choice questions  
Exam fee: \$100 (CBT)  
Open book—5-hour time limit

Content Area	% of Total	Approved References
General Knowledge and Plan Reading	12%	2014 <i>National Electrical Code</i>
Services and Service Equipment	16%	<i>Ugly's Electrical References</i> , any edition
Feeders	4%	
Branch Circuits and Conductors	16%	
Wiring Methods and Materials	19%	
Equipment and Devices	10%	
Control Devices	3%	
Motors and Generators	8%	
Special Occupancies, Equipment, and Conditions	12%	
<b>Total</b>	<b>100%</b>	

**703 Kentucky Standard Journeyman Electrician**

80 multiple-choice questions  
 Exam fee: \$100 (CBT)  
 Open book—4-hour time limit

<b>Content Area</b>	<b>% of Total</b>	<b>Approved References</b>
General Knowledge	8%	2014 <i>National Electrical Code</i>
Services and Service Equipment	13%	<i>Ugly's Electrical References</i> , any edition
Feeders	3%	
Branch Circuits and Conductors	20%	
Wiring Methods and Materials	26%	
Equipment and Devices	13%	
Control Devices	3%	
Motors and Generators	5%	
Special Occupancies, Equipment, and Conditions	11%	
<b>Total</b>	<b>100%</b>	

**218 Kentucky Low-voltage Electrician**

50 multiple-choice questions  
 Exam fee: \$100 (CBT)  
 Open book—3-hour time limit

<b>Content Area</b>	<b>% of Total</b>	<b>Approved References</b>
General Knowledge	24%	2014 <i>National Electrical Code</i>
Low-voltage Remote Control and Alarm Systems	22%	<i>Ugly's Electrical References</i> , any edition
Low-voltage Communication and Sound Systems	36%	
Low-voltage Control Circuits	14%	
Fiber Optical Cables and Raceways	4%	
<b>Total</b>	<b>100%</b>	

## Fire Examination Outlines

### 700 Kentucky Fire Alarm Inspector

50 multiple-choice questions  
Exam fee: \$100 (CBT)  
Open book—2-1/2-hour time limit

Content Area	% of Total	Approved References
Alarms and Household Fire Alarm Systems	14%	2006 <i>International Building Code</i> ®
Fundamentals, Definitions, and Administration	24%	2007 <i>Kentucky Building Code</i>
Initiating Devices	14%	2002 NFPA 72
Inspection, Testing, and Maintenance	14%	
Notification, Supervision, and Reporting Systems	22%	
Protected Premises Fire Alarm Systems	12%	
<b>Total</b>	<b>100%</b>	

### 209 Kentucky Fire Sprinkler Inspector

60 multiple-choice questions  
Exam fee: \$100 (CBT)  
Open book—3-hour time limit

Content Area	% of Total	Approved References
Inspections	50%	2006 <i>International Building Code</i> ®
Emergency Impairment	15%	2007 <i>Kentucky Building Code</i>
Piping Systems	20%	2002 NFPA 13, 13R, and 25
Water Supply	15%	2003 NFPA 14
<b>Total</b>	<b>100%</b>	1999 NFPA 20

## Mechanical Examination Outlines

**595 Kentucky Master HVAC\*** 100 multiple-choice questions  
Exam fee: \$100 (CBT)  
Open book—4-hour time limit

Content Area	% of Total	Approved References
HVAC Principles, Terminology, Administration, and Safety	16%	2012 <i>International Mechanical Code</i> ®
HVAC Installation Requirements	14%	2009 NFPA 54
Venting, Duct, and Combustion Air	18%	<i>Modern Refrigeration and Air Conditioning</i> , 18th or 19th Edition
Gas Piping	8%	<i>Refrigeration and Air Conditioning Technology</i> , 5th or 7th Edition
HVAC Electrical	13%	
Boilers, Exhaust Systems, and Fire Protection	11%	
Plan Analysis	20%	
<b>Total</b>	<b>100%</b>	

\* Candidates are required to pass two examinations, one on Business and Law and one covering technical HVAC knowledge and codes, for licensure. License permits contract holder to contract and engage in the business and practice of HVAC work within the Commonwealth of Kentucky.

**598 Kentucky Journeyman HVAC** 60 multiple-choice questions  
Exam fee: \$100 (CBT)  
Open book—3-hour time limit

Content Area	% of Total	Approved References
HVAC Principles, Terminology, Administration, and Safety	23%	2012 <i>International Mechanical Code</i> ®
HVAC Installation Requirements	13%	2009 NFPA 54
Venting, Combustion Air, and Gas Piping	25%	<i>Modern Refrigeration and Air Conditioning</i> , 18th or 19th Edition
Boilers, Duct, and Electrical	17%	<i>Refrigeration and Air Conditioning Technology</i> , 5th or 7th Edition
Plan Analysis	22%	
<b>Total</b>	<b>100%</b>	

\*\* License permits holder to install any system of air conditioning, warm-air heating, and ventilation, including start-up of equipment and any duct system necessary to make an air-conditioning system complete. Must be employed under the supervision of a Master HVAC Contractor.

## Mechanical Examination Outlines (continued)

### 597 Kentucky Limited Journeyman Installer Mechanic\*\*

50 multiple-choice questions  
Exam fee: \$100 (CBT)  
Open book—3-hour time limit

Content Area	% of Total	Approved References
HVAC Principles, Terminology, and Safety	20%	2012 <i>International Mechanical Code</i> ®
HVAC Installation Requirements	22%	2009 NFPA 54
Gas Piping	16%	<i>Modern Refrigeration and Air Conditioning</i> , 18th or 19th Edition
Duct	10%	<i>Refrigeration and Air Conditioning Technology</i> , 5th or 7th Edition
Electrical	4%	
Venting	14%	
Plan Analysis	14%	
<b>Total</b>	<b>100%</b>	

\*\* License permits holder to install any system of air conditioning, warm-air heating, and ventilation, including start-up of equipment and any duct system necessary to make an air-conditioning system complete. Must be employed under the supervision of a Master HVAC Contractor.

### 596 Kentucky Limited Journeyman Duct Mechanic\*\*\*

60 multiple-choice questions  
Exam fee: \$100 (CBT)  
Open book—3-hour time limit

Content Area	% of Total	Approved References
Duct System Materials	7%	2012 <i>International Mechanical Code</i> ®
Combustion Air	10%	2009 NFPA 54
Exhaust Systems	20%	<i>HVAC Duct Construction Standards: Metal and Flexible</i> ,
Fresh Air and Ventilation Systems	20%	3rd Edition
Grease Hoods	13%	
Supply and Return Duct Systems	17%	
Gas Appliance Venting	13%	
<b>Total</b>	<b>100%</b>	

\*\*\* License permits holder to fabricate, install, repair, or extend ductwork. Must be employed under the supervision of a Master HVAC Contractor.