# STATE OF NORTH CAROLINA

## LICENSING BOARD FOR GENERAL CONTRACTORS

## CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com
EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for General Contractors Licensure in the State of North Carolina.

Eligibility for examination is determined by the North Carolina Licensing Board for General Contractors.

The Board has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in North Carolina and in many areas throughout the United States. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

GUIDELINES FOR LICENSING APPLICATION/QUALIFICATION

HOW TO OBTAIN A LICENSE

1. Complete and submit the License Application or Examination Request Form to:

   North Carolina Licensing Board for General Contractors
   5400 Creedmoor Road
   Raleigh, NC 27612
   (919) 571-4182

2. Upon approval from the Board, you will be sent an Examination Eligibility Letter, along with instructions for registering and scheduling the examination. Included with your letter will be an identification number assigned by the State to you for this testing program. You must use this identification number when scheduling for your examination.

3. The eligibility letter is valid for 120 days from the date on the letter and allows the candidate to take one examination within that time frame. If you are absent for the examination, it will count as an attempt and you will need to contact the Board for instructions.

All questions and requests for information about examinations should be directed to PSI.

   PSI licensure:certification
   3210 E Tropicana
   Las Vegas, NV 89121
   (800) 733-9267 • Fax (702) 932-2666
   www.psiexams.com

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURE

Once you have been approved by the Board you will be sent an Eligibility letter. Upon receipt of your valid Eligibility Letter, you will be responsible for contacting PSI to schedule an appointment to take the examination and make exam payment arrangements. PSI will make every effort to schedule the examination site and time that is most convenient for you.

Failing candidates will receive the appropriate forms to reschedule examinations. These forms will be mailed with the official scores from the North Carolina Licensing Board for General Contractors. Also, failing candidates may not retake an examination until at least 30 days after the failed examination. Failing candidates are strongly encouraged to evaluate their diagnostic report and study, particularly the areas of weakness, before retaking the examination.

The following fee table lists the applicable fee for each examination. The fee is for each examination, whether you are taking the examination for the first time or repeating.

EXAMINATION FEE $79
NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. FEES ARE ONLY GOOD FOR THE DURATION OF THE ELIGIBILITY.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI’s registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI’s website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Board has on file. Be sure to check the box next to “Check here to attempt to locate existing records for you in the system”
- You will be asked to select the examination and enter your ID# provided on the Examination Eligibility Letter. Your record will be found, and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (800) 733-9267 for help.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your exam.
FAX REGISTRATION
For fax registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
3. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.

STANDARD MAIL REGISTRATION
1. Complete the Examination Registration Form found in this Candidate Information Bulletin. BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.
2. Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier’s check. Make your money order or check payable to PSI and print your social security number on it to ensure that your fees are properly assigned. CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.
3. Please allow 7 business days to process your registration before scheduling your examination at (800) 733-9267.

CANCELING AN EXAMINATION APPOINTMENT
You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may use the PSI website or call PSI at (800) 733-9267.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

EXAM ACCOMMODATIONS
All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate’s needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

EXAMINATION SITE CLOSING FOR AN EMERGENCY
In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

EXAMINATION SITE LOCATION
The North Carolina General Contractor licensing examinations are administered at the PSI examination centers in North Carolina as listed below:

ASHEVILLE
1306 C Patton Avenue
Asheville, NC 28806
From I-40 take exit 44, Smokey Park Highway (US 19/23), turn left. Proceed North/East approx 3 miles (the test center is in a multi-building complex between Haywood Rd and Druid). Turn right onto Haywood Rd at intersection of Patton (19/23) and Haywood Rd (Swannanoa Cleaners on right.) Proceed approximately 0.2 miles and turn left onto Parkwood. Follow building numbers to 1306, approx. 5th building complex on right, past the BB&T bank.

From I-240 exit 3A to 19/23 (Patton Ave) and proceed South approx 2 miles (the test center is in a multi-building complex between Druid and Haywood Rd). Take a left onto Druid (Burger King is on the left), then first right. Proceed (past post office) through stop sign and take first left into parking lot of building #1306.

CHARLOTTE
Tyvola Executive Park One
5701 Westpark Dr, #102
Charlotte, NC 28217
From I-77S towards Columbia, exit Tyvola Road (Exit #5). Turn left at Tyvola Road. Make a right at Westpark Dr.

From I-77N, exit Tyvola Road (Exit #5). Bear right at Tyvola Road. Turn right at Westpark Dr.
GREENVILLE
Charles Center
2404 South Charles Blvd Suite B
Greenville, NC  27858
From the South, proceed North on State Highway 11, and merge to the right onto Greenville Blvd SE (US 264/State 43). Turn right on Charles Blvd.
From the East, proceed West on US 264 and turn left onto Greenville Blvd SE. Turn left on Charles Blvd.
From the West, proceed East on US 264. Turn right on Memorial Drive. Turn left on Greenville Blvd. Turn right on Charles Blvd.

RALEIGH
5711 Six Forks Road Suite 208
Raleigh, NC  27609
From I-440, exit 8, Six Forks Road and proceed North. Turn left on Loft Lane, then right into the first driveway.

FAYETTEVILLE
3724 Sycamore Dairy Road, Suite 128
Arbor Alley Building
Fayetteville, NC  28303
From the North, take I-95 South. Merge onto US 301/I-95 Business Route South towards Fayetteville/Fort Bragg/Pope AFB. Turn right onto NC-210/NC-24 Grove St. which becomes Rowan St. From Rowan St., turn right onto Bragg Blvd. Turn left onto Sycamore Dairy Road.
From the South, take I-95 North to Exit 46 and enter NC 87, Martin Luther King (MLK). Take the MLK to the Bragg Blvd exit. Turn left on Bragg Blvd. Stay in the left lane for a few miles. When you get to the traffic light at McDonald’s, bear left onto Sycamore Dairy Rd. Very shortly there is another traffic light. Just past it, on the right, turn into the Arbor Alley strip mall.
From the Northwest, take NC-87 South to NC-24 E/Bragg Blvd. Continue on NC-24 E/Bragg Blvd beyond the intersection with Hwy 401 Bypass. Turn right onto Bargain Street and proceed to Sycamore Dairy Road.
From the Southwest, take US 401 North and turn left onto 401 Bypass (Skibo Road). Continue on 401 Bypass/Skibo Road. Turn right onto Legend Ave; turn left onto Sycamore Dairy Road.
PSI is located at the far back end of the Arbor Alley strip mall. The strip mall is located in between the State ABC store and Priscillas.

WILMINGTON
Judges Road Business Park
311 Judge’s Road, Suite 8D
Wilmington, NC  28405
When Interstate 40 ends, it merges with State Highway 132 (College Road). Exit Market Street (Highway 17) and proceed northeast toward Jacksonville, approximately 1 mile. Turn left at Judge’s Road. As you approach Judge’s Road Business Park, you will see a dozen brick buildings housing industrial units. Turn left into the Business Park and proceed to the third aisle. Turn right down the aisle for Building 8. Suite 8D is on the left. Overflow parking is available on the street.

Winston-Salem
1540 Westbrook Plaza Drive, Suite 103
Winston-Salem, NC  27103
From Interstate 40, exit 189, Stratford Road proceed north (left) approximately 100 yards. Turn left on Westbrook Plaza Drive. Turn left at four-way stop, continuing on to Westbrook Plaza Drive. Go through next traffic light. The test center is approximately 1/4 mile past the light and on your left.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by following the instructions on the Out-Of-State Request Form at the end of this Candidate Information Bulletin.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver’s license, state ID, passport, military ID), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Eligibility Letter.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open

WWW.PSIXAMS.COM 4
sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI’s sole discretion.

Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building’s property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.

No smoking, eating, or drinking is allowed in the examination center.

During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates’ pockets.

If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.

Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.

Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.

Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.

Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

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**TAKING THE EXAMINATION BY COMPUTER**

The examination will be administered via computer. You will be using a mouse and computer keyboard.

**IDENTIFICATION SCREEN**

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

**TUTORIAL**

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

**TEST QUESTION SCREEN**

The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

![Sample Question Screen](image)

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**EXPERIMENTAL QUESTIONS**

In addition to the number of questions per examination, a small number of five to ten “experimental” questions may be administered to candidates during the examinations. These questions will not be scored, and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.
CANDIDATE COMMENTS

During the test development process, PSI makes every effort to create accurate and fair test questions. However, on occasion a candidate may feel that a particular test question is misleading or is missing information that is needed in order to provide a correct answer. If during the test you believe that a test question needs clarification, we highly recommend that you submit your comments and concerns to PSI while at the test center. Comments may be entered by clicking the Comments link on the function bar of the test question screen. When submitting comments, please provide as much detail as possible describing what you feel is problematic about the test question.

All comments made for the future benefit of candidates, PSI will review all comments and, if necessary, make immediate key changes (or item deletions). But, PSI will under no circumstances retroactively change a grade of any prior candidate.

EXAMINATION REVIEW

Failing candidates will have the option of reviewing their examination in a secure environment and challenging any questions or answers that they feel should be eliminated or changed. The review is one hour in length.

The fee for reviewing your examination is $79. You may register for the examination review via IVR, Telephone, Internet, mail or fax. If you would like to register by mail or fax, please fill out the Registration form found on the last page of this bulletin. You may pay with credit card, money order, company check or cashier's check. Cash and personal checks are not accepted.

During the review candidates will be presented with the questions the candidate incorrectly answered during the examination. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by writing down comments on the Review sheet.

All comments made for the future benefit of candidates, PSI will review all comments and, if necessary, make immediate key changes (or item deletions). But, PSI will under no circumstances, retroactively change a grade of any prior candidate. There will not be any notification sent to you from PSI with regard to your review.

You may not be permitted to take any notes out of the review sessions. Please call (800) 733-9267 with any questions. The examination review fee is $60 and it is one hour in length. You must schedule the examination review within 30 days from the date you originally took the examination.

SCORE REPORTING

In order to pass the examinations, you must receive a score of at least 70%.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
  - If you pass, you will immediately receive a successful notification.
  - If you do not pass, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** - an unofficial score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267. The fee for a duplicate score report is $15.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as code, law, or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law, or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

Many of the reference materials listed are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088.

Titles currently in stock are listed on the order form near the end of this candidate information bulletin.
BUSINESS AND LAW

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CONTENT OUTLINE

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<td>Subcontractor's Pay Requirements</td>
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<td>Liens and Bonds</td>
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<td>One Call</td>
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REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based only on the edition of the Code book that is listed.

Candidates may use a silent, non-printing, non-programmable calculator in the examination center. Candidates will also be provided with a magnifying glass upon request.

This examination is **OPEN BOOK**.

The following reference materials are allowed in the examination center:

- North Carolina Administrative Code, Title 15A, Chapter 4 Sedimentation Control, including the latest amendments, Sedimentation Control Commission, Archdale Building, 512 N. Salisbury Street, P.O. Box 27687, Raleigh, NC 27611, http://reports.oah.state.nc.us/ncac/title%2015a%20-0environmental%20quality/chapter%2020-%0sedimentation%20control/chapter%2020rules.pdf

Candidates are responsible for bringing their own reference materials to the examination center. Only those references that pertain to the building codes are able to be copied, printed and spiral bound or hole punched and placed in a 3-ring binder. If you are downloading from the Internet, you may bring this reference material into the testing center with you as long as it is bound. **NO partial references will be allowed/acceptable as Reference material for testing.**

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. References may be tabbed/indexed with permanent tabs only. Reference books may not have removable tabs. The following is a list of tabs that can be placed on pages in code or reference books when taking North Carolina general contractor exams, as per PSI the examination vendor for the North Carolina Licensing Board. These tabs stick onto pages and will tear the page if you try to remove them. This is only a sample list. As long as the tabs are not easily removed from the pages are the criteria for acceptable tabs.

**Acceptable Tabs**
- Permanent Plastic Tabs
- Redi-Tag Self-Stick Permanent Adhesive Index Tabs

**Unacceptable Tabs**
- Post-It Index Flags
- Post-It Flags

References may not be written in prior to or during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.

**(S) ASBESTOS**

**SCOPE OF WORK**

This classification covers renovation or demolition activities involving the repair, maintenance, removal, isolation, encapsulation, or enclosure of Regulated Asbestos Containing Materials (RACM) for any commercial, industrial, or institutional building, whether public or private. It also covers all types of residential building construction involving RACM during renovation or demolition activities.

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<td>Respirators</td>
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<td>Mini Enclosures and Glove Bag</td>
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<td>Methods and Means</td>
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<td>Laws and Regulations</td>
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<td>Liens</td>
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</table>

REFERENCE LIST

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Code questions, the examinations will be based only on the edition of the Code book that is listed.

Candidates may use a silent, non-printing, non-programmable calculator in the examination center. Candidates will also be provided with a magnifying glass upon request.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- Asbestos: Engineering Management and Control, 1988, Kenneth Cherry, Lewis Publishers, Inc., 121 South Main Street, Chelsea, MI 48118

The following reference materials are not allowed in the examination center:

- Laws and Regulations Applicable to General Contracting in the State of North Carolina, North Carolina Licensing Board for General Contractors, P.O. Box 17187, Raleigh, NC 27619-7987, (919) 571-4183, www.nclbgc.org

Candidates are responsible for bringing their own reference materials to the examination center. Only those references that pertain to the building codes are able to be copied, printed and spiral bound or hole punched and placed in a 3-ring binder. If you are downloading from the Internet, you may bring this reference material into the testing center with you as long as it is bound. NO partial references will be allowed/acceptable as Reference material for testing.

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. References may be tabbed/indexed with permanent tabs only. Reference books may not have removable tabs. The following is a list of tabs that can be placed on pages in code or reference books when taking North Carolina general contractor exams, as per PSI the examination vendor for the North Carolina Licensing Board. These tabs stick onto pages and will tear the page if you try to remove them. This is only a sample list. As long as the tabs are not easily removed from the pages are the criteria for acceptable tabs.

Acceptable Tabs
Permanent Plastic Tabs
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Unacceptable Tabs
Post-It Index Flags
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References may not be written in prior to or during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.

(5) BORING AND TUNNELING

SCOPE OF WORK

This classification covers the construction of underground or underwater passageways by digging or boring through and under the earth’s surface, including the bracing and compacting of such passageways to make them safe for the purpose intended. It includes preparation of the ground surfaces at points of ingress and egress.

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<td>Boring and Tunneling</td>
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<td>Hoisting and Rigging</td>
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<tr>
<td>Safety</td>
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<tr>
<td>One Call</td>
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<tr>
<td>Erosion and sedimentation control</td>
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<tr>
<td>Liens</td>
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<tr>
<td>Laws and Regulations</td>
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- **Placing Reinforcing Bars, Recommended Practices, 2011, 9th edition, Author- Concrete Reinforcing Steel Institute, Publisher- Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd, Schaumburg, IL 60173, Phone (800) 328-6306, www.crsi.org**

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**BUILDING CONTRACTOR**

**SCOPE OF WORK**

This classification covers all building construction activity including: commercial, industrial, institutional, and all residential building construction. It includes parking decks; all site work; grading and paving of parking lots, driveways, sidewalks, and gutters; storm drainage, retaining or screen walls, and hardware and accessory structures; and indoor and outdoor recreational facilities including natural and artificial surface athletic fields, running tracks, bleachers and seating. It also covers work done under the specialty classifications of S(Concrete Construction), S(Insulation), S(Interior Construction), S(Marine Construction), S(Masonry Construction), S(Roofing), S(Metal Erection), S(Swimming Pools), and S(Asbestos).

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<td>Concrete</td>
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<tr>
<td>Masonry</td>
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<tr>
<td>Metals</td>
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<td>Carpentry</td>
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<td>Roofing</td>
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<td>Associated Trades</td>
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<td>Business and Law</td>
<td>7</td>
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<td>Safety</td>
<td>4</td>
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<td>Estimating, Plan Reading and General Building Code Requirements</td>
<td>14</td>
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<td>One Call</td>
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<td>Erosion and Sedimentation Control</td>
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<td>Sports Fields</td>
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### (PU) COMMUNICATIONS

**SCOPE OF WORK**

His classification covers the installation of the following: (i) all types of pole lines, and aerial and underground distribution cable for telephone systems; (ii) aerial and underground distribution cable for cable TV and master antenna TV systems capable of transmitting R.F. signals; (iii) underground conduit and communication cable including fiber optic cable; and (iv) microwave systems and towers, including foundations and excavations where required, when the microwave systems are being used for the purpose of transmitting R.F. signals; and installation of PCS or cellular telephone towers and sites.

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<tr>
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<th>% Required to Pass</th>
<th>Time Allowed</th>
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<tr>
<td>45</td>
<td>70</td>
<td>120 minutes</td>
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### Subject Area | # of Items
---|---
MATV and Cable TV systems | 7
Antennas | 7
Foundations and Sitework | 8
Steel Erection | 8
Safety | 6
Erosion and Sedimentation Control | 2
One Call | 2
Underground Cabling | 2
Liens | 1

### LICENSES AND REGULATIONS

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CANDIDATES ARE RESPONSIBLE FOR BRINGING THEIR OWN REFERENCE MATERIALS TO THE EXAMINATION CENTER. ONLY THOSE REFERENCES THAT PERTAIN TO THE BUILDING CODES (AS SPECIFIED) ARE PERMITTED. NO PARTIAL REFERENCES WILL BE ALLOWED/ACEPTABLE AS REFERENCE MATERIAL FOR TESTING.

ACCEPTABLE TABS
Permanent Plastic Tabs
Redi-Tag Self-Stick Permanent Adhesive Index Tabs

UNACCEPTABLE TABS
Post-It Index Flags
Post-It Flags

REFERENCES MAY NOT BE WRITTEN IN PRIOR TO OR DURING THE EXAMINATION SESSION. ANY CANDIDATE CAUGHT WRITING IN THE REFERENCES DURING THE EXAMINATION WILL HAVE THE REFERENCES CONFISCATED AND WILL BE REPORTED TO THE DEPARTMENT. FURTHERMORE, CANDIDATES ARE NOT PERMITTED TO BRING IN ADDITIONAL PAPERS (LOOSE OR ATTACHED) WITH THEIR APPROVED REFERENCES. ANY ADDITIONAL MATERIALS WILL BE REMOVED FROM THE REFERENCES AND CONFISCATED.

(S) CONCRETE CONSTRUCTION

SCOPE OF WORK

This classification covers the construction and installation of foundations, pre-cast silos and other concrete tanks or receptacles, prestressed components, and gunite applications, but excludes bridges, streets, side-walks, curbs, gutters, driveways, parking lots, and highways.

<table>
<thead>
<tr>
<th># of Questions</th>
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<tbody>
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<thead>
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<td>Concrete Earthwork</td>
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<td>Concrete</td>
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<td>Concrete Reinforcement</td>
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<td>Concrete Formwork</td>
<td>10</td>
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<tr>
<td>Concrete Cutting</td>
<td>3</td>
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<tr>
<td>Pre-cast Pre-stressed Concrete</td>
<td>4</td>
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<tr>
<td>Laws and Regulations</td>
<td>2</td>
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<td>Liens</td>
<td>1</td>
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<tr>
<td>General Building Code Requirements</td>
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</tr>
</tbody>
</table>

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(PSI) ELECTRICAL -- AHEAD OF POINT OF DELIVERY

SCOPE OF WORK

This classification covers the construction, installation, alteration, maintenance, or repair of an electrical wiring system, including sub-stations or components thereof, which is or is intended to be owned, operated and maintained by an electric power supplier, such as a public or private utility, a utility cooperative, or any other properly franchised electric power supplier, for the purpose of furnishing electrical services to one or more customers.

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<tr>
<th>Subject Area</th>
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<td>Electrical Knowledge</td>
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<td>Conductors</td>
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<td>Overhead Lines</td>
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<td>Underground Lines</td>
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<tr>
<td>Equipment and Safety</td>
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<td>Grounding Methods</td>
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<td>Service Drops and Laterals</td>
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<td>Poles and Structures</td>
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<td>Electric Supply Stations</td>
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<td>Laws and Regulations</td>
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WWW.PSIEXAMS.COM
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**PU FUEL DISTRIBUTION**

**SCOPE OF WORK**

This classification covers the construction, installation, alteration, maintenance, or repair of systems for distribution of petroleum fuels, petroleum distillates, natural gas, chemicals, and slurries through pipeline from one station to another. It includes all excavating, trenching, and backfilling in connection therewith. It covers the installation, replacement and removal of above ground and below ground fuel storage tanks.

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<td>Piping. Pumps, and Controls</td>
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<td>Troubleshooting and Maintenance</td>
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<td>Safety and Fire Prevention</td>
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<td>Leak Detection and Monitoring Systems</td>
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<td>Erosion and Sedimentation Control</td>
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<td>Gas</td>
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### (H) GRADING AND EXCAVATING

**SCOPE OF WORK**

This classification covers the digging, moving and placing of materials forming the surface of the earth, excluding air and water, in such a manner that the cut, fill, excavation, grade, trench, backfill, or any similar operation can be executed with the use of hand and power tools and machines commonly used for these types of digging, moving, and material placing. It covers work on earthen dams and the use of explosives used in connection with all or any part of the activities described in this Subparagraph. It also includes clearing and grubbing, and erosion control activities.

<table>
<thead>
<tr>
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</thead>
<tbody>
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**CONTENT OUTLINE**

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<th>Subject Area</th>
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<td>Excavating and Grading</td>
<td>18</td>
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<td>Safety - Code of Federal Regulations</td>
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<td>Lien Law</td>
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<td>Licensing and Regulations</td>
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**HIGHPWAY CONTRACTOR**

**SCOPE OF WORK**

This classification covers all highway construction activity including: grading, paving of all types, installation of exterior artificial athletic surfaces, relocation of public and private utility lines ancillary to the principal project, bridge construction and repair, culvert construction and repair, parking decks, sidewalks, curbs, gutters and storm drainage. It also includes installation and erection of guard rails, fencing, signage and ancillary highway hardware; covers paving and grading of airport and air-field runways, taxiways, and aprons, including the installation of fencing, signage, runway lighting and marking; and work done under the specialty classifications of S(Boring and Tunneling), S(Concrete Construction), S(Marine Construction), S(Railroad Construction), and H(Grading and Excavating).

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<td>Traffic Control</td>
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</table>
Concrete | 6
Metals Including Concrete Reinforcement | 5
Erosion and Sedimentation Control | 4
Tunneling | 8
Railroad Construction | 8
Marine Construction | 6
Licensing | 2
Liens | 1
Business and Law | 7
Sports Fields | 5

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(S) INSULATION

SCOPE OF WORK

This classification covers the installation alteration or repair of materials classified as insulating media used for the non-mechanical control of temperatures in the construction of residential and commercial buildings. It does not include the insulation of mechanical equipment and ancillary lines and piping.

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<td>Liens</td>
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<td>Insulation types and properties</td>
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<td>Radiant and reflective barriers, vapor retarders</td>
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<td>Laws and regulations</td>
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(S) INTERIOR CONSTRUCTION

SCOPE OF WORK

This classification covers the installation of accoustical ceiling systems and panels, drywall partitions (load bearing and non-load bearing), lathing and plastering, flooring and finishing, interior recreational surfaces, window and door installation, and installation of fixtures, cabinets and millwork. It includes the removal of asbestos and replacement with non-toxic substances.

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<td>Framing - Wood and Metal</td>
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<tr>
<td>Finish Carpentry and Millwork</td>
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<tr>
<td>Drywall and Plaster</td>
<td>15</td>
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<td>Flooring and Finishes</td>
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<td>Permits and Inspections</td>
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- The Complete Illustrated Guide to Furniture and Cabinet Construction, 2001, Andy Rae, 1-56158-402-9, The Taunton Press, 63 South Main St., P.O. Box 5506, Newtown, CT 06470-5506

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(S) MARINE CONSTRUCTION

SCOPE OF WORK

This classification covers all marine construction and repair activities and all types of marine construction in deep-water installations and in harbors, inlets, sounds, bays, and channels; it covers dredging, construction and installation of pilings, piers, decks, slips, docks, and bulkheads. It does not include structures required on docks, slips and piers.

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<td>Concrete Reinforcement</td>
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<td>Erosion and Sedimentation Control</td>
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(S) MASONRY CONSTRUCTION

SCOPE OF WORK

This classification covers the installation, with or without the use of mortar or adhesives, of the following: (i) brick, concrete block, gypsum partition tile, pumice block, or other lightweight and facsimile units and products common to the masonry industry; (ii) installation of fire clay products and refractory construction; and (iii) installation of rough cut and dressed stone, marble panels and slate units, and installation of structural glazed tile or block, glass brick or block, and solar screen tile or block.

<table>
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(S) METAL ERECTION

SCOPE OF WORK

This classification covers: (i) the field fabrication, erection, repair and alteration of architectural and structural shapes, plates, tubing, pipe and bars, not limited to steel or aluminum, that are or may be used as structural members for buildings, equipment, and structure; and (ii) the layout, assembly and erection by welding, bolting or riveting such metal products as curtain walls, tanks of all types, hoppers, structural members for buildings, towers, stairs, conveyor frames, cranes and crane runways, canopies, carports, guard rails, signs, steel scaffolding as a permanent structure, rigging, flagpoles, fences, steel and aluminum siding, bleachers, fire escapes, and seating for stadiums, arenas, and auditoriums.

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<td>Safety - General</td>
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<td>Steel Joists and Girders</td>
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(NU) PUBLIC UTILITIES CONTRACTOR

SCOPE OF WORK

This classification includes operations that are the performance of construction work on water and wastewater systems and on the subclassifications of facilities set forth in G.S. 87-10(b)(3). The Board may issue a license to a public utilities contractor that is limited to any of the subclassifications set forth in G.S. 87-10(b)(3) for which the contractor qualifies. A public utilities contractor license covers work done under the specialty classifications of S(Boring and Tunneling), PU(Communications), PU(Fuel Distribution), PU(Electrical–Ahead of Point of Delivery), PU (Water Lines and Sewer Lines), PU(Water Purification and Sewage Disposal), and S(Swimming Pools).

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<td>Fuel Distribution</td>
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<td>Swimming Pools</td>
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<td>Shotcrete and Gunite</td>
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<td>Water and Sewer Piping</td>
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<td>Boring and Tunneling</td>
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<td>Welding</td>
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- North Carolina Administrative Code Title 15A Subchapter 18C: Water Supplies, including the latest amendments, http://reports.oah.state.nc.us/nccac/title%2015A%20environmental%20quality/chapter%2018%20environmental%20health/subchapter%2020c%20rules.pdf or order direct from WestGroup at (800) 762-5272 or online at www.westgroup.com/
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- Laws and Regulations Applicable to General Contracting in the State of North Carolina, North Carolina Licensing Board for General Contractors, P.O. Box 17187, Raleigh, NC 27619-7987, (919) 571-4183, www.nclgc.org
- Erectors' Manual - Standards and Guidelines for the Erection of Precast Concrete Products, 2nd Edition, 1999, Precast/Prestressed Concrete Institute (PCI), (312) 786-0300, info@pci.org
- Guide to Shotcrete, 1995, American Concrete Institute, P.O. Box 9094, Farmington Hills, MI 48333, (248) 848-3700, www.aci-int.org/bookstore/bkstr.asp, Order #506R-90

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## (S) RAILROAD CONSTRUCTION

### SCOPE OF WORK

This classification covers the building, construction and repair of railroad lines including: (i) the clearing and filling of rights-of-way; (ii) shaping, compacting, setting, and stabilizing of road beds; (iii) setting ties, tie plates, rails, rail connectors, frogs, switch plates, switches, signal markers, retaining walls, dikes, fences, and gates; and (iv) Construction and repair of tool sheds and platforms.

<table>
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<th># of Questions</th>
<th>% Required to Pass</th>
<th>Time Allowed</th>
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<td>Concrete Railway Structures</td>
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<td>Safety</td>
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<td>Sitework</td>
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<td>One Call</td>
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<td>Liens</td>
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- Field Handbook for Concrete Railway Structures, American Railway Engineering and Maintenance of Way Association (AREMA), 8201 Corporate Drive, #1125, Landover, MD 20785, (301) 459-3200, www.arema.org/pubs/pubs.htm
- Laws and Regulations Applicable to General Contracting in the State of North Carolina, North Carolina Licensing Board for General Contractors, P.O. Box 17187, Raleigh, NC 27619-7987, (919) 571-4183, www.nclbgc.org

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### RESIDENTIAL CONTRACTOR

**SCOPE OF WORK**

This classification covers all construction activity pertaining to the construction of residential units which are required to conform to the residential building code adopted by the Building Code Council pursuant to G.S. 143-138; all site work, driveways, sidewalks, and water and wastewater systems ancillary to the aforementioned structures and improvements; and the work done as part of such residential units under the specialty classifications of S(Insulation), S(Interior Construction), S(Masonry Construction), S(Roofing), S(Swimming Pools), and S(Asbestos).

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<td>Concrete and Concrete Reinforcement</td>
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<td>Masonry</td>
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<td>Carpentry</td>
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<td>Associated Construction trades, including Energy Conservation and Drywall</td>
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<td>Roofing</td>
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<td>Estimating, Plan Reading and General Residential Code Requirements</td>
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<td>OSHA Safety</td>
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<td>Licensing and Business and Law</td>
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<tr>
<td>Special Construction Zones (wind and coastal)</td>
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(S) ROOFING

SCOPE OF WORK

This classification covers the installation and repair of roofs and decks on residential, commercial, industrial, and institutional structures requiring materials that form a water-tight and weather-resistant surface. The term “materials” for purposes of this Subparagraph includes cedar, cement, asbestos, clay tile and composition shingles, all types of metal coverings, wood
shakes, single ply and built-up roofing, protective and reflective roof and deck coatings, sheet metal valleys, flashings, gravel stops, gutters and downspouts, and bituminous waterproofing.

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<td>Roofing - Elastomeric</td>
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<td>Roofing - Built - up Bituminous</td>
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<td>Business and Law</td>
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<td>Sheet Metal and Flashing</td>
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<td>General Building Code Requirements</td>
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**(S) SWIMMING POOLS**

**SCOPE OF WORK**

This classification covers the construction, service, and repair of all swimming pools. It includes: (i) excavation and grading; (ii) construction of concrete, gunite, and plastic-type pools,
pool decks, and walkways, and tiling and coping; and (iii) installation of all equipment including pumps, filters and chemical feeders. It does not include direct connections to a sanitary sewer system or to portable water lines, nor the grounding and bonding of any metal surfaces or the making of any electrical connections.

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<td>Accessories and Associated Trades</td>
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<td>Concrete, Shotcrete and Gunite</td>
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- The Contractor's Guide to Quality Concrete Construction, 2005, American Concrete Institute, P.O. Box 9094, Farmington Hills, MI 48333, (248) 848-3700, www.aci-int.org
- North Carolina Administrative Code, Title 15A, Chapter 4 Sedimentation Control, including the latest amendments, Sedimentation Control Commission, Archdale Building, 512 N. Salisbury Street, P.O. Box 27687, Raleigh, NC 27611, http://reports.oah.state.nc.us/nccac/t15a/2004%20sedimentation%20control15a2004.pdf
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- **Concrete Pipe & Box Culvert Installation**, 2007 edition, American Concrete Pipe Association, 1303 West Walnut Hill Lane, Suite 305, Irving, Texas 75308-7216, [www.concrete-pipe.org](http://www.concrete-pipe.org)

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- North Carolina General Statutes Chapter 113A, Article 4 Sedimentation Pollution Control Act of 1973, including the latest amendments, Sections 113A-50 to 113A-67, inclusive, [www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_113A/Article_4.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_113A/Article_4.html)
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### (PU) WATER LINES AND SEWER LINES

**SCOPE OF WORK**

This classification covers construction work on water and sewer mains, water service lines, and house and building sewer lines, as defined in the North Carolina State Building Code, and covers water storage tanks, lift stations, pumping stations, and appurtenances to water storage tanks, lift stations and pumping stations. It includes pavement patching, backfill and erosion control as part of such construction.

<table>
<thead>
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**PU) WATER PURIFICATION AND SEWAGE DISPOSAL**

**SCOPE OF WORK**

This classification covers the performance of construction work on water and wastewater treatment facilities; and all site work, grading, and paving of parking lots, driveways, sidewalks, and curbs and gutters which are ancillary to such construction of water and wastewater treatment facilities. It covers the work done under the specialty classifications of S(Concrete Construction), S(Insulation), S(Interior Construction), S(Masonry Construction), S(Roofing), and S(Metal Erection) as part of such work on water and wastewater treatment facilities.

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- North Carolina Occupational Safety and Health Standards for the Construction Industry, with latest available amendments, North Carolina Department of Labor, Division of Occupational Safety and Health, Bureau of Education, Training and Technical Assistance, 111 Hillsborough Street, Raleigh, NC 27601-1092 (if you are planning to pick up the reference, you must call first), 919-807-2875 or 800-NC-LABOR, www.nc劳动.com
- North Carolina Administrative Code Title 15A Subchapter 18C: Water Supplies, including the latest amendments, http://reports.oah.state.nc.us/ncac/title%2015a%20environmental%20quality/chapter%2018%20environmental%20health/subchapter%20c/subchapter%20c%20rules.pdf or order direct from WestGroup at (800) 762-5272 or online at www.westgroup.com/nclaw.html

**The following reference materials are not allowed in the examination center:**

- Laws and Regulations Applicable to General Contracting in the State of North Carolina, North Carolina Licensing Board for General Contractors, P.O. Box 17187, Raleigh, NC 27619-7987, (919) 571-4183, www.nclbgc.org
- North Carolina Administrative Code, Title 15A, Chapter 4 Sedimentation Control, including the latest amendments, Sedimentation Control Commission, Archdale Building, 512 N. Salisbury Street, P.O. Box 27687, Raleigh, NC 27611, http://reports.oah.state.nc.us/ncac/title%2015a%20environmental%20quality/chapter%2015A%20sedimentation%20control/chapter%2015A%20rules.pdf
- Guide to Shotcrete, American Concrete Institute, P.O. Box 9094 Farmington Hills, MI 48333, (248) 848-3700, www.aci-int.org/bookstore/bkstr.asp, Order #506R-90
Placing Reinforcing Bars, Recommended Practices, 2011, 9th edition, Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd, Schaumburg, IL 60173, Phone (800) 328-6306, www.crsi.org


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### (S) WIND TURBINE

#### SCOPE OF WORK

This classification covers the construction, installation, and repair of wind turbines, wind generators, and wind power units. It includes assembly of blades, generator, turbine structures, and towers. It also includes ancillary foundation work, field fabrication of metal equipment, and structural support components.

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<td>Maintenance and Troubleshooting of Wind Turbines</td>
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<td>Generators</td>
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<td>Gearboxes and Direct-Drive Systems</td>
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<td>Structures and Towers</td>
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<td>Ancillary Foundation Work (Site and Concrete)</td>
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<td>Hoisting</td>
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<td>Fundamental Electrical</td>
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<td>Safety</td>
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<td>Handbook of Rigging</td>
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<td>American Electricians' Handbook</td>
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<td>Construction Planning, Equipment, and Methods</td>
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<tr>
<td>The Ultimate Pool Maintenance Manual: Spas, Pools, Hot Tubs, Rockscapes and Other Water Features</td>
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<td>Design and Control of Concrete Mixtures</td>
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<td>Diseño y Control de Mezclas de Concreto</td>
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<td>Roofing Construction &amp; Estimating</td>
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<td>Lineman's and Cableman's Handbook</td>
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- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
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