INTERNATIONAL CODE COUNCIL®

People Helping People Build a Safer World™

City of Danville, Illinois Contractor/Trades Examination Information Bulletin

PUBLISHED November 17, 2017
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.

PLEASE NOTE:

Effective January 1, 2018, all exams under this jurisdiction will be transitioned to the National Standard Examination program in order to simplify your exam experience.

After January 1st, this bulletin will no longer be available. Exam information will be available at www.iccsafe.org/certification-exam-catalog.

See next page for more information

International Code Council
Assessment Center
Birmingham District Office
900 Montclair Road
Birmingham, AL 35213

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

www.iccsafe.org/contractor

INTERNATIONAL CODE COUNCIL®

People Helping People Build a Safer World™

ICC Contractor/Trades Exams Transitioning to National Titles

Beginning January 1, 2018, ICC's Assessment Center is expanding its offerings of National Contractor/Trades examination titles for code years 2012 and 2015.

At the same time, many jurisdiction-specific examination programs will be transitioned to the National Standard Examination Program.

ICC's National Standard Contractor/Trades Examination Program will offer the following benefits:

- **National exam titles will be equivalent in content to the exams listed in this bulletin**
- **National titles will be recognized across the nation**
- **Simplified registration process**
- **Select 2009 titles will be offered through our new proctored online testing system, PRONTO**

Information on your jursidiction's exams' National Standard exam eqiuvalents will be provided on our website. For updates, please visit www.iccsafe.org/assessment-center-news-resources.

If you have any questions, please contact Lizzie Hudson at lhudson@iccsafe.org.

SUMMARY OF BULLETIN CHANGES

Date of Change	Section Affected	Revision
January 1, 2012	Computer-based Testing	Updated payment options
January 1, 2012	Computer-based Testing	Updated holiday schedule for 2012
January 1, 2012	Test Site Regulations	Revised list of acceptable items at test site
March 1, 2012	Danville, Illinois Contractor/Trades Exams	Updated NEC reference years
May 12, 2014	General Testing Information	Updated contact information
May 12, 2014	Front cover	Added notification of upcoming updates in October 2014
June 24, 2015	Danville, Illinois Contractor/Trades Exams	Updated references of 812 Master Mechanical exam
July 7, 2015	Danville, Illinois Contractor/Trades Exams	Added note that 811 and 812 exams would be administered via paper and pencil effective October
September 24, 2015	Danville, Illinois Contractor/Trades Examination Information Bulletin	Added information regarding paper and Pencil administration
January 1, 2016	Danville, Illinois Contractor/Trades Exams	Revised exam prices, cost of hand score and review
November 17, 2017	Front cover ; next page	Added notice of upcoming exam transition to National titles

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?	Paper-and-pencil testing: visit www.iccsafe.org/contractor
• 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?	Paper-and-pencil testing: call ICC at 1-888-422-7233 ext. 5552 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?	Paper-and-pencil testing: visit www.iccsafe.org/inspector for the Fee Schedule for Optional Services form to fax or mail to ICC prior to your exam
• cancel an exam?	Paper-and-pencil testing: fax or mail a statement to ICC, including a signature, stating you wish to cancel your exam, and are aware of the administrative fee (see page 14 for more information)
• find my exam code (ID)?	See page 16 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 listing 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). 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.**

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 first make a license application with the Department of Public Development.

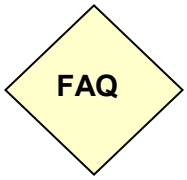
Complete the license application and submit it, along with any other required documentation, to the following address:

Danville Department of Urban Services
1155 E. Voorhees Street
Suite A
Danville, IL 61832

If your application is satisfactory, the Code Council will be notified of your eligibility to test. Once you receive notification of approval from the licensing agency, you may apply for and schedule your examination.

IMPORTANT NOTE: It is recommended that you wait at least 24-48 hours after receiving your notice of approval before you try to schedule your examination. This will ensure the Code Council and its computer testing partner have had time to process your eligibility record.

Administrative Rules and Procedures



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.

How often can I test?

You must wait 10 days before retaking a failed exam. You must reapply with the Department each time you wish to retest. 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.

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.

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.

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.

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.

Hand Score

You may request a hand score of your examination to verify the accuracy of your reported score.

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

The rules and procedures below are strictly enforced at all Code Council examinations. Following these rules guarantees the security of examination materials, provides reliable test results, and increases the public's trust of certified professionals.

What should I bring to the test site?

Examinees must possess and present a valid (unexpired) photo ID with signature, issued by a governmental agency, e.g., a driver's license, passport, etc.

Examinees may bring the following items to the examination:

- Three No. 2 pencils (sharpened)
- Reference(s) for the appropriate exam that are listed in this Examination Information Bulletin—**no other reference material will be allowed into the testing center**:
  Please make sure the reference(s):
  - Are bound (either original bound book, three-ring binder, or stapled). **Photocopies of copyrighted materials are not allowed**.
  - Have notes written in ink or highlighted in code sections only
  - Have permanently attached tabs (tabs that can't be removed without destroying the page).
- Eraser
- Magnifying glass
- Eyeglasses, if necessary
- Architects' scale or rule
- Watch without alarm/camera
- Battery-operated calculator that is:
  - Nonprogrammable
  - Not capable of storing examination information
  - No ribbon or paper printing capabilities
- Foreign language/English translation dictionaries, if needed

What should I leave at 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 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.

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

What does the Code Council 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.

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?

Before the Exam

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.

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.

During the Exam

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.

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 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.”

Paper-and-Pencil Testing

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

A registration application is required to be completed and forwarded to the Code Council with pre-payment.

Approximately 2 weeks prior to the examination date, the Code Council will send a confirmation letter stating the examination(s) for which the candidate is registered, examination date, reporting time(s), and examination center address. **It is your responsibility to check this confirmation letter to ensure the exam listed is the one you wish to take.**

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.

What if I need to cancel or transfer my exam?

A candidate will be refunded 80 percent of the written examination registration fee when cancellation is made at least 14 days prior to the scheduled examination date. If cancellation is made less than 14 days before the scheduled examination date, 50 percent of the registration fee is refunded.

Cancellations must be in writing (via fax or U.S. mail) with the candidate's signature. The exam date, type, and location must be listed on the cancellation request.

Candidates also have a one-time-only option to transfer their paid registration to the next scheduled examination administration date with a $50 administrative fee. Transfers must be requested in writing and received at the Code Council no later than the day prior to your scheduled exam date.

If a candidate does not appear on his or her 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?

The Code Council complies with all provisions of the Americans with Disabilities Act (ADA). If you have a disability that prohibits you from taking the examination under standard conditions, you may request special arrangements by contacting the Candidate Services Coordinator at candidateservices@iccsafe.org or at 888-422-7233, ext. 5552. Your request, or a copy of your request if already submitted and approved, **must accompany** your registration form. You must submit an accommoda-

Completed accommodations forms must be submitted and approved by the registration deadline for the exam you wish to take.

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 ICC. Under no circumstances are examination materials to be taken from the room.

When do I get my test 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. Information is also posted on the Internet at www.iccsafe.org/inspector in approximately the same time frame as the mailing of results.

City of Danville, Illinois Contractor/Trades Examinations

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

811 Illinois (Danville) Master Electrician
General Electrical Contractor License

100 multiple-choice questions
Exam fee: $105 (P&P)
Open book—5-hour time limit

Content Area	% of Total	Reference
General Knowledge and Plan Reading	12%	2011 *National Electrical Code*
Services and Service Equipment	16%	
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%	
Total	**100%**	

812 Illinois (Danville) Master Mechanical

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

Content Area	% of Total	Reference
HVAC Principles, Terminology, Administration and Safety	16%	2012 *International Mechanical Code®*
HVAC Installation Requirements	14%	2012 *International Fuel Gas Code®*
Venting Duct and Combustion Air	18%	2011 *National Electrical Code*
Gas Piping	8%	
HVAC Electrical	13%	
Boilers Duct and Electrical	11%	
Plan Analysis	20%	
Total	**100%**	