



INTERNATIONAL
CODE
COUNCIL®

Springfield, Missouri Contractor/Trades Examination Information Bulletin

PUBLISHED June 12, 2025

This edition supersedes all previous bulletin editions

*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 Vision

Creating safe, affordable, and sustainable buildings and communities.

International Code Council Mission

Provide the codes, tools, and resources that members rely on,
building safety professionals turn to, and manufacturers and the public trust.

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

Contents are subject to change at any time.

For the most updated information, visit the [Exam Catalog](#).

1-888-ICC-SAFE (422-7233), ext. 5524
customersuccess@iccsafe.org
www.iccsafe.org/contractor

SUMMARY OF BULLETIN CHANGES

Date of Change	Section Affected	Revision
November 8, 2021	Reformatted Entire Bulletin	Reformatted Entire Bulletin
September 23, 2024	Contractor/Trades Examination Information Bulletin	Revised verbiage and instructions on the After the Exam question: "How do I change my name and address?"
September 24, 2024	Contractor/Trades Examination Information Bulletin	Updated Duplicate Result Letter verbiage to reflect exams taken after 1/1/2014 can receive a duplicate result letter at no charge from Pearson VUE.
June 12, 2025	Contractor/Trades Examination Information Bulletin	Updated Springfield, MO Building Development Services point of contact

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.

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.

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.

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General Information

The purpose of this bulletin is to provide you with information regarding how to schedule and take your contractor/trades examination. This examination program has specific guidelines for candidates, which is found on page 5 of this bulletin.

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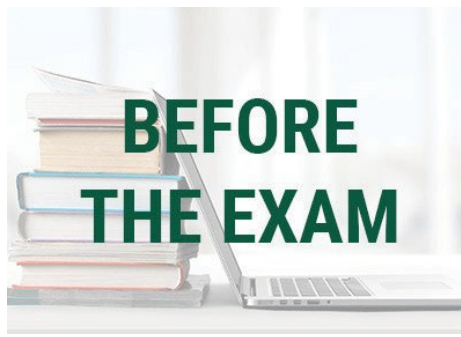
Note: Examination requirements, including registration/scheduling, dates, locations, fees, and references are subject to change. Please make sure that you have the most current information before registering for/scheduling any examination. For up-to-date information on Code Council examinations, visit the [Exam Catalog](#) 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.

Testing Information and Frequently Asked Questions

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 Building and Zoning Department. You may contact the Department at the following address:

Saraj Goldberg, Executive Secretary
Building Development Services
840 N. Boonville Avenue, PO Box 8368
Springfield, MO 65802
417-864-2049

Once you receive notification of approval from the licensing agency, you may apply for and schedule your examination.



Before Purchasing an Exam

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?

Some licensing agencies may require you to apply through them prior to testing with ICC, while others may not. Please contact your local licensing agency or review the appropriate National Contractor/Trades Examination Information Bulletin on the Code Council's [website](#).

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 methods are available?

The Code Council offers the following testing method.

- **Pearson VUE** - Traditional, computer-based testing occurs at test sites administered by Pearson VUE frequently at over 350 sites across the nation. To locate test sites in your area, visit the [Pearson VUE](#) website for an updated listing of sites. Be aware that test sites are subject to change.

Visit the [Exam Catalog](#) for information on your exam.

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 the [Exam Catalog](#).

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 the [Exam Catalog](#). Additional policies governing the use of references can be found later in this bulletin.

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 lookup, 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 vary depending upon the subject matter. To get the most updated information on examinations, visit the [Exam Catalog](#).

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?

The City of Springfield, MO requires a candidate to answer at least **75** percent of their questions correctly in order to pass the exam.

When will I receive my results?

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

Do I have to be a computer whiz?

Candidates are not required to have any computer knowledge to take the examination.

- **Pearson VUE** - 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.

How do I pay for my exam?

- **Pearson VUE** - 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 [ICC Contractors Vouchers](#) 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 exam 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.

After Purchasing an Exam

How do I schedule/register for an exam?

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 you may schedule an examination online at [PearsonVUE](#). If you do not already have a web account, you must create one before scheduling.

On the ICC Pearson VUE webpage, navigate to the following: **Contractor/Trades > Program Information > For jurisdictions that require pre-authorization.**

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.

Code Council certification 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
- Veteran's Day
- Thanksgiving (including the following Friday)
- Christmas Day

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

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

How do I reschedule/cancel my exam?

- **Pearson VUE** - You must notify Pearson VUE two business days before your scheduled examination; an administrative fee will incur. Click [here](#) or call 1-877-234-6082.

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.

There are no refunds for examinations not taken. 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:

- Documented illness, either yourself or immediate family member;
- Death in the immediate family;
- Disabling traffic accident;
- Court appearance or jury duty; or
- Military duty.

Written verification and supporting documentation for excused absences must be submitted to the Pearson VUE Program Coordinator by phone at 877-234-6082 within fourteen (14) days of the original examination date.

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.

If there's an emergency, we ask that you contact Pearson Vue within 48 hours of your scheduled exam. If the emergency in question does not allow for the 48 hours' notice, please [contact us](#) and we're happy to discuss your situation with you.

What if I need testing accommodations?

If you have a disability that prohibits you from taking the examination under standard conditions, you may request special arrangements.

- **PearsonVUE** - Call 1-800-466-0450 or send an email to accommodationspearsonvue@pearsonvue.com requesting special testing services.

How do I access my passed exam results?

Access your [PearsonVue](#) web account to download/print your exam results.



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.

Identity Verification

All candidates are required to present a government issued photo identification.



The identification must:

- Have the same legal first and last name that matches the exam record,
- Must be valid (not expired)
- Contain a signature
- Be original (no photocopies)

NOTE: Proxy testing is a violation of the ICC administrative rules. Candidates who participate in proxy testing may be permanently banned from testing and subject to legal action.

If you are unable to present identification as required by the Code Council, or have questions about what will be allowed, you must call ICC or Pearson VUE prior to your scheduled exam to make other arrangements.

Candidate Behavior

Candidates are expected to remain professional at all times and treat the proctors with respect.

All ProctorU and PearsonVUE staff are tasked with ensuring examination integrity. They 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.

NOTE: Proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to end an examination administration at any time for examination anomalies including, but not limited to, the following behaviors:



- Gives or receives help during an examination
- Creating a disturbance
- Copying or attempts to copy examination questions or answers
- Is found to have prohibited materials (phones, recorders, loose papers, etc.) during the examination
- Talks during the examination
- Becomes belligerent or threatens the proctor, test site administration, or other candidates.

Agree to ICC Rules

Prior to launching the examination, candidates are required to read and agree to follow all ICC rules, policies, and procedures.

This includes the following:



- [Candidate Agreement](#)
- [Certification Program Rules of Procedure](#)
- [ICC Code of Ethics](#)

What can I bring to the exam?

What is Allowed:

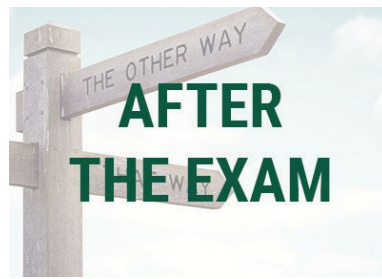
- Reference material(s) - please make sure the reference(s):
 - Are bound (either original bound book, three-ring binder, or stapled). Photocopies of copyrighted materials are not allowed.
 - All notes are written in ink or highlighted
 - Any tabs are permanently attached (tabs that can't be removed without destroying the page)
- Magnifying glass
- Eyeglasses, if necessary
- Architects' scale or ruler
- Foreign language/English translation dictionaries
- Battery-operated calculator that is:
 - Nonprogrammable
 - Not capable of storing examination information
 - No ribbon or paper printing capabilities

What is not Allowed:

- No food or drink (unless approved through testing accommodations)
- Any kind of writing instruments, writing paper, or briefcases

Note: PearsonVUE candidates are supplied with a small whiteboard and a marker. This marker can ONLY be used to write on the white board. Candidates using the marker/pen to write in their reference materials are subject to disciplinary action by the CC.

- Personal items such as purses, wallets, or watches
- Calculators with print capability and/or that store formulas
- Copying, recording, or photo devices
- No electronic devices other than the device utilized for the examination (unless approved through testing accommodations)



How do I request a duplicate pass letter?

If you took an ICC Contractor/Trades examination at a Pearson VUE Test Center on or after January 1, 2014, please contact Pearson VUE via phone (1-877-234-6082) or chat to request a duplicate letter at no charge. All other candidates, please visit the [ICC Forms Library](#) >General Requests> and complete the [Replacement Result Letter](#).

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)

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.

How do I change my name and address?

NOTE: Your ICC email address is the Pearson VUE email address used to register for an ICC Contractor/Trades examination. To update your candidate demographic information (Address, Phone Number, Email, and Legal Name), log in to your myICC account. Click [here](#) for additional information.

If you are unable to access your myICC account, please contact ICC at 1-888-422-7233 ext. 5524 or via email at customersuccess@iccsafe.org.

How do I make comments about an exam I took?

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.

To have Code Council Credentialing staff review comments or challenges on specific exams, exam items, or any issues encountered during your examination, you must submit a Contractor Appeals form to the Code Council.

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, Credentialing 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 sent to the following mailing or email address:

International Code Council
ATTN: Client Relationship Manager
900 Montclair Road
Birmingham, AL 35213
Email: appeals@iccsafe.org

Springfield, Missouri Examination Information

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

W16 Missouri (Springfield) Master Electrician		Pricing
100 multiple-choice questions		Pearson VUE: \$115
Open book – 5-hour time limit		
Content Area	%	Reference
General Knowledge and Plan Reading	12%	2017 National Electrical Code
Services and Service Equipment	16%	Ugly's Electrical References (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%	

W17 Missouri (Springfield) Journeyman Electrician		Pricing
80 multiple-choice questions		Pearson VUE: \$115
Open book – 4-hour time limit		
Content Area	%	Reference
General Knowledge	6%	2017 National Electrical Code
Services and Service Equipment	11%	Ugly's Electrical References (any edition)
Feeders	4%	
Branch Circuits and Conductors	19%	
Wiring Methods and Materials	26%	
Equipment and Devices	13%	
Control Devices	4%	
Motors and Generators	6%	
Special Occupancies, Equipment, and Conditions	11%	

W24 Missouri (Springfield) Master Plumber

100 multiple-choice questions

Open book – 4-hour time limit

Pricing

Pearson VUE: \$115

Content Area	%	Reference
Administration General Regulations	46%	2018 International Plumbing Code®
General Installation Requirements		
Code Definitions and Terms		
Plan Reading		
Testing		
Materials		
Plumbing	14%	
Water Heaters		
Water Closets and Urinals		
Bathtubs, Showers, Sinks, and Lavatories		
Water Supply and Distribution	11%	
Service Distribution and Piping		
Water Supply and Pressure		
Protection of Potable Water Supply		
Sanitary Drainage	11%	
Building Sanitary Drainage		
Sumps and Ejectors		
Indirect and Special Waste Systems		
Plumbing Vent Requirements	8%	
Vent Connections and Grades		
Vent Terminals		
Traps, Interceptors, and Separators	8%	
Installation of Traps		
Interceptors and Separators		
Storm Drainage	2%	
Storm Drainage		

W25 Missouri (Springfield) Journeyman Plumber

70 multiple-choice questions

Open book – 3-hour time limit

Pricing

Pearson VUE: \$115

Content Area	%	Reference
Administration General Regulations	40%	2018 International Plumbing Code
General Installation Requirements		
Code Definitions and Terms		
Testing		
Materials		
Plumbing Fixtures	17%	
Water Heaters		
Water Closets and Urinals		
Specialty Fixtures		
Water Supply and Distribution	14%	
Service Distribution and Piping		
Water Supply and Pressure		
Protection of Potable Water Supply		
Sanitary Drainage	13%	
Building Sanitary Drainage		
Sumps and Ejectors		
Indirect and Special Waste Systems		
Plumbing Vent Requirements	7%	
Vent Connections and Grades		
Vent Terminals		
Traps, Interceptors, and Separators	7%	
Installation of Traps		
Interceptors and Separators		
Storm Drainage	2%	
Storm Drainage		

W29 Missouri (Springfield) Master Mechanical

100 multiple-choice questions

Open book – 4-hour time limit

Pricing

PearsonVUE: \$115

Content Area	%	Reference
Administration General Regulations	30%	2018 International Mechanical Code
General Installation Requirements		2018 International Fuel Gas Code
Code Definitions		2017 National Electrical Code
Plan Reading		
Testing		
Appliances & Mechanical Equipment	27%	
Heating Equipment & Gen App Installation		
Water Heaters and Boilers		
Cooling and Refrigeration Systems		
Hydronic and Other Systems		
Exhaust and Ventilation Systems	11%	
Exhaust Fan & Product Conveying Systems		
Commercial Hoods & Kitchen Ventilation		
Duct Systems	12%	
Duct Construction, Installation & Plenums		
Smoke and Fire Dampers		
Combustion Air	6%	
Venting of Fuel Burning Appliances		
Chimneys and Vents	8%	
Venting of Fuel Burning Appliances		
Chimney and Vent Connectors		
Fuel Supply Systems	6%	
Fuel Supply Installation, Testing, and Sizing		

W31 Missouri (Springfield) Journeyman Mechanical

50 multiple-choice questions

Open book – 3-hour time limit

Pricing

PearsonVUE: \$115

Content Area	%	Reference
Administration General Regulations	22%	2018 International Mechanical Code
General Installation Requirements		2018 International Fuel Gas Code
Plan Reading		NFPA 70: National Electrical Code (NEC), 2017 Edition
Appliances & Mechanical Equipment	22%	
Heating Equipment & Gen App Installation		
Water Heaters and Boilers		
Cooling and Refrigeration Systems		
Hydronic and Other Systems		
Exhaust and Ventilation Systems	14%	
Exhaust Fan & Product Conveying Systems		
Commercial Hoods & Kitchen Ventilation		
Duct Systems	16%	
Duct Construction, Installation & Plenums		
Smoke and Fire Dampers		
Combustion Air	8%	
Combustion Air		
Chimney and Vents	10%	
Venting of Fuel Burning Appliances		
Chimney and Vent Connectors		
Gas Piping & Fuel Supply Systems	8%	
Fuel Installation and Sizing		
Fuel System Connections		

N33 Missouri (Springfield) Master Gas Pipe Fitter

75 multiple-choice questions

Open book – 3-hour time limit

Pricing

PearsonVUE: \$115

Content Area	%	Reference
General Requirements	49%	2018 International Fuel Gas Code
General Installation Requirements		
Code Definitions and Terms		
Plan Reading		
Testing		
Materials		
Water Heaters	5%	
Installation of Water Heaters		
Appliances and Equipment	15%	
Requirements for Specific Appliances & Equipment		
Fuel Supply System Sizing	6%	
Service and Distribution Pipe Sizing		
Combustion Air	13%	
Combustion Air Source, Size of Ducts/Openings		
Chimneys and Vents	12%	
Venting, Vent Connector, and Chimneys		

678 Missouri (Springfield) Journeyman Gas Pipe Fitter

50 multiple-choice questions

Open book – 2-hour time limit

Pricing

PearsonVUE: \$115

Content Area	%	Reference
Terminology and Fundamentals	6%	2018 International Fuel Gas Code®
Basic Theory and Principles	10%	
Materials	12%	
Appliances	24%	
Venting	24%	
Pipe Sizing and Installation	24%	