



**PSI EXAMINATION SERVICES**  
 3210 E Tropicana  
 Las Vegas, NV 89121  
 www.psiexams.com

*Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.*

**MIAMI-DADE COUNTY  
 BUILDING CODE COMPLIANCE OFFICE**

**MECHANICAL  
 CONTRACTOR AND JOURNEYMAN LICENSING  
 CANDIDATE INFORMATION BULLETIN**

**FOR EXAMINATIONS BEGINNING JUNE 2004**

Examination Procedure Checklist .....	1	Social Security Confidentiality .....	3
Examinations by PSI Examination Services.....	2	Examination Site Location.....	3
Guidelines for License Application/Qualification.....	2	Reporting to the Examination Site.....	4
Examination Scheduling Procedures.....	2	Required Identification.....	4
Eligibility .....	2	Security Procedures.....	4
Internet Scheduling .....	2	Examination Review.....	4
Telephone Scheduling .....	2	Scope Reporting.....	5
Canceling an Examination .....	3	Duplicate Score Reports .....	5
Missed Appointment or Late Cancellation .....	3	Tips for Preparing for your License Examination.....	5
Special Examination Arrangements.....	3	Examination Content Outline.....	5
Emergency Examination Center Closing.....	3		

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

## EXAMINATION PROCEDURE CHECKLIST

Before scheduling for an examination, you must be approved by the Building Code Compliance Office.

If you have received this Candidate Information Bulletin before you have been approved, you MUST follow the steps below before scheduling for an examination.

Request a license application form from the Building Code Compliance Office (see address on page 3).

Complete the application and return it to the Building Code Compliance Office.

If the Building Code Compliance Office approves your application, you will be sent an eligibility letter.

Once the Building Code Compliance Office has approved you for testing, your testing eligibility will automatically be submitted to PSI, and you will receive instructions from the Compliance Office for scheduling the examination.

### Prepare for your examination:

Use the examination content outlines provided in this bulletin as the basis of your study.

### Schedule your examination:

Once you have been approved by the Building Code Compliance Office, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet at [www.psiexams.com](http://www.psiexams.com), or schedule over the telephone at (800) 733-9267.

Examination Date: \_\_\_\_\_

Examination Time: \_\_\_\_\_

To change scheduled date, call back by \_\_\_\_\_

### Take your examination:

Candidates MUST BRING in the Eligibility Letter from the Building Code Compliance Office to the examination center.

Candidates MUST bring two forms of identification, which bear your signature. One of these must also have your photograph.

✎ Your name as shown on the Eligibility Letter must exactly match the name on the photo I.D. used when checking in at the examination site.

Arrive 1 hour prior to appointment.

### After your examination:

An official score report will be printed and mailed to you within 5 business days from the date of your examination. PSI will **not** release score reports over the telephone, so please do not call for results.

Upon passing the examination, your results will be sent to the Building Code Compliance Office.

The Building Code Compliance Office will process the remainder of the license application package and notify you upon license approval.

You are not licensed by the Building Code Compliance Office until the entire licensing process has been completed.



## EXAMINATIONS BY PSI EXAMINATION SERVICES

This Candidate Information Bulletin provides you with information about the examination and application process for Contractors Licensure in Miami-Dade County.

Miami-Dade County law requires Contractors Licensure to be licensed and regulated by the Building Code Compliance Office. Eligibility for examination is determined by the Building Code Compliance Office.

The County has contracted with PSI Examination Services (PSI) to conduct its examination program. PSI works closely with the County 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. Request a license application form from:

**The Building Code Compliance Office**  
**140 W. Flagler St. Suite 1603**  
**Miami, FL**  
(305) 375-2901

[www.miamidade.gov/buildingcode/home.asp](http://www.miamidade.gov/buildingcode/home.asp)

2. Complete the application and return it to the Building Code Compliance Office.
3. If the Building Code Compliance Office approves your application, you will be sent an eligibility letter.
4. Once the Building Code Compliance Office has approved you for testing, your testing eligibility will automatically be submitted to PSI, and you will receive instructions from the Compliance Office for scheduling the examination.
5. Denied candidates are notified by the Building Code Compliance Office of the elements they need to complete in order to be approved for licensure.

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

■  
**PSI Examination Services**  
**3210 E Tropicana**  
**Las Vegas, NV 89121**  
**(800) 733-9267 · Fax (702) 932-2666**  
[www.psiexams.com](http://www.psiexams.com)

## EXAMINATION SCHEDULING PROCEDURES

Once you have been approved by the Building Code Compliance Office, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet at [www.psiexams.com](http://www.psiexams.com), or schedule over the telephone at (800) 733-9267.

PSI will be offering testing once a month, on Saturdays. You must schedule 10 business days before the Saturday test date. Following are future dates.

June 26, 2004  
July 31, 2004  
August 21, 2004

### ELIGIBILITY

- All eligibilities are valid for a period of 180 days from the date upon which your application was approved by the Building Code Compliance Office.
- If you do not successfully pass all required portions within 180 days from the date upon which your application was approved by the Building Code Compliance Office, you must re-apply with the Licensing The Building Code Compliance Office.
- You may only test once per eligibility file. Each time you fail, you must reapply with the Building Code Compliance Office. You may reapply with the Building Code Compliance Office on an unlimited basis.
- Any portion score is valid for a period of 1 year from the date it was passed. For example, a contractor that passes the Business and Law Examination portion has 1 year to pass the trade examination portion, before being required to retake that Business and Law portion again.
- Once you have received licensure, you will never have to retake the examination(s) unless you allow your license to lapse and the County subsequently requires retesting.

### INTERNET SCHEDULING

You may schedule for your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, [www.psiexams.com](http://www.psiexams.com). You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.

### TELEPHONE SCHEDULING

PSI has two scheduling methods available for those that wish to schedule by telephone. First, candidates may call PSI at (800) 733-9267, 24 hours a day and schedule using the Automated Registration System. Second, candidates wishing to contact a live operator may use this same telephone number to contact PSI registrars Monday through Friday, between 9:00 a.m. and 8:00 p.m., Eastern Time, to schedule your appointment for the test. You must schedule 10 business days before the Saturday test date.



## EXAMINATION SITE LOCATION

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 10 business days before the scheduled examination date*. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.**

### 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 10 business 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.

### SPECIAL EXAMINATION ARRANGEMENTS

The examination center is equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements. Requests for any special accommodations must be made through the Building Code Compliance Office.

### 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.

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

PSI will be offering testing once a month, on Saturdays. You must schedule 10 business days before the Saturday test date.

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

Miami-Dade College  
Kendall Campus  
Library Concourse, Building 2  
11011 SW 104 Street  
Miami, FL 33176-3393  
(305) 237-2292

#### **From the North via the Florida Turnpike Extension:**

*Exit the Florida Turnpike Extension at Exit 20 for Kendall Drive (SW 88 Street). Turn left at the stop light onto Kendall Drive (SW 88 Street). Take Kendall Drive (SW 88 Street) to SW 117 Avenue. Turn right onto SW 117 Avenue and follow it to SW 104 Street (Killian Parkway). Turn left on SW 104 Street and go to the traffic signal for SW 113 Place. Turn left onto SW 113 Place. Check in at the guard booth for parking instructions.*

#### **From the North via the Palmetto Expressway (SR 826):**

*Take SR 874 (Don Shula Expressway) from the Palmetto (stay in the left lanes as you approach the Bird Road exit - sign says: "874 South-Homestead-Toll Road"). Exit at the SW 104 Street (Killian Parkway) exit. (This is the second exit. Do not exit on SW 107 Ave.) Turn left onto SW 104 Street and go to the stoplight at SW 113 Place and turn right. Check in at the guard booth for parking instructions.*

#### **From the South via the Florida Turnpike Extension:**

*Take SR 874 (Don Shula Expressway) from the Turnpike. Exit at the SW 104 Street (Killian Parkway) exit. (This is the second exit. Do not exit on SW 107 Ave.) Turn left onto SW 104 Street and go to the stoplight at SW 113 Place and turn right. Check in at the guard booth for parking instructions.*

#### **From the South via US1:**

*Take US1 (South Dixie Highway) Northbound to S.W. 112th Street (Killian Drive) Turn LEFT on S.W. 112th Street (Killian Drive). Proceed on Killian Drive and it becomes S.W. 104th Street (Killian Parkway). Continue to the stoplight at SW 113 Place and turn RIGHT. Check in at the guard booth for parking instructions.*

#### **From the North via US1:**

*Take US1 (South Dixie Highway) Southbound to S.W. 112th Street (Killian Drive). Turn RIGHT on S.W. 112th Street (Killian Drive). Proceed on Killian Drive and it becomes S.W. 104th Street (Killian Parkway). Continue to the stoplight at SW 113 Place and turn RIGHT. Check in at the guard booth for parking instructions.*



## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 1 hour before your appointment. This extra time is for sign-in and identification. *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

Candidates MUST BRING in the Eligibility Letter from the Building Code Compliance Office to the examination center.

*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:

- Cell phones, pagers, and children are not allowed in the examination site.
- 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.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy. Either one may result in the disqualification of examination results and may lead to legal action.

### 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. You may submit your comments by writing (printing) the comments on a Test Question Review Sheet available from the test center proctor. When submitting comments, please provide as much detail as possible describing what you feel is problematic about the test question.

PSI regularly collects all comments from its test centers and reviews every comment within 20 business days from the date

the comment was submitted. If your comments result in the editing or removal of one of your test questions, PSI will re-score your test results to determine if your grade status has changed from fail to pass. If your test result changes from fail to pass, you will be notified of the change. Otherwise, if you do not hear from PSI within 20 business days following your test, please understand that your comments have been reviewed but that they have not impacted your overall passing status. If you feel that you wish to further challenge the test content, we recommend that you register for an examination review.

### 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, changed, or given credit.

The fee for reviewing your examination is \$99. 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 Money Order, Cashier's Check, VISA or MasterCard. Personal and company 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 Test Question Review sheet.

All comments together with a copy of the challenged test questions, will be submitted directly to PSI's test development staff for review. PSI will contact you within 20 business days if your status changed from fail to pass, and a new score report will be issued. Most test questions are determined to be correct as presented on the examination, so we recommend you NOT wait for a response before preparing for and scheduling to retake the examination.

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 \$99.





## SCORE REPORTING

All examinations will be administered via paper-and-pencil.

An official score report will be printed and mailed to you within 5 business days from the date of your examination. Please do not call for results.

### DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report for up to 1 year after your examination. The fee for a duplicate score report is \$15. *Money Order or cashier's check ONLY.*

## 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. 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 OUTLINES

The reference materials listed in the content outlines may be found at one of the following locations:

Konings  
Contractors Library  
Toll Free: 1-800-571-4777  
[www.contractorslibrary.com](http://www.contractorslibrary.com)

Professional Booksellers  
[www.pro-book.com](http://www.pro-book.com)  
800-572-8878  
615-383-0044

Bookmark, Inc.  
[www.bookmarki.com](http://www.bookmarki.com)  
800-642-1288

Builders Book Depot  
[www.buildersbookdepot.com](http://www.buildersbookdepot.com)  
800-284-3434

## BUSINESS AND LAW

### SCOPE OF WORK

Statutes, regulations and business knowledge relevant to contracting.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Licensing	5
Estimating and Bidding	7
Lien Law	1
Financial Management	5
Tax Laws	5
Labor Laws	5
Project Management	5
Contracts	6
Business Organization	2
Risk Management	4
Environmental and Safety	5

### REFERENCE LIST

The reference materials listed below were 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 use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- Construction Management Guide: Basic Business and Project Management for Contractors, National Association of State Contractor Licensing Agencies (NASCLA), POB 14941, Scottsdale, AZ 85267, 480/948-3363, [www.nascla.org](http://www.nascla.org)
- Florida Lien Law, Part I: Construction, Chapter 713 Florida State Senate/Statutes, [http://www.flsenate.gov/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=Ch0713/ch0713.htm](http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0713/ch0713.htm)
- Miami-Dade Ordinance, Chapter 10, Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
- Workers' Compensation Facts for Florida Employers, Florida Dept. of Financial Services Website, Division of Workers' Compensation, Publications, [www.fldfs.com/WC/publications.html](http://www.fldfs.com/WC/publications.html)
- Reporting basics, Florida New Hire Reporting Center, <https://newhirereporting.com/fl-newhire/instruct.asp?#wdir>



- Florida Unemployment Compensation Employer Handbook, Florida Department of Revenue, [http://taxlaw.state.fl.us/uct\\_search\\_ehb.asp](http://taxlaw.state.fl.us/uct_search_ehb.asp)

Candidates are responsible for bringing their own references to the examination center. If you are downloading a reference from the internet, you may bring this reference into the testing center with you as long as it is bound. You can have it spiral bound or you may hole-punch it and put it in a binder.

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). Any additional materials will be removed from the references and confiscated. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin.

References may not be written in 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.

**NOTE: ALL MASTER AND CONTRACTOR LEVEL EXAMINATIONS MUST PASS A BUSINESS AND LAW EXAMINATION AND A TRADE EXAMINATION.**

## MASTER ELEVATOR MAINTENANCE & SERVICE

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
40	70	1.5 hours

### CONTENT OUTLINE

Subject Area	# of Items
Wire Rope	1
Clearance and Space Limits	2
Electrical	7
Testing	3
Engineering and Inspection	4
Safety Devices	6
Controls	2
Operating Limitations	2
Drive Mechanisms	2
Fire Service	3
Maintenance and Repairs	4
Escalators and Dumbwaiters	2
Emergency Power	2

### REFERENCE LIST

The reference materials listed below were 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 use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- ASME A17.1 - Safety Code for Elevators and Escalators, 2000, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, [www.asme.org](http://www.asme.org)
- ASME A17.5, Elevator and Escalator Electrical Equipment, 1996, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, [www.nfpa.org](http://www.nfpa.org)
- ASME A17.3: Safety Code for Existing Elevators and Escalators, 2002, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, [www.nfpa.org](http://www.nfpa.org)
- National Electrical Code, NEC, 2002, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, [www.nfpa.org](http://www.nfpa.org)
- ASME A17.1b 2003 Addenda to ASME A17.1-2000, Safety Code for Elevators and Escalators, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, [www.asme.org](http://www.asme.org)
- National Elevator Manufacturing Industry's Installation Manual, 2000, ISBN: 1886536198, Elevator World, 356 Morgan Avenue, Mobile, Ala 36660

Candidates are responsible for bringing their own references to the examination center. If you are downloading a reference from the internet, you may bring this reference into the testing center with you as long as it is bound. You can have it spiral bound or you may hole-punch it and put it in a binder.

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). Any additional materials will be removed from the references and confiscated. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin.

References may not be written in 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.

## MASTER GASOLINE TANK & PUMP

### SCOPE OF WORK



This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Excavation	16
Tank Installation and Testing	14
Piping, Pumps, and Controls	5
Troubleshooting and Maintenance	4
Safety and Fire Prevention	8
Leak Detection and Monitoring Systems	3

### REFERENCE LIST

The reference materials listed below were 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 use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- NFPA 30, Flammable and Combustible Liquids Code, 2000, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, www.nfpa.org
- NFPA 30A, Code for Motor Fuel Dispensing Facilities and Repair Garages, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, www.nfpa.org
- RP100 UST Installation Recommended Practices for Installation of Underground Liquid Storage Systems, Petroleum Equipment Institute, POB 2380, Tulsa, OK 74101-2380, 918/494-9696, Fax: 918/491-9895, USA info@pei.org
- RP200 AST Installation Recommended Practices for Installation of Aboveground Storage Systems for Motor Vehicle Fueling, Petroleum Equipment Institute, POB 2380, Tulsa, OK 74101-2380, 918 494-9696, Fax 918/ 491-9895, USA info@pei.org
- RP400 Electrical Continuity Recommended Procedure for Testing of Electrical Continuity of Fuel-Dispensing Hanging Hardware Petroleum Equipment Institute POB 2380, Tulsa, OK 74101-2380, 918/494-9696, Fax 918/491-9895, USA info@pei.org
- Petroleum Equipment Lexicon: The definitive dictionary of terms used in petroleum marketing operations. Petroleum Equipment Institute, POB 2380, Tulsa, OK 74101-2380, 918/494-9696, Fax 918/491-9895, USA info@pei.org

- Florida Statutes, Chapter 556, Underground Facilities Damage Prevention and Safety Act
- Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, www.osha.gov.

**OR**

- Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
- Pipe and Excavation Contracting, 1987, Dave Roberts, 0934041-22-9, Craftsman Book Company, POB 6500, Carlsbad, CA 92018, www.craftsman-book.com/cbcstore/

Candidates are responsible for bringing their own references to the examination center. If you are downloading a reference from the internet, you may bring this reference into the testing center with you as long as it is bound. You can have it spiral bound or you may hole-punch it and put it in a binder.

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). Any additional materials will be removed from the references and confiscated. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin.

References may not be written in 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.

**NOTE: YOU MUST PASS BOTH THE BUSINESS AND LAW EXAMINATION AND THE TRADE EXAMINATION.**

## JOURNEYMAN GASOLINE TANK & PUMP

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
40	75	1.5 hours

### CONTENT OUTLINE

Subject Area	# of Items
Excavation	11
Tank Installation and Testing	11
Piping, Pumps, and Controls	4
Troubleshooting and Maintenance	3
Safety and Fire Prevention	6
Leak Detection and Monitoring Systems	3
Chapter 10	2





## REFERENCE LIST

The reference materials listed below were 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 use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

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**The following reference materials are allowed in the examination center:**

- NFPA 30, Flammable and Combustible Liquids Code, 2000, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, www.nfpa.org
- NFPA 30A, Code for Motor Fuel Dispensing Facilities and Repair Garages, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, www.nfpa.org
- RP100 UST Installation Recommended Practices for Installation of Underground Liquid Storage Systems Petroleum Equipment Institute, POB 2380, Tulsa, OK 74101-2380, (918) 494-9696, Fax: (918) 491-9895, USA info@pei.org
- RP200 AST Installation Recommended Practices for Installation of Aboveground Storage Systems for Motor Vehicle Fueling Petroleum Equipment Institute POB 2380, Tulsa, OK 74101-2380, 918/494-9696 Fax 918/491-9895, USA info@pei.org
- RP400 Electrical Continuity Recommended Procedure for Testing of Electrical Continuity of Fuel-Dispensing Hanging Hardware Petroleum Equipment Institute, POB 2380, Tulsa, OK 74101-2380, 918/494-9696 Fax 918/491-9895, USA info@pei.org
- Petroleum Equipment Lexicon: The definitive dictionary of terms used in petroleum marketing operations. Petroleum Equipment Institute, POB 2380, Tulsa, OK 74101-2380, 918/494-9696 Fax 918/491-9895, USA info@pei.org
- Florida Statutes, Chapter 556, Underground Facilities Damage Prevention and Safety Act
- Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, www.osha.gov.

OR

- Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
- Pipe and Excavation Contracting, 1987, Dave Roberts, 0934041-22-9, Craftsman Book Company, POB 6500, Carlsbad, CA 92018, www.craftsman-book.com/cbcstore/
- Miami-Dade Ordinance, Chapter 10, Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130

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reference from the internet, you may bring this reference into the testing center with you as long as it is bound. You can have it spiral bound or you may hole-punch it and put it in a binder.

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## MASTER STEAM GENERATOR BOILER & PIPING

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Safety	5
Fuel Oil	3
Gas	10
General Knowledge	15
Valves and Controls	2
Boilers	15

### REFERENCE LIST

The reference materials listed below were 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 use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- NFPA 31 - Standard for the installation of oil-burning Equipment, 2001, National Fire Protection Association, 1 Batterymarch Quincy, MA 02269-9101, 6177703000, www.nfpa.org



45	75	2 hours
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- The Florida Building Code 2001, Mechanical, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, www.dcs.state.fl.us/ Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
- Code of Federal Regulations, Title 29, Part 1926, 2002, Superintendent of Documents, POB 371954, Pittsburgh, PA 15250-7954, 8882936498, www.osha.gov  
OR  
29 CFR Part 1926, Selections, PSI, 100 W. Broadway, suite 1100, Glendale, Ca 91210 To order call: (800) 733-9267
- The Florida Building Code 2001, Fuel Gas, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, www.dcs.state.fl.us/ Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
- HVAC Pump Handbook, 1996, James B. Rishel, 0-07-053033-5, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com
- Steam-Plant Operation - 7th edition, 1998, Lammers, Woodruff, Lammers, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com

## CONTENT OUTLINE

Subject Area	# of Items
Safety	4
Fuel Oil	3
Gas	9
General Knowledge	13
Valves and Controls	2
Boilers	12
Chapter 10	2

## REFERENCE LIST

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- The Florida Building Code 2001, Mechanical, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, www.dcs.state.fl.us/ Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
- Code of Federal Regulations, Title 29, Part 1926, 2002, Superintendent of Documents, POB 371954, Pittsburgh, PA 15250-7954, 8882936498, www.osha.gov  
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29 CFR Part 1926, Selections, PSI, 100 W. Broadway, suite 1100, Glendale, Ca 91210 To order call: (800) 733-9267
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- HVAC Pump Handbook, 1996, James B. Rishel, 0-07-053033-5, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com
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**NOTE: YOU MUST PASS BOTH THE BUSINESS AND LAW EXAMINATION AND THE TRADE EXAMINATION.**

## JOURNEYMAN STEAM GENERATOR BOILERS & PIPING

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
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- Steam-Plant Operation - 7th edition, 1998, Lammers, Woodruff, Lammers, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com

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References may not be written in 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.

- NFPA 13: Installation of Sprinkler Systems, 2002, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, www.nfpa.org
- NFPA 14 - Installation of Standpipe, Private Hydrant, and Hose Systems, 2003, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, www.nfpa.org
- NFPA 25: Inspection, Testing and Maintenance of Water-Based Fire Protection Systems, 2002, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, www.nfpa.org
- Miami-Dade Ordinance, Chapter 10, Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130

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## JOURNEYMAN FIRE SPRINKLER

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
45	75	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Sprinkler Systems	20
Standpipe Systems	15
Inspection, Testing and Maintenance	8
Chapter 10	2

### REFERENCE LIST

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This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

## MASTER AIR CONDITIONING LIMITED

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Insulation	1
Hangers and Supports	3
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	4
Refrigerants	3
Load Calculations	8
Testing, Adjusting and Balancing	2
Controls	3
A/C and Heat Pump Equipment	6
Furnaces and Heaters	3



Hydronics	2
Chimneys, Flues and Vents	3
Combustion Air	2
Ducts	13
Ventilation and Exhausts	2
Safety	4

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This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- Manual J - Residential Load Calcs, Manual J, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, 703/575-4477, [www.acca.org](http://www.acca.org)
  - The Florida Building Code 2001, Mechanical, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, [www.dcs.state.fl.us/](http://www.dcs.state.fl.us/). Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
  - The Florida Building Code 2001, Fuel Gas, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, [www.dcs.state.fl.us/](http://www.dcs.state.fl.us/). Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
  - ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, 703/575-4477, [www.acca.org](http://www.acca.org)
  - Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, [www.osha.gov](http://www.osha.gov).
- OR**
- Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
  - Modern Refrigeration and Air Conditioning 2004 18<sup>th</sup> Ed, Althouse, Turnquist, Bracciano, 1996, Goodheart-Willcox, ISBN 1-59070-280-8
  - HVAC Duct Construction Standards, Metal And Flexible - 2nd edition, 1995, 999424695X, SMACNA, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209
  - Modern Hydronic Heating for Residential and Light Commercial Buildings, 1995, John Siegenthaler, P.E., 0-8273-6595-0, Delmar/Thomson Learning, POB

**MASTER HEATING**

**SCOPE OF WORK**

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

**CONTENT OUTLINE**

Subject Area	# of Items
Insulation	1
Hangers and Supports	3
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	5
Controls	3
Heat Pump Equipment	4
Furnaces and Heaters	4
Hydronics	4
Chimneys, Flues and Vents	5
Combustion Air	2
Ducts	14
Safety	4

**REFERENCE LIST**

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- The Florida Building Code 2001, Mechanical, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, [www.dcs.state.fl.us/](http://www.dcs.state.fl.us/). Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
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  - Modern Hydronic Heating for Residential and Light Commercial Buildings, 1995, John Siegenthaler, P.E., 0-8273-6595-0, Delmar/Thomson Learning, POB 6904, Florence, KY 41022-6904, <http://www.delmar.com/delmar.html>

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## JOURNEYMAN HEATING

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
40	75	1.5 hours

### CONTENT OUTLINE

Subject Area	# of Items
Insulation	1
Hangers and Supports	2
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	4
Controls	2
Heat Pump Equipment	2
Furnaces and Heaters	2
Hydronics	3
Chimneys, Flues and Vents	3
Combustion Air	2
Ducts	14
Safety	4

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- Miami-Dade Ordinance, Chapter 10, Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
  - The Florida Building Code 2001, Fuel Gas, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, [www.dcs.state.fl.us/](http://www.dcs.state.fl.us/). Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
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## MASTER ROOM AIR CONDITIONING

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
30	70	1 hour

### CONTENT OUTLINE

Subject Area	# of Items
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	4
Refrigerants	4
Load Calculations	5
Controls	1
A/C and Heating Equipment	6
Chimneys, Flues and Vents	2
Combustion Air	2
Ventilation and Exhausts	1
Safety	4

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- Modern Refrigeration and Air Conditioning 2004 18<sup>th</sup> Ed, Althouse, Turnquist, Bracciano, 1996, Goodheart-Willcox, ISBN 1-59070-280-8

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## JOURNEYMAN ROOM AIR CONDITIONING

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
30	75	1 hour

### CONTENT OUTLINE

Subject Area	# of Items
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	4
Refrigerants	4
Load Calculations	5
Controls	1
A/C and Heating Equipment	6
Chimneys, Flues and Vents	2
Combustion Air	2
Ventilation and Exhausts	1
Safety	4

### REFERENCE LIST

The reference materials listed below were 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 use later editions of references as they become available. For Code



## MASTER WARM AIR HEATING

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
40	70	1.5 hours

### CONTENT OUTLINE

Subject Area	# of Items
Insulation	1
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	5
Controls	2
Heat Pump Equipment	4
Furnaces and Heaters	4
Chimneys, Flues and Vents	4
Combustion Air	2
Ducts	13
Safety	4

### REFERENCE LIST

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Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- The Florida Building Code 2001, Mechanical, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, [www.dcs.state.fl.us/](http://www.dcs.state.fl.us/). Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
- The Florida Building Code 2001, Fuel Gas, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, [www.dcs.state.fl.us/](http://www.dcs.state.fl.us/). Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
- ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206, 703/575-4477, [www.acca.org](http://www.acca.org)

- Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, [www.osha.gov](http://www.osha.gov).

**OR**

- Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
- Modern Refrigeration and Air Conditioning 2004 18<sup>th</sup> Ed, Althouse, Turnquist, Bracciano, 1996, Goodheart-Willcox, ISBN 1-59070-280-8
- HVAC Duct Construction Standards, Metal And Flexible - 2nd edition, 1995, 999424695X, SMACNA, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209

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**NOTE: YOU MUST PASS BOTH THE BUSINESS AND LAW EXAMINATION AND THE TRADE EXAMINATION.**

## JOURNEYMAN WARM AIR HEATING

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
35	75	1.5 hours

### CONTENT OUTLINE

Subject Area	# of Items
Insulation	1
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	3
Controls	2
Heat Pump Equipment	3
Furnaces and Heaters	3
Chimneys, Flues and Vents	3



Combustion Air	2
Ducts	13
Safety	4

## REFERENCE LIST

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- Miami-Dade Ordinance, Chapter 10, Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
- The Florida Building Code 2001, Fuel Gas, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, [www.dcs.state.fl.us/](http://www.dcs.state.fl.us/). Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
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- Modern Refrigeration and Air Conditioning 2004 18<sup>th</sup> Ed, Althouse, Turnquist, Bracciano, 1996, Goodheart-Willcox, ISBN 1-59070-280-8
- HVAC Duct Construction Standards, Metal And Flexible - 2nd edition, 1995, 999424695X, SMACNA, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209

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## MASTER SHEET METAL

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Ducts	20
Ventilation and Exhausts	6
Safety	4
welding	10
general knowledge	10

### REFERENCE LIST

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- ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, 703/575-4477, [www.acca.org](http://www.acca.org)
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of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, [www.osha.gov](http://www.osha.gov).

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- Modern Welding, 2000, Althouse/Turnquist/Bowditch/Bowditch, 1-56637-605-X, The Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243, (800) 323-0440, <http://www.goodheartwilcox.com/>
- NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 617/770-3000, [www.nfpa.org](http://www.nfpa.org)
- Sheet Metal, 1995, Leo A Meyer, 0-8269-1907-3, American Technical Publishers, Inc., 1115 W 175th St. Homewood, IL 60430
- Fibrous Glass Duct Construction Standards - 5th edition, 2002, Prompt Publications, 5436 W. 78th St., Indianapolis, IN, 46268 - 4941

**CONTENT OUTLINE**

Subject Area	# of Items
Ducts	16
Ventilation and Exhausts	4
Safety	4
welding	8
general knowledge	8

**REFERENCE LIST**

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- Miami-Dade Ordinance, Chapter 10, Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
- ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, 703/575-4477, [www.acca.org](http://www.acca.org)
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**NOTE: YOU MUST PASS BOTH THE BUSINESS AND LAW EXAMINATION AND THE TRADE EXAMINATION.**

**JOURNEYMAN SHEET METAL**

**SCOPE OF WORK**

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code

# of Questions	% Required to Pass	Time Allowed
40	75	1.5 hours





- Sheet Metal, 1995, Leo A Meyer, 0-8269-1907-3, American Technical Publishers, Inc., 1115 W 175th St. Homewood, IL 60430
- Fibrous Glass Duct Construction Standards - 5th edition, 2002, Prompt Publications, 5436 W. 78th St., Indianapolis, IN, 46268 - 4941

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**OR**
- Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
- Industrial Refrigeration Handbook, Wilbert F. Stoecker, 1998, McGraw-Hill, POB 182605, Columbus, OH 43218-2605, (800) 338-3937, www.McGraw-hill.com
- Modern Refrigeration and Air Conditioning 2004 18<sup>th</sup> Ed, Althouse, Turnquist, Bracciano, 1996, Goodheart-Willcox, ISBN 1-59070-280-8

## MASTER REFRIGERATION UNLIMITED

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Refrigeration and Refrigerants	15
Piping and Tubing	6
Components	10
Controls, Valves and Wiring	9
Tests, Inspections and Maintenance	6
Safety	4

### REFERENCE LIST

The reference materials listed below were 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 use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Code book that is listed.

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**NOTE: YOU MUST PASS BOTH THE BUSINESS AND LAW EXAMINATION AND THE TRADE EXAMINATION.**

## JOURNEYMAN REFRIGERATION

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
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40	75	1.5 hours
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**CONTENT OUTLINE**

Subject Area	# of Items
Refrigeration and Refrigerants	11
Piping and Tubing	6
Components	8
Controls, Valves and Wiring	6
Tests, Inspections and Maintenance	5
Safety	4

**REFERENCE LIST**

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This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- Miami-Dade Ordinance Chapter 10
- The Florida Building Code, 2001, Mechanical, State of Florida, Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850-487-1824, www.dcs.state.fl.us. Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603, Miami, FL 33130
- Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, www.osha.gov.

**OR**

- Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
- Industrial Refrigeration Handbook, 1998, W. F. Stoecker, 0-07-061623-X, McGraw-Hill, POB 182605, Columbus, OH 43218-2605, (800) 338-3937, www.McGraw-hill.com
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**MASTER GENERAL MECHANICAL**

**SCOPE OF WORK**

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code

# of Questions	% Required to Pass	Time Allowed
90	70	4 hours

**CONTENT OUTLINE**

Subject Area	# of Items
Insulation	1
Hangers and Supports	3
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	4
Refrigerants and Refrigeration	5
Load Calculations	10
Testing, Adjusting and Balancing	2
Controls	4
Machine Room	1
A/C and Heat Pump Equipment	5
Furnaces and Heaters	4
Hydronics	4
Chimneys, Flues and Vents	4
Combustion Air	2
Ducts	9
Chillers	2
Ventilation and Exhausts	3
Safety	4
Fire Sprinklers	7
boilers	7
Transmission Lines	5
piping	3

**REFERENCE LIST**

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This examination is OPEN BOOK.



**The following reference materials are allowed in the examination center:**

- Manual N, Load Calculation for Commercial Summer and Winter Air Conditioning, 4th Edition, ACCA Load Calculation - For Commercial Summer and Winter Air Conditioning -Manual N - Fourth Edition, Manual N, 2000, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
- The Florida Building Code 2001, Mechanical, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, www.dcs.state.fl.us/ Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
- NFPA 13: Installation of Sprinkler Systems, 2002, National Fire Protection Association, 1 Batterymarch Quincy, MA 02269-9101, 6177703000, www.nfpa.org
- The Florida Building Code 2001, Fuel Gas, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, www.dcs.state.fl.us/ Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
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- Pipefitter's Handbook, 1967, 3rd Edition, Forest R. Lindsey, Industrial Press, Inc., 200 Madison Avenue, New York, NY 10016
- Modern Hydronic Heating for Residential and Light Commercial Buildings, 1995, John Siegenthaler, P.E., 0-8273-6595-0, Delmar/Thomson Learning, P.O. Box 6904, Florence, KY 41022-6904, <http://www.delmar.com/delmar.html>
- Steam-Plant Operation - 7th edition, 1998, Lammers, Woodruff, Lammers, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com
- ASME ASME Code for Pressure Piping - B31.8 - Gas Transmission and Distribution Piping Systems, 1999, American Society of Mechanical Engineers, Three Park Avenue New York, NY 10065, 8008432763, www.asme.org

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**NOTE: YOU MUST PASS BOTH THE BUSINESS AND LAW EXAMINATION AND THE TRADE EXAMINATION.**

## JOURNEYMAN GENERAL MECHANICAL

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code

# of Questions	% Required to Pass	Time Allowed
80	75	3 hours

### CONTENT OUTLINE

Subject Area	# of Items
Insulation	1
Hangers and Supports	3
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	4
Refrigerants and Refrigeration	5
Testing, Adjusting and Balancing	2
Controls	4
Machine Room	1
A/C and Heat Pump Equipment	5
Furnaces and Heaters	4
Hydronics	4
Chimneys, Flues and Vents	4
Combustion Air	2
Ducts	9
Chillers	2
Ventilation and Exhausts	3
Safety	4
Fire Sprinklers	7
Boilers	7
Transmission Lines	5
Piping	3

### REFERENCE LIST

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This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

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- The Florida Building Code 2001, Mechanical, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, [www.dcs.state.fl.us/](http://www.dcs.state.fl.us/) Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
- NFPA 13: Installation of Sprinkler Systems, 2002, National Fire Protection Association, 1 Batterymarch Quincy, MA 02269-9101, 6177703000, [www.nfpa.org](http://www.nfpa.org)
- The Florida Building Code 2001, Fuel Gas, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, [www.dcs.state.fl.us/](http://www.dcs.state.fl.us/) Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
- ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
- Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, [www.osha.gov](http://www.osha.gov).

**OR**

- Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
- Modern Refrigeration and Air Conditioning 2004 18<sup>th</sup> Ed, Althouse, Turnquist, Bracciano, 1996, Goodheart-Willcox, ISBN 1-59070-280-8
- HVAC Duct Construction Standards, Metal And Flexible - 2nd edition, 1995, 999424695X, SMACNA, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209
- Pipefitter's Handbook, 1967, 3rd Edition, Forest R. Lindsey, Industrial Press, Inc., 200 Madison Avenue, New York, NY 10016
- Modern Hydronic Heating for Residential and Light Commercial Buildings, 1995, John Siegenthaler, P.E., 0-8273-6595-0, Delmar/Thomson Learning, P.O. Box 6904, Florence, KY 41022-6904, <http://www.delmar.com/delmar.html>
- Steam-Plant Operation - 7th edition, 1998, Lammers, Woodruff, Lammers, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)
- ASME ASME Code for Pressure Piping - B31.8 - Gas Transmission and Distribution Piping Systems, 1999, American Society of Mechanical Engineers, Three

Park Avenue New York, NY 10065, 8008432763, [www.asme.org](http://www.asme.org)

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## MASTER REFRIGERATION & AIR CONDITIONING

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code

# of Questions	% Required to Pass	Time Allowed
80	70	3 hours

### CONTENT OUTLINE

Subject Area	# of Items
Insulation	1
Hangers and Supports	3
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	4
Refrigerants and Refrigeration	7
Load Calculations	13
Testing, Adjusting and Balancing	3
Controls	5
Machine Room	1
A/C and Heat Pump Equipment	6
Furnaces and Heaters	4
Hydronics	3
Chimneys, Flues and Vents	4
Combustion Air	2
Ducts	14
Chillers	2
Ventilation and Exhausts	3
Safety	4

### REFERENCE LIST





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Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- Manual N, Load Calculation for Commercial Summer and Winter Air Conditioning, 4th Edition, ACCA Load Calculation - For Commercial Summer and Winter Air Conditioning -Manual N - Fourth Edition, Manual N, 2000, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
  - The Florida Building Code 2001, Mechanical, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, www.dcs.state.fl.us/ Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
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  - Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, www.osha.gov.
- OR**
- Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
  - Modern Refrigeration and Air Conditioning 2004 18<sup>th</sup> Ed, Althouse, Turnquist, Bracciano, 1996, Goodheart-Willcox, ISBN 1-59070-280-8
  - HVAC Duct Construction Standards, Metal And Flexible - 2nd edition, 1995, 999424695X, SMACNA, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209
  - Modern Hydronic Heating for Residential and Light Commercial Buildings, 1995, John Siegenthaler, P.E., 0-8273-6595-0, Delmar/Thomson Learning, P.O. Box 6904, Florence, KY 41022-6904, <http://www.delmar.com/delmar.html>

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**NOTE: YOU MUST PASS BOTH THE BUSINESS AND LAW EXAMINATION AND THE TRADE EXAMINATION.**

## MASTER AIR CONDITIONING UNLIMITED

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code

# of Questions	% Required to Pass	Time Allowed
70	70	2.5 hours

### CONTENT OUTLINE

Subject Area	# of Items
Insulation	1
Hangers and Supports	3
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	5
Refrigerants	3
Load Calculations	12
Testing, Adjusting and Balancing	2
Controls	4
Machine Room	1
A/C and Heat Pump Equipment	6
Furnaces and Heaters	4
Hydronics	3
Chimneys, Flues and Vents	4
Combustion Air	2
Ducts	10
Chillers	2
Ventilation and Exhausts	3
Safety	4

### REFERENCE LIST

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  - The Florida Building Code 2001, Fuel Gas, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, www.dcs.state.fl.us/ Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
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  - Modern Hydronic Heating for Residential and Light Commercial Buildings, 1995, John Siegenthaler, P.E., 0-8273-6595-0, Delmar/Thomson Learning, P.O. Box 6904, Florence, KY 41022-6904, <http://www.delmar.com/delmar.html>

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## JOURNEYMAN AIR CONDITIONING

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code

# of Questions	% Required to Pass	Time Allowed
60	75	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Insulation	1
Hangers and Supports	3
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	5
Refrigerants	3
Safety	4
Testing, Adjusting and Balancing	2
Controls	4
Machine Room	1
A/C and Heat Pump Equipment	6
Furnaces and Heaters	4
Hydronics	3
Chimneys, Flues and Vents	4
Combustion Air	2
Ducts	12
Chillers	2
Ventilation and Exhausts	3

### REFERENCE LIST

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- The Florida Building Code 2001, Mechanical, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, www.dcs.state.fl.us/ Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
  - Miami-Dade Ordinance, Chapter 10, Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
  - The Florida Building Code 2001, Fuel Gas, 2001, State of Florida Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850/487-1824, www.dcs.state.fl.us/ Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
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  - Modern Hydronic Heating for Residential and Light Commercial Buildings, 1995, John Siegenthaler, P.E., 0-8273-6595-0, Delmar/Thomson Learning, P.O. Box 6904, Florence, KY 41022-6904, http://www.delmar.com/delmar.html

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## MASTER INSULATION

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code

# of Questions	% Required to Pass	Time Allowed
30	70	1 hour

### CONTENT OUTLINE

Subject Area	# of Items
Pipe Insulation	12
Duct Insulation	12
Safety	6

### REFERENCE LIST

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This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- Code of Federal Regulations, Title 29, Part 1926, 2002, Superintendent of Documents, POB 371954, Pittsburgh, PA 15250-7954, 8882936498, www.osha.gov  
OR  
29 CFR Part 1926, Selections, PSI, 100 W. Broadway, suite 1100, Glendale, Ca 91210 To order call: (800) 733-9267
- The Florida Building Code, 2001, Mechanical, State of Florida, Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, FL 32300-2100, 850-487-1824, www.dcs.state.fl.us. Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130.
- National Commercial and Industrial Insulation Standards - 5th edition, 1999, National Commercial and Industrial Insulation Standards - 5th edition, 1999.

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**NOTE: YOU MUST PASS BOTH THE BUSINESS AND LAW EXAMINATION AND THE TRADE EXAMINATION.**

## JOURNEYMAN INSULATION

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code

# of Questions	% Required to Pass	Time Allowed
30	75	1 hour

### CONTENT OUTLINE

Subject Area	# of Items
Pipe Insulation	11
Duct Insulation	11
Safety	6
Chapter 10	2

### REFERENCE LIST

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- National Commercial and Industrial Insulation Standards - 5th edition, 1999, National Commercial and Industrial Insulation Standards - 5th edition, 1999,
- Miami-Dade Ordinance Chapter 10

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## MASTER AMMONIA REFRIGERATION

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Ammonia Specifications and Safety	25
Electrical Connections and Electrical Theory	5
General Refrigeration Knowledge and Principles	10



Oil	2
Piping	8
Valves	7
Safety	3

**REFERENCE LIST**

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29 CFR Part 1926, Selections, PSI, 100 W. Broadway, suite 1100, Glendale, Ca 91210 To order call: (800) 733-9267
- The Florida Building Code, 2001, Mechanical, State of Florida, Department of Community Affairs, 2555 Shumard Oak Blvd, Tallahassee, Fl. 32300-2100, 850-487-1824, www.dcs.state.fl.us. Can be obtained from Miami-Dade Building Code Compliance Office, 140 West Flagler Street, Suite 1603 Miami Florida 33130
- IIAR Bulletin No. 110: Guidelines for Start-up, Inspection and Maintenance of Ammonia Mechanical Refrigerating Systems, 1993, International Institute of Ammonia Refrigeration
- IIAR Bulletin No. 109: Guidelines for IIAR Minimum Safety Criteria for a Safe Ammonia Refrigeration System, 1997, International Institute of Ammonia Refrigeration
- IIAR Bulletin No. 112: Guidelines for Ammonia Machinery Room Design, 1998, International Institute of Ammonia Refrigeration
- IIAR Bulletin No. 114: Guidelines for Identification of Ammonia Refrigeration piping and System Components, 1991, International Institute of Ammonia Refrigeration
- American National Standard for Equipment, Design, and Installation of Ammonia Mechanical Refrigerating Systems, 1999, International Institute of Ammonia Refrigeration
- Industrial Refrigeration Handbook, Wilbert F. Stoecker, 1998, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com
- Modern Refrigeration and Air Conditioning 2004 18<sup>th</sup> Ed, Althouse, Turnquist, Bracciano, 1996, Goodheart-Willcox, ISBN 1-59070-280-8
- Pipefitter's Handbook, 1967, 3rd Edition, Forest R. Lindsey, Industrial Press, Inc., 200 Madison Avenue, New York, NY 10016

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**NOTE: YOU MUST PASS BOTH THE BUSINESS AND LAW EXAMINATION AND THE TRADE EXAMINATION.**

**MASTER TRANSPORTING ASSEMBLY  
INSTALLER**

**SCOPE OF WORK**

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
40	70	2 hours

**CONTENT OUTLINE**

Subject Area	# of Items
Installation	12
Systems and Equipment	8
Tools and Fasteners	5
Safety	4
Maintenance and Troubleshooting	4
Electrical	3
Welding	4

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This examination is OPEN BOOK.





The following reference materials are allowed in the examination center:

- Wheels of Learning - Conveyors, 0-13-873761-4, Prentice-Hall PTR, Upper Saddle River, New Jersey 07458, [www.phprt.com](http://www.phprt.com), [www.phdirect.com](http://www.phdirect.com)
- Wheels of Learning - Troubleshooting and Repairing Conveyors, 0-13-874025-9, Prentice-Hall PTR, Upper Saddle River, New Jersey 07458, [www.phprt.com](http://www.phprt.com), [www.phdirect.com](http://www.phdirect.com)
- Modern Welding, 2000, Althouse/Turnquist/Bowditch/Bowditch, 1-56637-605-X, The Goodheart-Wilcox Company, Inc., 18604 West Creek Dr. Tinley Park, IL 604776243, 8003230440, <http://www.goodheartwillcox.com/>
- Code of Federal Regulations, Title 29, Part 1926, 2002, Superintendent of Documents, POB 371954, Pittsburgh, PA 15250-7954, 8882936498, [www.osha.gov](http://www.osha.gov)
- Specification for Structural Joints Using ASTM A325 or A490 Bolts, 2000, Research Council on Structural Connections, C/O American Institute of Steel Construction, Inc., One East Wacker Drive, Suite 3100, Chicago, IL 60601-2001, [www.boltcouncil.org](http://www.boltcouncil.org)
- ASME B20.1-2003 Safety Standard for Conveyors and Related Equipment

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## MASTER TRANSPORTING ASSEMBLY MAINTENANCE

### SCOPE OF WORK

This examination covers the complete scope of work permitted by this license, as defined in Chapter 10 of the Miami-Dade County Code.

# of Questions	% Required to Pass	Time Allowed
40	70	2 hours

### CONTENT OUTLINE

Subject Area	# of

	Items
Installation	12
Systems and Equipment	8
Tools and Fasteners	5
Safety	4
Maintenance and Troubleshooting	4
Electrical	3
Welding	4

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- Wheels of Learning - Troubleshooting and Repairing Conveyors, 0-13-874025-9, Prentice-Hall PTR, Upper Saddle River, New Jersey 07458, [www.phprt.com](http://www.phprt.com), [www.phdirect.com](http://www.phdirect.com)
- Modern Welding, 2000, Althouse/Turnquist/Bowditch/Bowditch, 1-56637-605-X, The Goodheart-Wilcox Company, Inc., 18604 West Creek Dr. Tinley Park, IL 604776243, 8003230440, <http://www.goodheartwillcox.com/>
- Code of Federal Regulations, Title 29, Part 1926, 2002, Superintendent of Documents, POB 371954, Pittsburgh, PA 15250-7954, 8882936498, [www.osha.gov](http://www.osha.gov)
- Specification for Structural Joints Using ASTM A325 or A490 Bolts, 2000, Research Council on Structural Connections, C/O American Institute of Steel Construction, Inc., One East Wacker Drive, Suite 3100, Chicago, IL 60601-2001, [www.boltcouncil.org](http://www.boltcouncil.org)
- ASME B20.1-2003 Safety Standard for Conveyors and Related Equipment

Candidates are responsible for bringing their own references to the examination center. If you are downloading a reference from the internet, you may bring this reference into the testing center with you as long as it is bound. You can have it spiral bound or you may hole-punch it and put it in a binder.

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). Any additional materials will be removed from the references and confiscated. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference





before the exam will begin.

References may not be written in 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.

## LICENSE APPLICATION INSTRUCTIONS

Upon passing the examination, your results will be sent to your the Building Code Compliance Office.

The Building Code Compliance Office will contact you regarding any future steps that are required for licensing.

**IMPORTANT:** You are not licensed by the Building Code Compliance Office until the entire licensing process has been completed.





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