



ICC Contractor/Trades Examinations

Frequently Asked Questions

1. How do I get signed up to test?

Select the exam you need to take. Determine the date and location that is most convenient for you to take the exam and provide required information and payment accordingly. Registration requirements can be found in the applicable examination information bulletin by going to www.iccsafe.org/contractor.

However, **Before** you register for a written or electronic examination:

- Step 1** Contact the applicable licensing board for specific licensing requirements.
- Step 2** Ensure that you have the most current examination information by going to www.iccsafe.org/contractor and access/download/print the applicable examination information bulletin.
- Step 3** Read all the information contained in the examination information bulletin in its entirety.
- Step 4** Select the examination you need to take. You may want to contact the specific licensing board/agency, if you need clarification.
- Step 5** Review the examination content outline for the examination you need to take.
- Step 6** Determine the reference materials required for the examination and obtain the references. Study these references well in advance of taking the examination.
- Step 7** Determine if the exam is available electronically (computer-based exam) or by paper-and-pencil.
- Step 8** Follow the registration requirements for paper-and pencil examinations if you select to have the examination administered by paper-and-pencil or if the examination is only administered by paper-and-pencil. Follow the registration requirements for electronic/computer-based examinations if you select to have the examination administered electronically or if the exam is only administered electronically. Each exam has an ID number and title. When registering for an examination you will need to indicate the correct title of the exam and provide the examination ID number.
- Step 9** Pass the examination. If a candidate does not pass a written or electronic exam, in most cases, they must wait 10 days from the exam date to retest. However, a licensing board may have specific retest requirements. Before registering to retake an examination you should refer to the specific examination information bulletin by going to www.iccsafe.org/contractor or contact the specific licensing board. To retake an electronic exam, contact LaserGrade at 1-800-211-2754 to reschedule/register to take the examination. If the examination is only administered by paper-and-pencil, you must wait until the next scheduled paper-and-pencil administration date and time to retake the examination.

2. Can I sign up to test over the phone?

Yes, for computer-based testing. Telephone registration is not available for paper-and-pencil examinations.

3. If I pass an ICC examination does that mean I am licensed to practice?

No. Passing an ICC examination is not a license to practice and does not guarantee that a license will be granted.

4. When can I test?

Computer-testing is administered frequently at over 1,000 sites across the nation. Paper-and-pencil examinations are administered on a limited basis. To get the most updated information go to www.iccsafe.org/contractor.

5. Can I get my results over the phone?

No. Examination results are confidential and private information. ICC and the test administrator will not release/provide exam results over the telephone.

6. When will I receive my exam results?

Electronic exams:

Unofficial results for examinations taken electronically are available immediately after completion of the examination. Official results for examinations taken electronically are mailed to the examinee within five working days after the exam date.

Paper-and-pencil exams:

Results for examinations taken by paper-and-pencil are mailed within three weeks after the exam date.

7. How do I get licensed?

If you want to get licensed in a city and/or state that requires that you take and pass an ICC exam you will need to check with that city and/or state on what other requirements they have for you to get licensed with them. ICC only does testing and is not a licensing agency.

8. What are the references for the examination?

Examination information including references are listed in the applicable examination information bulletin. To access the applicable examination information bulletin go to www.iccsafe.org/contractor.

9. Does ICC offer courses to pass examinations?

No. However, ICC does offer courses and study references on the International Codes. The courses are not intended to serve as preparation to pass examinations nor do they ensure you will pass an examination. The courses may allow you to increase your knowledge on code provisions and you are welcome to take them but keep in mind that the content and instruction are not specific to contractor exams or contractor exam content.

10. Can I review my exam that I recently took?

Exam reviews are only available to examinees that have submitted a formal challenge and scored within 10 points of passing an exam.

11. How often can I test?

You must wait 10 days between each time you test before you will be allowed to test again, unless indicated otherwise by the applicable licensing board. You may test as many times as needed until you pass the exam unless indicated otherwise by licensing board requirements. A licensing board may have specific retesting requirements. Before you register to retake an exam you should refer to the applicable state or jurisdictional examination information bulletin by going to www.iccsafe.org/contractor.

12. Can I reschedule or cancel my exam?

For computer based testing, you must contact LaserGrade at: 1-800-211-2754 at least 24 hours of your scheduled exam date and time. For paper-and-pencil examinations, you must notify ICC in writing at least 14 days before the examination date for which you have registered.

13. Can I get a copy of my results mailed to me?

Yes, but there is a \$10 fee to get a copy of the result letter. Contact ICC at: 1-877-STD-EXAM (783-3926) to receive the applicable request form to complete.

14. Are the examinations open book?

Yes, exams are open book. Examination information including references can be found in the applicable examination information bulletin. To get the most updated information on examinations go to: www.iccsafe.org/contractor.

15. How long are the examinations?

The length and allowed time varies depending upon the subject matter. Examination information including time limit can be found in the applicable examination information bulletin. To get the most updated information on examinations go to: www.iccsafe.org/contractor.

16. What materials can I bring with me to use during the examination?

The following materials are allowed at test sites:

- A clock or watch to keep track of time.
- Three No. 2 pencils (sharpened) for any calculation work you may need to do. Scratch paper is provided.
- Eraser.
- Eyeglasses, if necessary
- Architect's scale or rule.
- Magnifying glass.
- Approved reference books. Refer to approved examination references in the applicable examination information bulletin at www.iccsafe.org/contractor. Photocopies of reference materials may not be used. Tabbing with loose pieces of paper or adhesive notes is not permitted. Any pencil notes are not permitted.
- Portable calculator. Calculators must be silent, battery operated and nonprogrammable. Calculators with alpha (letter entry) capability are not permitted.
- Foreign-language/English dictionaries, if needed.

17. What type of question format will be included in the examinations?

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct.

18. Should I guess if I don't know the answer to a question?

There is no guessing penalty, so answer every question.

19. What is considered a passing score?

Most exams have a passing score of 70. Refer to the applicable examination information bulletin by going to: www.iccsafe.org/contractor.

Examination requirements, fees and references are subject to change. Please make sure that you have the most current candidate bulletin before scheduling any examinations by visiting our web address at: www.iccsafe.org/contractor.