EFFECTIVE SEPTEMBER 1, 2020, THE EXAMINATIONS WILL BE WRITTEN TO THE MODERN REFRIGERATION AND AIR CONDITIONING 21ST EDITION, 2021 REFERENCE BOOK

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Please refer to our website to check for the most updated information at www.psiexams.com
The Texas Department of Licensing & Regulation (TDLR) has contracted with PSI Services LLC (PSI) to deliver its examinations.

Upon TDLR approval of eligibility, you will receive an email confirmation with instructions for scheduling an appointment to take the examination. (If you have not provided an email address, you will receive a postcard via U.S. Mail with this information). You are allowed to test unlimited through your eligibility period.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. In order to register over the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover). Candidates register online by accessing PSI’s registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below. See the following page for detailed instructions.

1. 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 TDLR has on file. Be sure to check the box next to “Check here to attempt to locate existing records for you in the system”
2. You will be asked to select the examination and enter the ID# that TDLR provided to you. 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 (833) 333-4741 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 (833) 333-4741, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to receive your payment and schedule your appointment for the examination.

CANCEL OR RESCHEDULE 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 call PSI at (833) 333-4741 or use the PSI website.

Note: A voice mail 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.

EXAMINATION SCHEDULING PROCEDURES

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 (833) 333-4741. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

FOREIGN LANGUAGES

All air conditioning and refrigeration examinations are available in English and Spanish for no additional cost. To take one of these examinations you must indicate your language preference when you schedule your examination.

For languages other than English or Spanish, you may request to have the examination translated by contacting PSI and paying an additional cost for each translation. You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate. Please fill out the form at the end of this Candidate Information Bulletin.

Candidates may also bring a bound Word-to-Word translation dictionary. The dictionary cannot contain pictures or definitions. Candidates are not permitted to bring in any additional papers (loose or attached) with their dictionary. Highlighting, underlining, indexing or marking in the dictionary prior to or during the examination is prohibited. Any candidate caught writing, highlighting, underlining, and or indexing in the dictionary during the examination will be subject to forfeiting their dictionary, termination of their examination and reporting the incident to the Texas Department of Licensing and Regulation.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All 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. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

INTERNET REGISTRATION

1. 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 TDLR has on file. Be sure to check the box next to “Check here to attempt to locate existing records for you in the system”
2. You will be asked to select the examination and enter the ID# that TDLR provided to you. 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 (833) 333-4741 for help.

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Note: A voice mail 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.
Internet Registration: instructions for scheduling an examination online at www.psiexams.com

1. Go to www.psiexams.com and select “Create an Account”. If you have already registered and created an account, type in your email address and password.

2. VERY IMPORTANT STEP. You must put in your email address and the spelling of your name EXACTLY as it was submitted to TDLR.

3. Be sure to check the box “Check here to attempt to locate existing records for you in the system” and select Submit.

4. Select the organization, state, account, and classification (as seen below). Enter your TDLR ID # and select Submit.

5. The system will find your imported record. You are now ready to pay and schedule for the examination. Select “Pay for a test.”
6. Type in your credit card information and select Submit.

![Registration Fee Table]

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (US)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Examination Fee</td>
<td>42.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>67.00</td>
</tr>
</tbody>
</table>

Payment:
- **Credit Card**:  
  - Card Type  
  - Card Number  
  - Expiration Date  
  - Name on Card  
  - Zip Code  
  - Card ID Number  
  - What is Card ID for?  
- I accept PSI's Payment terms & conditions.
- Click to read terms & conditions.
- Back | Submit | Clear

Fields indicated with an asterisk (*) are mandatory.

7. Enter your zip code or the city where you live and select Search. You will get a list of the testing sites closest to you. Select the desired Test center and select Continue.

![Test Center Selection]

Choose one or more test centers to view available dates for scheduling:
- **Distance**
  - 17.5 miles
  - 26.7 miles
  - 30.7 miles
  - 35.6 miles
  - 170.4 miles
- **Test Center Name**
  - HOUSTON EAST
  - HOUSTON NORTH
  - HOUSTON - NORTHWEST FREEWAY
  - HOUSTON SW
  - AUSTIN - ANDERSON SQUARE
- **Address**
  - 11881 1-10 East Fwy, Suite 260, Houston, Texas, 77029
  - 600 North Sam Houston Pkwy, East, Suite 535, Houston, Texas, 77060
  - 9800 Northwest Freeway, Suite 200, Houston, Texas, 77092
  - 9355 W. Sam Houston Pkwy South, Suite 140, Houston, Texas, 77099
  - 8000 Anderson Square, Suite 3018, Austin, Texas, 78757
- **Distance**: 1 - 5 of 25

Continue | Cancel

8. You will now see the availability. Click on the date and time of your choice and select Schedule.

![Dates Available for Scheduling]

Please choose the date and month (or date range) to check the available sessions:
- From: 05/14/2012
- To: 05/19/2012

<table>
<thead>
<tr>
<th>Test Center</th>
<th>Available Date</th>
<th>Available Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSTON EAST, Texas</td>
<td>05/15/2012</td>
<td>9:00 AM - 1:00 PM</td>
</tr>
<tr>
<td>HOUSTON EAST, Texas</td>
<td>05/17/2012</td>
<td>9:00 AM - 1:00 PM</td>
</tr>
<tr>
<td>HOUSTON EAST, Texas</td>
<td>05/18/2012</td>
<td>9:00 AM - 1:00 PM</td>
</tr>
<tr>
<td>HOUSTON EAST, Texas</td>
<td>05/19/2012</td>
<td>9:00 AM - 1:00 PM</td>
</tr>
</tbody>
</table>

Schedule | Back

9. A confirmation will appear that you can print out, and you will receive an email confirmation.

![Schedule Details]

You must arrive at the test center 20 minutes before the start of your scheduled time or you forfeit your examination fees and will not be allowed to take your scheduled examination.

Directions to Test Center:
- From I-10 EASTBOUND, take the Federal Rd exit #778A, u-turn under the freeway and come back on the feeder road going west. Building is on the right hand side, next to Pearsall. From I-10 East, take the Holland Rd exit. Stay on the feeder road, building is on the right hand side, next to Pearsall.
REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification. NO conversing or any other form of communication among candidates is permitted once you enter the examination area.

If you arrive late, you will NOT be admitted to the examination site and you will forfeit your examination registration fee.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification. The identification must be a VALID form of government-issued identification for example, driver’s license*, state ID, or passport, which bears your printed name, photograph, signature, date of birth, and expiration date. Identification provided must match all information provided by TDLR to PSI upon eligibility. If your ID does not contain the required information, you may be asked to provide other forms of valid identification to confirm your identity. A digital copy of your identification documentation will be taken upon check in, and stored with your personal data.

*An expired driver’s license will be accepted only if accompanied by a VALID Texas Department of Public Safety temporary permit. Likewise, the temporary permits must be accompanied by the expired DPS driver’s license.

If you cannot provide the required identification, you must call (833) 333-4741 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide 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 and will forfeit your examination fee.

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, with the exception of close-fitting jackets or sweatshirts, 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, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - 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.
- 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.

TAKING THE EXAM 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.

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

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.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with TDLR, will be regularly evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidate results and adjust them accordingly. This is the only review of the written examination available to candidates.

EXAMINATION SITE LOCATIONS

Abilene
Commerce Plaza
1290 S. Willis, Suite 109
Abilene, TX 79605
The test site is on the corner of South 14th Street and Willis. The site is behind the First Financial Bank.

Amarillo
4312 Teckla, Suite 500
Amarillo, TX 79109
Exit off I-40 to Western and go South one street passed the 7th traffic light to Ridgecrest and turn right. Stay on Ridgecrest until you come to the red brick office complex on the left side corner of Ridgecrest and Teckla. 4312 is the 3rd building facing Teckla. Ste 500 is the end suite on the North side of the building. From Canyon, take Bell St exit and go North to traffic light at 45th St and turn right. Turn left at the 2nd traffic light to Teckla.

Arlington
Centerpoint IV
2401 E. Randol Mill Road, Suite 160
Arlington, TX 76011
From TX-360 S - Take the TX-180 exit towards Division St. Merge onto N Watson Rd. Take a slight left towards S. Watson Rd. Use the middle lane to turn left onto E Randol Mill Rd. The Centerpoint IV building will be on your right.
From I-30 E - Take exit 28 toward Baird Farm Road/Ballpark Way/Legends Way. Merge onto E Copeland Rd. Take a slight right onto TX-360 Frontage Rd/N Watson Rd. Turn Right onto East Randol Mill Rd. The Centerpoint IV building will be on your right.

Austin
LaCosta Corporate Park
6448 Hwy 290 East, Suite F111
Austin, TX 78723
If Southbound on IH 35, exit at 238A and take the right off-ramp following West 2222 (238-A). Stay on the I-35 service road to the second light. Take a left at the traffic light at Hwy. 290 E. and stay on the Hwy. 290 E. service road. Take a left at the traffic light onto Cameron Road, go through the light and the examination site is in the business park on the left, Ste. F-111.
If Northbound on IH 35 exit at Hwy 2222 and stay on the I-35 service road to the light at Hwy. 290 E. Take a right at the traffic light onto the 290 E. service road. Take a left at the first traffic light onto Cameron Road. Go through the light and the examination site is in the business park on the left, Ste. F-111.
PSI is located in NORTH Austin at the Northwest corner of Cameron Road and the West bound access road to Hwy 290 E. La Costa Business Park, Ste F-111.

Austin
8000 Anderson Square, Ste 301B
Austin, Texas 78757
If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and stay in the left lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.
If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.

Corpus Christi
2820 S Padre Island Dr, Suite 105
Corpus Christi, TX 78415
From So. Padre Island Drive East, exit at Kostoryz. Loop back under the Kostoryz light, travel west on the access road to the 2820
building. The examination site is located between Kostoryz and Ayers at the 2820 Building on the North site of the SPID access road.

Dallas
One Empire
1140 Empire Central Dr, Suite 610
Dallas, TX 75247
From I-35E Southbound (Stemmons Fwy), exit Empire Central (#434A), turn right on Empire Central Dr. ONE EMPIRE BLDG is on the left.
From I-35E Northbound, exit Empire Central and turn Left on Empire Central. ONE EMPIRE is on the Left.

From Hwy 183 Eastbound (John carpenter Fwy), exit left on Regal row, turn right on Governors row, and turn left on Empire central. ONE EMPIRE is on the right.
From Hwy 183 Westbound - Exit Mockingbird LN turn right on Empire Central. ONE EMPIRE is on the right.

Dallas/Richardson
1701 N Collins Blvd, Suite 130
Richardson, TX 75080
From US-75 North take exit 26 onto N. Central Expressway toward Collins Blvd./Campbell Rd. turn left onto Campbell Rd. Turn left on Collins Blvd. Building is on right.

El Paso
The Atrium
1155 Westmoreland, Suite 110
El Paso, TX 79925
From I-10 W, take the Airways exit North. Turn right at the first light (Viscount). Turn right on Westmoreland Dr.

Fort Worth
6801 McCart Avenue, Suite B-1
Fort Worth, TX 76133
From I-20 take the McCart Ave exit #435. Go South on McCart Ave passing Altamesa Blvd. You will turn left at the next light which would be Southpark Lane. To the right you may enter the 1st Immediate parking entrance or the 2nd parking entrance on your right at 6801 McCart Ave Professional Building. Our office suite is B1 which is located on the Northside of the building facing Southpark Lane.

Harlingen
Executive Central
722 Morgan Blvd, Suite C
Harlingen, TX 78550
From Expressway B3 (I-2), exit on New Hampshire St. and go north, past Arroyo Park. After going through a long S-bend and past a railroad crossing, turn left at first stoplight (Bus. 77 Sunshine Strip). After passing the walkway bridge to the High School, take the right fork to Morgan Blvd. Go past the stoplight at Washington St and turn right into the first large parking lot at 722 Morgan. You may park in any space marked “Reserved for Tenants and Customers”. Do NOT park on or across the street or in spaces marked “Act Management.” (Note that GPS instructions may not be accurate for this location).

Houston North (Greenbriar Place)
Greenbriar Place
650 North Sam Houston Pkwy E, Suite 535
Houston, TX 77060
From the Beltway 8 going West, exit Imperial Valley Drive. U-turn under the belt. Go East on the Service Road (N Sam Houston Pkwy E). The site is just before the Hardy Toll Road Exit.
From I-610, take 45-North toward Dallas, exit Beltway 8 - East. Go East on the Service Road of Beltway 8 (N Sam Houston Pkwy E).

Houston (East)
Atrium Building
11811 I-10 East Freeway, Suite 260
Houston, TX 77029
From I-10 East, take the Federal Rd exit #778A. U-turn under the freeway and come back on the feeder road going West. Building is on the right side, next to Pappasito’s Cantina.
From I-10 West, take the Holland Rd exit. Stay on the feeder road. Building is on the right side, next to Pappasito’s Cantina.

Houston (Southwest)
One West Belt
9555 W. Sam Houston Pkwy South, Suite 140
Houston, TX 77099
The street address is on the marquee in front of the building (9555 West Sam Houston Parkway South). On a smaller sign, sitting down in the grass next to the entry on Bissonnnet, is the notation, “One West Belt”. The Sam Houston Pkwy is also known as Beltway 8.
From US 59, heading South: Take the Bissonnnet exit and turn right onto Bissonnnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.
From US 59, heading North: Take the Bissonnnet exit and turn left (under the freeway) onto Bissonnnet. Go about one mile - the building is on the right just before you reach the West Sam Houston Pkwy. You can turn right from Bissonnnet into the parking lot, or, if you come to the Beltway, turn right onto the feeder road and then an immediate right into the parking lot.
From the West Sam Houston Pkwy South (also known as Beltway 8), heading South: Take the Bissonnnet exit and turn left (under the freeway) onto Bissonnnet. Turn left into the parking lot of the first building on the left.
From the West Sam Houston Pkwy South (also known as Beltway 8), heading North: Take the West Beltfort exit and travel about two miles on the feeder road to Bissonnnet. Turn right on Bissonnnet and then left into the parking lot of the first building on the left. OR do not turn on Bissonnnet but drive through the intersection and then make an immediate right into the parking lot.

Houston (Northwest)
9800 Northwest Freeway
Suite 200
Houston, TX 77092
From Hwy 290 EASTBOUND take Exit 13C toward West T C Jester Blvd. Stay Straight to go onto N Loop Fwy W. Make a U-turn onto N Loop Fwy W. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.
Driving north on Loop 610 West exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.
Driving west on Loop 610 North, exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

Lubbock
The Center
4413 82nd St., Suite 210
Lubbock, TX 79424
From S Loop 289, take the Quaker Ave exit and go South. Turn right on 82nd St.
**SCORE REPORTING**

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 official 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 (833) 333-4741.

**NON-SCORED ITEMS**

Your examination contains non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored and time to answer them has been added to the time allowed.

**EXAMINATION REFERENCE MATERIAL LIST**

The reference materials listed below were used to prepare the questions for the examinations. When responding to the test questions, do not consider code exceptions unless the test question specifically directs you to consider them.

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.

The examinations are OPEN BOOK. The following reference materials are allowed in the examination site and may be purchased directly from the publisher, from a bookstore or downloaded from the Internet and spiral-bound or 3-hole-punched and placed in a binder.

Exams are based on the most recent edition unless otherwise specified below.

**TX BUSINESS AND LAW REFERENCE LIST**

- **Texas Air Conditioning and Refrigeration Contractors License Law**, Texas Occupations Code, Chapter 1302
- **Texas Air Conditioning and Refrigeration Contractors License Rules**, Texas Administrative Code, Chapter 75
- **OSHA CFR 29 Part 1904 Recording and Reporting Occupational Injuries and Illnesses**, OSHA Washington, DC
**TECHNICAL REFERENCE LIST**


The following three references are used for Environmental Class A and Class B examinations only:


**CODE REFERENCES**


**YOU MAY BRING IN ALL APPROVED REFERENCES**

Candidates are responsible for bringing their own reference materials to the examination site. Electronic notepads will be provided.

What is allowed:

- References from the Examination Reference Material list, purchased directly from the publisher, a bookstore, or downloaded from the Internet and spiral-bound or 3-hole-punched and placed in a binder.
- Texas Business and Law references downloaded from the Internet and spiral-bound or 3-hole-punched and placed in a binder may be used for the examination.
- Candidate’s reference materials may be highlighted, underlined, and/or contain notes prior to the examination session.
- Reference materials may be tabbed with permanent index tabs. (Paper inserts contained inside permanent plastic index tabs will be allowed).

What is not allowed:

- Candidates may NOT write, highlight, underline, index, or mark their reference materials during the examination session.
- Candidates are NOT permitted to have their reference materials tabbed with temporary tabs, post-it note tabs, homemade tabs or DIY tabs.
- Any additional paper (loose, taped, adhered, stapled, etc.) will NOT be allowed in the examination room.

**Consequences:**

- Candidates arriving with non-compliant reference materials will be given the option to test without their non-compliant reference, test with their temporary tabs removed by the candidate, or forfeit their exam fee and test on another day with reference materials in compliance with CIB requirements at the candidate’s expense.
- Violations occurring during the exam session will be reported to the Texas Department of Licensing and Regulation and can result in candidates surrendering all exam materials including their code books, invalidation of their test score, and severe civil and/or criminal penalties.

**EXAMINATION CONTENT OUTLINES**

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<thead>
<tr>
<th>Environmental Air - Class A</th>
<th>120 Items - 230 Minutes - 70%</th>
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</thead>
<tbody>
<tr>
<td>5 Non-Scored Items - 10 Minutes</td>
<td>Examination Fee $74</td>
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**CONTENT OUTLINE**

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<th># of Questions</th>
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### System Pressure
- Safety 6
- Service 12
  - Electrical
  - Diagnostics
  - Refrigerant Recovery
  - Superheat
  - Subcooling

### Testing
- 12
  - Airflow
  - Combustion
  - Electrical

### Texas Laws and Rules
- 6

### Ventilation
- 6
  - Air Equipment
  - Machinery Room

### Venting
- 6
  - Dryers
  - Vent Assembly

### Environmental Air - Class B
100 Scored Items - 170 Minutes - 70%
5 Non-Scored Items - 10 Minutes
Examination Fee $60

### Refrigeration Principles
- 5
  - Heat Transfer
  - Physics
  - System Pressure

### Safety
- 5

### Service
- 10
  - Electrical
  - Diagnostics
  - Refrigerant Recovery
  - Superheat
  - Subcooling

### Testing
- 10
  - Airflow
  - Combustion
  - Electrical
  - Gas

### Texas Laws and Rules
- 5

### Ventilation
- 5
  - Air Equipment
  - Machinery Room

### Venting
- 5
  - Dryers
  - Vent Assembly

### Commercial Refrigeration - Class A
120 Scored Items - 230 Minutes - 70%
5 Non-Scored Items - 10 Minutes
Examination Fee $74

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*** Pressure/Temperature Chart located on page 1515 ***
TEXAS AIR CONDITIONING AND REFRIGERATION
EXAMINATION
REGISTRATION FORM

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name: ________________________________ ________________________________ M.I.
   First Name: __________________ Last Name: __________________

2. ID: __________________

3. Mailing Address: ________________________________ ________________________________ Apt/Ste
   Number, Street: __________________________ City: ___________ State: ___________ Zip Code: ___________


5. Email: ______________________________________

6. Examination (Check one):

   Examination Title                      Exam Fee
   ☐ ENVIRONMENTAL AIR - CLASS A (ENGLISH)   $74
   ☐ ENVIRONMENTAL AIR - CLASS B (ENGLISH)   $60
   ☐ COMMERCIAL REFRIGERATION - CLASS A (ENGLISH)   $74
   ☐ COMMERCIAL REFRIGERATION - CLASS B (ENGLISH)   $60
   ☐ CERTIFIED TECHNICIAN - (ENGLISH)         $60

   (Check one): ☐ First Time   ☐ Retake

   NOTE: FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

7. Total Fee: $ _____________

   You may pay by credit card, money order, cashier’s check or company check. Cash and personal checks are not accepted.

   If paying by credit card, check one: ☐ VISA   ☐ MasterCard   ☐ American Express   ☐ Discover

   Card No: ______________________________ Exp. Date: ______________________________

   Card Verification No: ________________

   The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

   Billing Street Address: ______________________________
   Billing Zip Code: ____________________

   Cardholder Name (Print): ______________________________ Signature: ____________________

8. I am submitting the Exam Accommodations Request Form (on the next page) and required documentation. ☐ Yes   ☐ No

9. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the examination information bulletin.

   Signature: ______________________________ Date: ____________________

   IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.

   Complete and forward this registration form with the applicable examination fee to:
   PSI Services LLC * ATTN: Examination Registration TX ACR
   3210 E Tropicana * Las Vegas * NV * 89121
   Fax (702) 932-2666 * (833) 333-4741* TTY (800) 735-2929
   www.psiexams.com
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request Exam Accommodations.

**REQUEST ACCOMMODATION VIA ONLINE**

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here. You will be contacted via email within 48 hours.

Requirements for examination accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

**REQUEST ACCOMMODATION VIA FAX OR EMAIL**

If you prefer you may fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com. After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

Date: ___________________________________________ ID#: ___________________________________________

Legal Name: ____________________________________________________________________________________  
  Last Name  First Name

Address: ______________________________________________________________________________________  
  Street  City, State, Zip Code

Telephone: (_________) ___________ - ___________  Email Address: ___________________________________________
  Cell

Check any examination accommodations you require (requests must concur with documentation submitted):

- [ ] Reader (as accommodation for visual impairment or learning disability)
- [ ] Extended time (Additional time requested: ____________)
- [ ] Large-print written examination
- [ ] Request for a translated examination (this request does not require additional documentation)  
  You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate.
- [ ] *Out-of-State Testing Request (this request does not require additional documentation)  
  Site requested: ________________________________
  *You may email your out-of-state request to OutofStateRequest@psionline.com for written exams only

**YOU MUST BE APPROVED BY TDLR TO TAKE THIS EXAMINATION**

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS