# COLORADO STATE ELECTRICAL BOARD

## CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

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COLORADO EXAMINATION PROCEDURE CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

Register for your examination:

- Complete the registration form online, at www.psiexams.com, and submit it to PSI via the Internet or;
- Completely fill out the PSI Registration Form (see page 2) and mail or fax to PSI or;
- Call (800) 733-9267 to register.
- Send online ___________________(no wait for scheduling the examination date).
- Mailed on ___________________(allow 2 weeks for processing before scheduling the examination date).
- Faxed on ___________________(allow 4 business days for processing before scheduling the examination date).
- Phoned on ___________________(no wait for scheduling the examination date).

Schedule your examination:

- Once you have paid, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet, or schedule over the telephone at (800) 733-9267.
- Scheduled for:
  - Examination Date: ____________________________
  - Examination Time: ____________________________
  - Test Center Location: _________________________
- To change scheduled date, call back by___________________________

Take your examination:

- Must bring two forms of identification, which bear your signature. One of these must also have your photograph.
  - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- Arrive 30 minutes prior to appointment.

After your examination:

- If you pass, you will immediately receive a successful notification and should retain this notification to submit with your application for licensure. The successful notification will provide instructions on how to apply for a license. NOTE: You are not authorized as a licensed electrician until you submit a complete application and it is approved by the Division of Professions and Occupations.
- If you do not pass you will need to retake the examination.

Apply for the license:

- File a license application with the Board at www.colorado.gov/dora/licensing.
- Upon approval from the Board you will receive a notification email with your license attached.
- Passing of an examination is not a guarantee of licensure. You must still demonstrate that you meet minimum qualifications for licensure according to standards set by Colorado law.
EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a Residential Wireman, Journeyman Wireman and/or Master Electrician in the State of Colorado.

The licensing examinations for Residential Wireman, Journeyman, and Master Electrician reference the 2017 edition of the NEC Code Book and test entry-level competence in the several areas in which licensees are legally allowed to practice. The licensing examinations require candidates to demonstrate their qualifications in relation to a variety of job task areas and settings. Since the electrical licensing examinations are not tailored to the specialty in which a particular candidate may practice or intend to practice, once licensed at a particular level (e.g., journeyman electrician), a person may freely choose to practice in any or all of the specialties permitted by the Colorado state electrical law.

The Board has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Colorado. 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 LICENSE APPLICATION/QUALIFICATION

File a license application with the Division of Professions and Occupations at www.dora.state.co.us/electrical.

Division of Professions and Occupations
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: (303) 894-7800
Fax: (303) 894-7693
www.dora.state.co.us/electrical

Upon approval from the Board you will receive a notification letter via mail. A Passing result on the examination is not a guarantee of licensure.

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

FEES

| Examination Fee | $75 |
| Retest Fee | $70 |

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

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 PSI 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 SS#. 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

PSI registrars are available at (800) 733-9267 to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 5:30 am and 8:00 pm, or Saturday-Sunday between 7:00 am and 3:30 pm, Mountain Time.

To register by phone, you will need a valid credit card (VISA, MasterCard, American Express or Discover.)

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees can be made by valid credit card (VISA, MasterCard, American Express or Discover), company check, money order or cashier’s check, made payable to PSI. Print your name on the check or money order to ensure that your fees are properly assigned. CASH and PERSONAL CHECKS ARE NOT ACCEPTED.

Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.
SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule with a PSI registrar, call (800) 733-9267 Monday through Friday, between 5:30 a.m. and 8:00 p.m., and Saturday-Sunday, between 7:00 a.m. and 3:30 p.m., Mountain Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 5:00 p.m. Mountain Time. Please be prepared to offer alternate examination appointment choices.

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 call PSI at (800) 733-9267.

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

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting results. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination.

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 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.

ENGLISH AS A SECOND LANGUAGE

Upon receipt of a personal letter requesting the authorization and a letter from your English instructor or sponsoring company (on letterhead), certifying that English is not your primary language, a candidate will be granted time and one-half to complete the examination. Please follow the Exam Accommodations Request Instructions at the end of this Candidate Information Bulletin to submit your request and provide the required documents. On the day of testing you will be permitted to bring a word-for-word translation dictionary that does not contain any notes, writing or definitions.

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. You may also check our website at www.psiexams.com.

EXAMINATION SITE LOCATIONS

The PSI Occupational Licensing examinations are administered at the examination centers listed below:

Denver (Centennial)
12200 E. Briarwood Ave, Suite 270
Centennial, CO 80112
EXIT 1-25 AT ARAPAHO ROAD. HEAD EAST ON ARAPAHO (AWAY FROM THE MOUNTAINS) TO PEORIA (5 TRAFFIC LIGHTS). TURN RIGHT ON PEORIA AND LEFT ON BRIARWOOD.

Denver (Wheat Ridge)
4891 Independence St #220
Wheat Ridge, CO 80033
FROM I-70W, MERGE ON KIPLING ST/CO-391N. TURN RIGHT ONTO W 49TH AVE. TAKE THE 1ST RIGHT ONTO INDEPENDENCE ST.

Fort Collins
3000 S. College Ave, Suite 206
Fort Collins, CO 80525

Pueblo
803 West 4th Street, #8035
Pueblo, CO 81003
FROM I-25 SOUTH, TAKE CITY CENTER DRIVE EXIT (EXIT 98B/C096). TURN LEFT ONTO CITY CENTER DRIVE. TURN RIGHT ONTO S SANTA FE AVE. TURN LEFT ONTO W 4TH STREET. STAY ON 4TH ST. AFTER YOU PASS WEST ST, THE LOCATION IS ON THE RIGHT SIDE OF THE STREET. PUEBLO CENTRAL PLAZA, LARGE PARKING LOT, ACROSS FROM WAYSIDE CROSS GOSPEL RESCUE MISSION. THE OFFICE COMPLEX ENTRY DOOR IS NEXT TO A LARGE USPS MAIL BOX.
FROM I-25 NORTH, TAKE THE 6TH ST EXIT, THIS EXIT TURNS INTO 6TH ST. TURN LEFT ONTO N SANTA FE AVE. TURN RIGHT ONTO W 4TH STREET, STAY ON 4TH ST. AFTER YOU PASS WEST ST THE LOCATION IS ON THE RIGHT SIDE OF THE STREET. PUEBLO CENTRAL PLAZA, LARGE PARKING LOT, ACROSS FROM WAYSIDE CROSS GOSPEL RESCUE.

COLORADO SPRINGS, COLORADO (EAST OF COLORADO SPRINGS), PROCEED ON US-24 W. STAY RIGHT TO GO ONTO E PLATTE AVE / US-24 BL W. TURN RIGHT ONTO BABCOCK RD. TURN LEFT ON EDISON ST. END AT COLORADO SPRINGS.


SECURITY PROCEDURES

The following security procedures will apply during the examination:

- You will have access to an online calculator.
- 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 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.

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), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name the Board has provided to PSI.

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 the 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.

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 signing 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.
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 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 sample 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 the Colorado Division of Professions and Occupations, will be consistently 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, by clicking the Comments button on the Exam Question Screen. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. This is the only review of examination materials available to candidates.

### RESULT REPORTING

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

- **On screen** - your result will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your result immediately when you indicate that you have finished and would like to see your results.
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type.

### DUPLICATE RESULT REPORTS

You may request a duplicate result report after your examination by emailing scorerreport@psionline.com or by calling 800-733-9267.
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.
- The answers to all questions are consistent with the 2017 edition of the National Electrical Code, which the Board has officially adopted pursuant to its statutory authority to regulate the practice of electricians in Colorado. You are strongly encouraged to study the 2017 edition of the National Electrical Code in preparation for the examination.
- Take notes on what you study. Putting information in writing helps you commit it to memory, and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- 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 CONTENT OUTLINE

NON-SCORED QUESTIONS

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.

REFERENCE LIST

All examination questions are consistent with the 2017 National Electrical Code book. The 2017 National Electrical Code book and Formula Page will be provided to you at the test center. You may not write, highlight, underline, and/or index on the references. You may not use any other materials.

Also, review of electrical theory and common formulas is advised. Any of the several commonly used textbooks adopted by apprenticeship and community college training programs will be sufficient for this purpose. It is your responsibility to know and to be able to use basic electrical theory formulas since such knowledge may be required to work problems in the job task area of the examination entitled “H (Calculations)”.

SCORING THE EXAMINATION

The RW, JW, and ME licensing examinations are scored using a “compensatory scoring model.” The compensatory scoring model evaluates all responses the candidate provides across all scored (non-pre-test) items, allowing the candidate to compensate for weaknesses in some Job Task Areas when strengths in other Job Task Areas are demonstrated.

All scored items that are answered correctly receive 1 point each and all scored items that are answered incorrectly or are not answered receive 0 points each. The candidate’s final performance is then compared to the pass standard derived

For each form of the licensing examination and assessment. Pre-test items are not scored and are not counted in the determination of the candidate’s or licensee’s final performance.

For the original licensure examination, the candidate earns a “Pass” if his or her final performance meets or exceeds the minimum pass standard deemed essential for safe practice upon entry as a newly-licensed practitioner. The candidate “Fails” if his or her final performance does not satisfy the minimal competence required for entry-level safe practice.

EXAMINATION CONTENT OUTLINES

Residential Wireman

90 Scored Items - 240 Minutes
70% (63 Items) Correct to Pass
Up to 7 Non-Scored Items - 30 Minutes

<table>
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<tr>
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<th># of Items</th>
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<tbody>
<tr>
<td>General Electrical Knowledge</td>
<td>18</td>
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<tr>
<td>Services, Feeders, and Branch Circuits</td>
<td>18</td>
</tr>
<tr>
<td>Grounding and Bonding</td>
<td>13</td>
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<tr>
<td>Overcurrent Protection</td>
<td>5</td>
</tr>
<tr>
<td>Conductors and Cables</td>
<td>9</td>
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<tr>
<td>Raceways and Boxes</td>
<td>9</td>
</tr>
<tr>
<td>Special Equipment</td>
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<tr>
<td>Electrical Devices</td>
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<tr>
<td>Electrical Calculations</td>
<td>6</td>
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</tbody>
</table>

Journeyman Wireman

90 Scored Items - 240 Minutes
70% (63 Items) Correct to Pass
Up to 10 Non-Scored Items - 30 Minutes

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<thead>
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<td>Motors</td>
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Master Electrician
90 Scored Items - 240 Minutes
70% (63 Items) Correct to Pass
Up to 10 Non-Scored Items - 30 Minutes

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**SAMPLE QUESTIONS**

1. When installing wiring in or through an elevator hoistway, which one of the following circuits is not permitted?
   a. Circuit to hoistway pit sump pump
   b. Circuit to hoistway lighting
   c. Circuit to hoistway heating
   d. Circuit to building fire alarm panel

2. What is the minimum rating of the service disconnecting means for a single-family dwelling unit with a 12 kva load at 120/240 volts?
   a. 50 amperes
   b. 60 amperes
   c. 100 amperes
   d. 125 amperes

3. The maximum allowable ampacity of 18 AWG fixture wire is:
   a. 12 Amperes
   b. 10 Amperes
   c. 8 Amperes
   d. 6 Amperes

**Answers:** 1/D, 2/C, 3/D
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:**
   - First Name
   - Last Name
   - M.I.

2. **Social Security:**
   - [ ] - [ ] - [ ] (FOR IDENTIFICATION PURPOSES ONLY)

3. **Mailing Address:**
   - Number, Street
   - Apt/Ste
   - City
   - State
   - Zip Code

4. **Telephone:**
   - Cell
   - Office

5. **Email:**
   - _____________________________________________@__________________________

6. **Examination (check one):**
   - □ Residential Wireman
   - □ Journeyman Wireman
   - □ Master Electrician
   - □ First Time Examination ($75 Fee)
   - □ Retest Examination ($70)

7. **Total Fees Included:** $__________ Payment may be paid by credit card, company check, money order or cashier’s check, made payable to PSI. Cash and personal checks are not accepted.
   - 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. **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: ____________

Complete and forward this registration form with the applicable examination fee to:

PSI Services LLC * ATTN: Examination Registration CO EL
3210 E Tropicana * Las Vegas * NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * 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 should request for alternative arrangements by Clicking Here.

Requirements for exam accommodation requests:
You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded 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

If you are requesting the following, please select Other.

- ESL Accommodation (If English is not your primary language and you are taking the English version of the examination), you may qualify for additional time for your test by requesting an ESL authorization from PSI, specifically time and a half. Please include:
  - A personal letter requesting the authorization; and
  - A letter from your English instructor or sponsoring company (on company letterhead), certifying that English is not your primary language.

MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS