

North Platte, Nebraska Contractor/Trades Examination Information Bulletin

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

**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

About this bulletin:

**Please read and understand this bulletin in its entirety prior to registering for an exam.
The answers to most questions raised by candidates can be found in this document.
This bulletin is a useful reference throughout your registration and examination process.**

SUMMARY OF BULLETIN CHANGES

Date of Change	Section Affected	Revision
October 8, 2012	n/a	Revised candidate services email
January 1, 2013	North Platte, Nebraska Exam Application	Updated application to 2013 dates
March 27, 2013	North Platte, Nebraska Examinations	Revised from CBT to P&P
April 2, 2013	North Platte, Nebraska Examinations	Added notification of code year change
May 10, 2013	North Platte, Nebraska Examinations	Updated exam references
May 28, 2013	n/a	Revised Candidate Services extension
January 1, 2015	Front cover	Revised effective date
January 1, 2016	North Platte, Nebraska Examinations	Revised exam prices and cost of hand score and review
January 6, 2017	North Platte, Nebraska Exam Application	Updated application to 2017 dates

You are welcome to use any of the checklists and summaries of information within this bulletin to familiarize yourself with the testing process, but be sure to read this bulletin in its entirety prior to scheduling your examination. You are responsible for following all policies and regulations found in this document, and not reading this bulletin does not relieve your responsibility for following all procedures herein.

How do I . . .

• schedule an exam?	Contact North Platte (see page 14 for more information)
• 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 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 ICC at 1-888-422-7233 ext. 5227 to request an application
• make comments about an exam I took?	See page 9 for more information on the exam feedback and appeals process
• reschedule an exam?	Contact North Platte (see page 14 for more information)
• cancel an exam?	Contact North Platte (see page 14 for more information)
• find my exam code (ID)?	See pages 16-17 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 ; more information is found in the exam outline listings starting on page 16
• access information on my passed exams on ICC's website?	Visit www.iccsafe.org/contractor to access the Official Contractor Exam Pass List link

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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.

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 or call 1-888-ICC-SAFE (422-7233), 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.**

General Testing Information

The purpose of this bulletin is to provide you with information regarding how to schedule and take your contractor/trades examination. Prior to scheduling a test with this program, you must obtain an examination application from North Platte. You may contact the City at the following address:

City Hall
211 West 3rd Street
North Platte, NE 69101

Dave Hahn
(308) 535-6724 ext. 243
hahndg@ci.north-platte.ne.us

Complete the application and submit it by the deadline date on the application to the above location.

If you have questions regarding which examination to take, please contact the City to receive direction on the appropriate exam for your needs.

Once you are scheduled, prepare for your exam by reading the information in this bulletin.

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.

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 paper-and-pencil testing, you may obtain a paper application from the City of North Platte.

Pre-payment is required to schedule all examinations.

When can I test?

Paper-and-pencil examinations are administered twice a year, in April and October, generally on the second Thursday of the month. Contact the licensing agency regarding these exam dates and locations.

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 Examination Information Bulletin on the Code Council's website at 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. 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. 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 by paper-and-pencil are mailed within three to four weeks of the exam date. Pass results also will be posted to the Code Council website in approximately the same time frame.

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.

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.

How many examinations can I take at one administration?

For paper-and-pencil exams, you may schedule two exams at one administration, but multiple exams must be scheduled for different starting times (i.e., 8:00 and 10:30).

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?

North Platte Contractor/Trades examinations require a candidate to answer at least 75 percent of their questions correctly in order to pass the exam. It is important that you carefully read the relevant bulletin or contact the licensing agency for information regarding their minimum passing requirement.

How might exam scores be cancelled?

On rare occasions, circumstances may render examination scores invalid. The Code Council reserves the right to cancel or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

1. Doubts may be raised about the validity of examinees' scores because of suspected misconduct, including but not limited to, giving or receiving help; using unauthorized notes, books, or papers; removing examination materials or notes from the examination room; or attempting to take an examination for someone else. In such circumstances, examinees will be expected to cooperate in an investigation of their scores. Such examinees will be notified of procedures developed by the Code Council to ensure fairness.
2. 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.
3. The Code Council has implemented procedures to minimize the potential of 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 is not modified or changed. If a candidate finds unfavorable conditions at the examination site, we recommend the candidate immediately notify the proctor.

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.

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 \$75 for each test reviewed. To review an exam taken via paper-pencil, you will need to fill out the Review Session request form at www.iccsafe.org/contractor and submit to the Code Council.

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 follows very careful procedures to ensure the accuracy prior to issuance of score reports.

The cost of a hand score is \$30. You must complete the Hand Score Request form (at 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?

For paper-and-pencil examinations, examinees must possess and present a valid (unexpired) photo ID with signature, issued by a state or federal regulatory agency, e.g., a driver's license, passport, etc.

Examinees may bring the following items to the examination:

1. Three No. 2 pencils (sharpened)
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
4. Magnifying glass
5. Eyeglasses, if necessary
6. Architects' scale or rule
7. Watch **without** alarm/camera
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 home?

1. Any kind of ink (ballpoint, felt-tip, gel, etc.) pens, colored pencils, highlighters, writing paper, or briefcases
2. Personal items such as purses, wallets, or watches
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 proctors, and what do they do?

The proctors are responsible for administering the examination and ensuring security of the exam materials at the test site. Proctors are well-trained and will treat candidates with respect, and in turn, will expect the same level of respect from candidates. Threatening a proctor or interfering with the admin-

istration of an examination at *any* time may be considered a criminal offense and punishable by law. Proctors cannot discuss contents of the exam or reference materials with a candidate.

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

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

If a candidate is dismissed from an examination for an infraction of the policies presented in this booklet, the candidate will not be entitled to a refund, may jeopardize his or her right to take a Code Council examination in the future, and may face possible prosecution.



What does ICC expect of me?

Examinees are responsible for arriving at the exam site on the proper date, at the proper time, and with proper identification. You should 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.

Examinees are responsible for arriving at the test site with required reference(s), if desired, for use during the exam. Required examination references are listed with the individual 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.

Examinees should 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?

The Code Council 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.

Before the Exam

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.

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.

During the Exam

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

After the Exam

If you pass your examination, you cannot retake the examination you passed. 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."

Paper-and-Pencil Testing

How do I register for a paper-and-pencil exam?

All paper-and-pencil examinations are scheduled directly with the City of North Platte. You must contact the City at least 30 days prior to the test date. When submitting your application, you will be required to submit payment for your examination. Submit your application and payment to the following address:

City Hall
211 West 3rd Street
North Platte, NE 69101

Dave Hahn
(308) 535-6724 ext. 243
hahndg@ci.north-platte.ne.us

The City will provide you with confirmation of the date, time, and location of the examination. If you have not received this notification at least five days prior to testing, contact the City.

What if I need to cancel or transfer my exam?

If it becomes necessary to reschedule your examination, you may do so by contacting the City. You may reschedule your examination at any time up to 14 days prior to the scheduled examination date. You may either request a refund or that the exam fee be applied to the next testing date.

If you do not appear on your scheduled examination date, no refund is made, and the option to transfer registration to the next scheduled examination administration will require written request within 7 days of the examination date. The following reasons will be accepted:

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.

What if I have special needs?

If you have a disability that prohibits you from taking the examination under standard conditions, you may request special arrangements. Your request must accompany your registration form. In addition to the letter of request, a special accommodations form must be submitted. This form may be obtained by contacting the Candidate Services Coordinator at candidateservices@iccsafe.org or 1-888-422-

7233 ext 5552. Please contact the department for instructions concerning the required information before you submit your application.

Completed accommodations forms must be submitted and approved by the examination department a minimum of three months prior to the requested examination administration date.

What can I expect during the exam?

Each candidate will be given a packet containing an examination booklet, plans (if appropriate), an answer sheet, and a sheet for calculations. You will not need additional scratch paper. All of this material must be enclosed in the return envelope along with the original envelope and confirmed by the proctor.

Any comments pertinent to the examination or site should be recorded by you on a comment sheet available from the proctor, and mailed to the Code Council. Under no circumstances are examination materials to be taken from the room.

When do I get my exam results?

All examinees are notified by mail of their examination results from three to four weeks after the examination date. Candidate results are not available by telephone.

When you receive your paper-and-pencil testing results, they will include a Code Council ID number which participating jurisdictions may use to verify your passing status on the Code Council website.

North Platte, Nebraska Contractor/Trades Examinations

Please visit www.iccsafe.org/contractor for the most up-to-date information. Outlines are subject to change.

756 Nebraska (North Platte) Master Plumber

100 multiple-choice questions
Exam fee: \$105 (P&P)
Open book—4-hour time limit

Content Area	% of Total	Reference
Administration	4%	2009 <i>International Plumbing Code</i> ®
General Regulations	8%	
Fixtures	7%	
Water Heaters	4%	
Water Supply and Distribution	13%	
Sanitary Drainage	16%	
Vents	20%	
Traps, Interceptors, and Separators	4%	
Storm Drainage	1%	
Plan Reading	23%	
Total	100%	

757 Nebraska (North Platte) Journeyman Plumber

70 multiple-choice questions
Exam fee: \$105 (P&P)
Open book—3-hour time limit

Content Area	% of Total	Reference
Administration	4%	2009 <i>International Plumbing Code</i> ®
General Regulations	7%	
Fixtures	6%	
Water Heaters	4%	
Water Supply and Distribution	11%	
Sanitary Drainage	16%	
Vents	16%	
Traps, Interceptors, and Separators	7%	
Storm Drainage	1%	
Plan Reading	27%	
Total	100%	

758 Nebraska (North Platte) Master Plumbing with Gas

100 multiple-choice questions
Exam fee: \$105 (P&P)
Open book—4-hour time limit

Content Area	% of Total	Reference
Administration	4%	2009 <i>International Plumbing Code</i> ® 2009 <i>International Fuel Gas Code</i> ®
General Regulations	8%	
Fixtures	5%	
Water Heaters	4%	
Water Supply and Distribution	11%	
Sanitary Drainage	9%	
Vents	13%	
Traps, Interceptors, and Separators	4%	
Storm Drainage	2%	
Plan Reading	21%	
Gas	19%	
Total	100%	

759 Nebraska (North Platte) Journeyman Plumbing with Gas

70 multiple-choice questions
Exam fee: \$105 (P&P)
Open book—3-hour time limit

Content Area	% of Total	Reference
Administration	3%	2009 <i>International Plumbing Code</i> ® 2009 <i>International Fuel Gas Code</i> ®
General Regulations	6%	
Fixtures	6%	
Water Heaters	6%	
Water Supply and Distribution	11%	
Sanitary Drainage	14%	
Vents	14%	
Traps, Interceptors, and Separators	6%	
Storm Drainage	3%	
Plan Reading	14%	
Gas	17%	
Total	100%	



North Platte, NE Paper-and-Pencil Examination Application

STEP 1: Enter your name, address, and other candidate information.

Exam Candidate Information—PRINT LEGIBLY

ALL FIELDS BELOW REQUIRED EXCEPT AS NOTED.

Full Legal Name: _____ ICC or Pearson ID _____
(if you have tested previously)

Mailing Address: _____ City: _____ State: _____ Zip: _____

() _____ () _____
Primary Telephone Number: _____ Home _____ Work _____ Secondary Number (optional) _____

E-mail: _____

STEP 2: Select your exam date and site at which you wish to test.

EXAMINATION SITES AND CORRESPONDING EXAMINATION DATES

☐ North Platte, NE

EXAM DATES	DEADLINE TO REGISTER	EXAM DATES	DEADLINE TO REGISTER
<input type="checkbox"/> March 10, 2017	February 10, 2017	<input type="checkbox"/> September 8, 2017	August 11, 2017
<input type="checkbox"/> June 9, 2017	May 12, 2017	<input type="checkbox"/> December 8, 2017	November 10, 2017

STEP 3: Read the Important Notes section.

Important Notes

- Applications may be submitted by U.S. mail or courier.
- Applications must be received by the deadline date.
- A photo identification, such as a driver's license, will be required for admittance to the examination.
- References needed for taking the exams can be purchased from the Code Council by calling 1-800-786-4452 or at shop.iccsafe.org.
- A letter will be forwarded to you confirming this registration approximately two weeks prior to the examination administration date.
- If you have a physical disability that prohibits you from taking an examination under standard conditions, you may request special arrangements. Your letter of request must accompany this application, along with a completed special accommodations form. This form may be obtained by telephoning us at 1-888-422-7233. The request must be submitted and approved by the Code Council by the registration deadline for the test you wish to take.

STEP 4: Select the exam you wish to take.

Exam ID and Title	Starting Time
<input type="checkbox"/> 756 Master Plumber	8:00 a.m.
<input type="checkbox"/> 757 Journeyman Plumber	8:00 a.m.
<input type="checkbox"/> 758 Master Plumbing with Gas	8:00 a.m.
<input type="checkbox"/> 759 Journeyman Plumbing with Gas	8:00 a.m.

STEP 5: Sign your application, attesting all information entered is true.

I have a copy of the current ICC Examination Information Bulletin for my exam program. (If you do not have a copy of the Bulletin, go to www.iccsafe.org/contractor.)

I hereby certify that I am the person indicated above that all the information I have given herein is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent applications.

I authorize my score to be reported to each licensing jurisdiction in the examination program.

I further certify that I understand the secure and confidential nature of the examination, and will not reveal the contents of the examination to anyone. I hereby affirm that I will abide by the rules of the examination that are found in the ICC Examination Information Bulletin for my exam program.

Signature: _____ Date: _____

Printed Name: _____

Complete this application in its entirety and submit to:

City Hall
211 West 3rd Street
North Platte, NE 69101