Putnam County Contractor Examination Information Bulletin

Published March 2016

The checklists and information summaries in this bulletin are to be used to familiarize yourself with the testing process. Be sure to completely read this bulletin before taking 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.*

IMPORTANT NOTE

Putnam County Contractor Exams are ICC exams based on the 2014 NEC and 2015 International Codes, and administered by Brewster Technology, 16 Mount Ebo Road S., SUITE 18, Brewster, NY 10509.
Phone: 845-279-9400

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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.

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.

General Testing Information

The purpose of this bulletin is to provide you with information regarding your contractor/trades examination. Prior to scheduling a test with this program, you should first consult with your local or state licensing agency to determine which examination you should take. Some agencies may also require you to meet certain prequalification criteria prior to testing. You should therefore start your testing process by determining what test your local agency requires of you.

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.

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.

You may schedule an examination with Brewster Technology 16 Mount Ebo Road S., SUITE 18, Brewster, NY 10509, after approval of the Putnam County Electrical Board or Putnam County Plumbing and Mechanical Trades Board.

Pre-payment is required to schedule an examination.

When can I test?

Computer based testing is administered by Brewster Technology 16 Mount Ebo Road S., SUITE 18, Brewster, NY 10509 and is usually held on the 3rd Saturday of each month.

How often can I test?

Current law states that each tradesman can retest twice followed by a mandatory waiting period of 1 year for Plumbing exams and 6 months for Electrical exams.

What examination do I need to take?

We strongly encourage you to contact the jurisdiction in which you wish to work for more information on their specific exam requirements for licensure.

What references or code books are the exams based on?

The approved references for each exam are listed in the Examination Outlines section at the end of this Bulletin.

Are the examinations open book?

The Contractor/Trades exams are open book. Refer to the Examination Outlines section of this Bulletin for open book requirements for specific exams. 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 electronically are available immediately after completion of the exam.

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, please refer to the Contractor Examination grid at the end of this Bulletin.

Are there any scheduled breaks in the examination?

There are no scheduled breaks during computer-based exams. Should you leave the room for any reason, the timer on your exam will continue to run. You must obtain proctor approval to leave the room once you have started testing.

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 Contractor/Trades examinations require a candidate to answer at least 70 percent of their questions correctly in order to pass the exam.

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.

Appeals Process

To have Code Council Certification and Testing staff **review** challenges on specific exams, or exam items, you must submit a Comment/ Challenge form to the Code Council. The form is available from the Code Council or through their website.

Our experience shows that the best submissions 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) related to the exam experience.

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

Review Session

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

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

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

To be eligible for a review, you must have scored within **10 points** of the minimum passing score. Reviews must be scheduled no more than **ninety (90)** days following your most recent testing session. The cost of the review is $50 for each test reviewed. To review an exam taken via computer, you will schedule directly with Brewster Technology.

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 state or federal regulatory agency, e.g., a driver's license, passport, etc.

The name on the exam reservation must match the name on the ID provided. If it does not, you will not be allowed to test, and will forfeit your exam fee. Neither the Code Council nor Brewster Technology can make an exception to this policy.

Examinees may bring the following items to the examination:

1. Reference(s) as listed in this Examination Information Bulletin for the applicable exam—**no other reference material will be allowed into the testing center**
   Please make sure the reference material(s):
   - Are bound (original bound book, three-ring binder, or stapled). **Photocopies of copyrighted materials are not allowed**
   - Have any notes written in ink or highlighted in code sections only
   - **Have permanently attached tabs** (tabs that can't be removed without destroying the page)
   - Have pencil notes in your references that are highlighted prior to arrival at the test center
3. Magnifying glass
4. Eyeglasses, if necessary
5. Architects' scale or rule
6. Battery-operated calculator that is:
   - Nonprogrammable
   - Not capable of storing examination information
   - No ribbon or paper printing capabilities
9. Foreign language/English translation dictionaries, if needed

What should I leave at home?

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

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 am in need of assistance during my exam?

If you experience any difficulties during your exam, due to computer issues, excessive noise, bad lighting, or any other issue, please raise your hand for proctor assistance in resolving the issue. In unlikely cases where such conditions may occur, the required passing score will not be changed.

What does the Code Council expect of me?

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

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

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

Arrive at the exam site at least **15 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 going to the testing location, please ensure that you have reviewed the **SAMPLE EXAM FORMAT:**

Select to see a sample layout of your exam www.brewstertech.com/sample
User name: ptguest
Password: @Putnam1

Before the Exam

The examination proctor will check your identification, have you sign in, take your photograph and 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.

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

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

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

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

It is **highly recommended** that if you are taking a computer-based exam, especially for the first time, you familiarize yourself with the exam format. You will receive important information about how to keep track of your time remaining, how to mark items for review, where to find the number of the question you are on, and more.

For these electronically administered examinations, there is a clock on the computer that counts down to display the time remaining. When the time limit is up for the examination, the computer will end the test.

After the Exam

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

Computer-based Testing

Your licensing agency requires you to apply through them prior to testing with Brewster Technology, You should check with the licensing agency for licensing requirements prior to registering for an examination.

How do I register for a computer-based test?

Computer-based certification examinations are administered for the Code Council by Brewster Technology,

Online reservations are available 24 hours a day, 7 days a week. You must provide an email address to schedule an exam online, and Brewster Technology will email you a confirmation letter containing the date and time of your exam, along with test day instructions. Walk-in testing is not available. **It is your responsibility to check this confirmation letter to ensure the exam listed is the one you wish to take.**

You may make an exam reservation for your desired exam date, as per the deadlines stated in your approval letter from the Putnam County Board.

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

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

Where is the exam test site?

The test site for your exam is Brewster Technology, 16 Mount Ebo Road S., SUITE 18, Brewster, NY 10509. Phone: 845-279-9400.

How do I pay for my exam?

Examination fees must be paid by credit or debit card at the time a reservation is made, NOT at the test center.

Do I have to be a computer whiz?

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

When are exams available?

Testing sessions are generally held starting at 10:30 a.m. on the 3rd Saturday of each month. Exams are administered on a monthly basis. Brewster Technology's offices are closed in observance of the following holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Rosh Hashanah
Thanksgiving (including Friday following holiday)
Christmas through New Year

What if the weather's bad?

Test administrations will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be canceled. If such an event arises you will be contacted for a re-schedule of your exam appointment.

How do I cancel my exam?

There are no cancellations of exam appointments as stated in the final step of your payment process.

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

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

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

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

Brewster Technology
Putnam County Contractor Exams
16 Mount Ebo Road S.,
SUITE 18
Brewster, NY 10509
Fax: 845-279-9413

When do I get my test results?

After completing the test, candidates will exit the testing area with all reference materials for check-out and receipt of the exam score print-out.

What if I have special needs?

Brewster Technology complies with the provisions of the Americans with Disabilities Act (ADA). If you need special arrangements for testing, please call 845-279-9400 to request special testing services.