



PSI licensure:certification
 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.*

**SOUTH CAROLINA RESIDENTIAL BUILDERS COMMISSION
 DEPARTMENT OF LABOR, LICENSING, AND REGULATION**

**RESIDENTIAL BUILDERS AND RESIDENTIAL
 SPECIALTY EXAMINATIONS
 CANDIDATE INFORMATION BULLETIN**

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Please refer to www.psiexams.com for the latest updates to this bulletin.

EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a residential builder or residential specialty contractor in South Carolina. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations. The South Carolina Residential Builders Commission (state) has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in South Carolina. PSI works closely with the state to be certain that examinations meet local as well as national requirements in basic principles of appraisal and examination development standards.

Apply to the state prior to registering with PSI for an examination. Once you are approved, you will receive an Examination Eligibility letter. Examination Eligibility is valid for 1 year and you are allowed 3 attempts to pass the examination within a 12-month period. You must pass **both** the Business Management and Law for Residential Builders Examination, and Residential Builder or Residential HVAC or Residential Plumbing or Residential Electrical examination within the 12-month period. **If you fail the examination three times, you shall wait twelve months from the date of the last examination attempt before being examined again.**

The following are the South Carolina licensing examinations offered by PSI licensure:certification:

- Business Management and Law for Residential Builders
- Residential Builder
- Residential HVAC
- Residential Plumbing
- Residential Electrical

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

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

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

Questions about applications for licensure should be directed to the:

South Carolina Residential Builders Commission
Synergy Business Park, Kingstree Building
110 Centerview Drive
PO Box 11329
Columbia, SC 29211-1329
(803) 896-4696

To make the license qualification process go as smoothly as possible, be certain that you:

1. Obtain the appropriate eligibility (e.g., 1 year experience under a licensed builder or general contractor) in advance of applying to the Commission.
2. After you have received your eligibility letter (valid for 1 YEAR) from the state, prepare for the examination by using the examination outline in this Candidate Information Bulletin.
3. Be sure that the examination registration form that you submit to PSI is complete and accurate, and that you include the correct fees.
4. Be sure to take proper identification with you to your scheduled examination appointment.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your license examination. Planned preparation, in addition to the required classroom hours, increases your likelihood of passing.

- Start with a current copy of the 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.
- 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 STUDY MATERIALS

The following is a list of possible study materials for the residential builders examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by South Carolina Residential Builders Commission.

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 base your answers on later editions of references as they become available. For Code questions, the examinations will be based only on the edition of the Code book that is listed.

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

Business Management and Law for Residential Builders

- **NASCLA Contractors Guide to Business, Law and Project Management - South Carolina Residential Builders, 7th Edition 2nd Printing**, National Association of State Contractors Licensing Agencies (NASCLA), 23309 N. 17th Drive, Phoenix, Arizona, 85027, Telephone: (623) 587-9519, Fax: (623) 587-9625, www.nascla.org

Residential Builder

- **South Carolina International Residential Code for One- and Two-Family Dwellings -OR- International Residential Code for One- and Two-Family Dwellings**, 2015, -OR-**International Residential Code Commentary (Volumes 1 and 2)**, International Code Council, (800) 786-4452, www.iccsafe.org
- **Carpentry and Building Construction**, 2010 or 2016 edition, John L. Feirer and Mark D. Feirer, Publisher: McGraw-Hill, <http://www.contractorsseminars.com>, 828-277-3999.
- **The Contractor's Guide to Quality Concrete Construction**, Third Edition, 2005, American Concrete Institute, 38800 International Way/Country Club Drive, PO Box 9094, Farmington Hills, MI 48333, (248) 848-3700, <http://www.aci-int.org>
- **Modern Masonry** - Brick, Block, Stone, Clois E. Kicklighter, 8th edition (2015). The Goodheart-Willcox Company, (800) 323-0440, www.g-w.com
- **BCSI: Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses**, 2013, Structural Building Components Association and Truss Plate Institute, (608) 274-4849, www.sbcindustry.com
- **Gypsum Construction Handbook**, 7th Edition, 2014, United States Gypsum Company, 125 S. Franklin Street, Chicago, IL 60606, Phone (800) 874-4968, <http://www.usg.com>

Residential HVAC

- **Manual J - Residential Load Calculation**, Manual J, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org, ISBN 1892765012
- **South Carolina International Mechanical Code -OR- International Mechanical Code**, 2015 edition, 800-786-4452, shop.iccsafe.org
- **ACCA Ductulator**, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, www.acca.org
- **Code of Federal Regulations - 29 CFR Part 1926 (OSHA)**, with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1 -OR- **Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI**, with latest available amendments, (866) 589-3088, www.pSIONlinestore.com (See order form at the end of the Candidate Information Bulletin.)
- **Modern Refrigeration and Air Conditioning**, 19th or 20th edition, Althouse/ Turnquist/ Bracciano, Goodheart-Willcox, www.g-w.com.
- **HVAC Duct Construction Standards**, Metal And Flexible - 3rd edition, 2005, ISBN 9994246954, SMACNA, 4201

Lafayette Center Drive, Chantilly, VA 20151-1209, www.smacna.org/bookstore/ (703) 803-2980

- **South Carolina International Fuel Gas Code -OR- International Fuel Gas Code**, 2015 edition, International Code Council, 800-786-4452, www.iccsafe.org
- **Residential Oil Burners**, 3rd Edition, 2007, Herb Weinberger, Delmar/Thomson Learning, P.O. Box 6904, Florence, KY 41022-6904, (800) 347-7707, www.delmar.com/delmar.html, ISBN 0827350139

Residential Plumber

- **South Carolina International Plumbing Code -OR- International Plumbing Code**, 2015 edition, International Code Council, 800-786-4452, www.iccsafe.org
- **South Carolina International Residential Code for One- and Two-Family Dwellings -OR- International Residential Code for One- and Two-Family Dwellings**, 2015, -OR-**International Residential Code Commentary (Volumes 1 and 2)**, International Code Council, (800) 786-4452, www.iccsafe.org
- **Code of Federal Regulations - 29 CFR Part 1926 (OSHA)**, with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1 -OR- **Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI**, with latest available amendments, (866) 589-3088, www.pSIONlinestore.com (See order form at the end of the Candidate Information Bulletin.)

Residential Electrical

- **NFPA 70 - National Electrical Code**, 2014 edition -OR- **National Electrical Code Handbook**, National Fire Protection Association, www.nfpa.org
- **South Carolina International Residential Code for One- and Two-Family Dwellings -OR- International Residential Code for One- and Two-Family Dwellings**, 2015, -OR-**International Residential Code Commentary (Volumes 1 and 2)**, International Code Council, (800) 786-4452, www.iccsafe.org
- **Ugly's Electrical References**, George V. Hart, 2008, 2011 or 2014, Jones and Bartlett, (800) 832-0034, www.uglys.net.
- **Code of Federal Regulations - 29 CFR Part 1926 (OSHA)**, with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1 -OR- **Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI**, with latest available amendments, (866) 589-3088, www.pSIONlinestore.com (See order form at the end of the Candidate Information Bulletin.)

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

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

THESE REFERENCES WILL NOT BE AVAILABLE AT THE EXAMINATION CENTER.

DESCRIPTION OF EXAMINATION AND EXAMINATION CONTENT OUTLINE

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

The Examination Content Outlines have been approved by the South Carolina Residential Builders Commission. The outline reflects the minimum knowledge required by residential builders to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in this published examination content outline.

Business Management and Law for Residential Builders, Residential Builder, Residential HVAC, Residential Electrical and Residential Plumber examinations are OPEN book. Candidates may bring reference books listed in this bulletin. Reference books may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached).

References may be tabbed/indexed with permanent tabs only. (Permanent tabs are defined as tabs that would tear the page if removed). Temporary tabs, (defined as Post-It notes) or other tabs that may be removed without tearing the page) are not allowed and must be removed from the reference before the exam will begin.

PRETEST ITEMS

In addition to the number of examination items specified, a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored, experimental questions is an essential step in developing future licensing examinations.

NOTE: ALL CANDIDATES MUST PASS THE BUSINESS MANAGEMENT AND LAW FOR RESIDENTIAL BUILDERS EXAMINATION IN ADDITION TO THEIR TRADE EXAMINATION.

BUSINESS MANAGEMENT AND LAW FOR RESIDENTIAL BUILDERS EXAMINATION CONTENT OUTLINE

There are 50 questions in this examination. You will need to answer 34 questions correctly (68%) in order to pass. (This passing score may change as examination performance is evaluated). You are allowed 120 minutes to complete this examination.

- I. Business Management (2 Items)
- II. Licensing Laws and Rules (2 Items)
- III. Estimating and Bidding (8 Items)
- IV. Contracts and Agreements (7 Items)
- V. Project Management (7 Items)
- VI. Insurance and Bonding (5 Items)
- VII. Safety Recordkeeping and Reporting (1 Item)
- VIII. Labor Laws and Employment Regulations (3 Items)
- IX. Financial Management (4 Items)
- X. Tax Laws (5 Items)
- XI. Liens (3 Items)
- XII. Environmental Laws and Regulations (3 Items)

RESIDENTIAL BUILDER EXAMINATION CONTENT OUTLINE

There are 110 questions in this examination. You will need to answer 77 questions correctly (70%) in order to pass. (This passing score may change as examination performance is evaluated). You are allowed 360 minutes to complete this examination. This examination is limited to construction, remodeling, repair or improvement of one-, two-, or multi-family residences not exceeding three stories in height and/or 16 units in any single apartment building.

- I. General Building Construction (74 Items)
 - a. General Carpentry
 - b. Concrete & Reinforcement
 - c. Estimating and Plan Reading
 - d. Masonry
 - e. Roofing
 - f. Site Work, Footings and Foundations
- II. Residential Electrical (12 Items)
 - a. Services/Feeders/Branch Circuits
 - b. Overcurrent Protection
 - c. Grounding and Bonding
 - d. Conductors and Cables
 - e. Raceways and Boxes
 - f. Lighting and Specialty Applications
- III. Residential HVAC (12 Items)
 - a. Hangars and Supports
 - b. Furnaces and Heaters
 - c. Chimneys, Flues, and Vents
 - d. Combustion Air
 - e. Ducts, Ventilation and Exhaust
 - f. Fuel Gas and Oil
 - g. Piping
- IV. Residential Plumbing (12 Items)
 - a. General Plumbing and Regulations
 - b. Piping/Valves/Controls
 - c. Fixtures and Equipment
 - d. Water Supply
 - e. Drain/Waste and Vents/Sewers
 - f. Specialty Applications

RESIDENTIAL HVAC EXAMINATION CONTENT OUTLINE

There are 80 questions in this examination. You will need to answer 52 questions correctly (65%) in order to pass. (This passing score may change as examination performance is evaluated). You are allowed 240 minutes to complete this examination. Residential HVAC work including A/C and Heat pump equipment, LP and Natural Gas, including piping, fuel oil appliances and piping, ductwork and other associated trades.

- I. Insulation (3 Items)
- II. Hangers and Supports (3 Items)
- III. Sound, Vibration & Seismic Control (1 Item)
- IV. Heating and Cooling Principles (6 Items)
- V. Refrigerants (4 Items)
- VI. Load Calculations (6 Items)
- VII. Testing, Adjusting and Balancing (1 Item)
- VIII. Controls (4 Items)
- IX. A/C and Heat Pump Equipment (6 Items)
- X. Furnaces and Heaters (5 Items)
- XI. Chimneys, Flues and Vents (3 Items)
- XII. Combustion Air (3 Items)
- XIII. Ducts (14 Items)
- XIV. Ventilation and Exhausts (3 Items)
- XV. Safety (2 Items)
- XVI. Fuel Gas (5 Items)
- XVII. LP Gas (4 Items)
- XVIII. Fuel Oil (2 Items)
- XIX. Piping (5 Items)

RESIDENTIAL PLUMBING EXAMINATION CONTENT OUTLINE

There are 65 questions in this examination. You will need to answer 44 questions correctly (67.7%) in order to pass. (This passing score may change as examination performance is evaluated). You are allowed 180 minutes to complete this examination. This examination includes all plumbing work on residential structures consisting of sixteen units or less, and not exceeding 3-stories in height.

- I. General Plumbing Knowledge and Regulations (15 Items)
 - a. Repair faucets
 - b. Determine head pressure
 - c. Solder pipe joints
 - d. Solvent weld pipe joints
 - e. Calculate area and volume
 - f. Calculate water supply friction loss
 - g. Estimate job costs
 - h. Cut notches and bore holes in structural members
 - i. Install firestopping
 - j. Fabricate pipe offsets
 - k. Test systems

- l. Define plumbing terms
- m. Calculate developed length
- II. Piping, Valves, and Controls (6 Items)
 - a. Install PVC piping and connections
 - b. Install CPVC piping and connections
 - c. Install galvanized piping and connections
 - d. Install copper tubing and connections
 - e. Install copper piping and connections
 - f. Install underground piping and connections
 - g. Install valves and controls
- III. Fixtures and Equipment (4 Items)
 - a. Identify minimum plumbing needs for structures/facilities
 - b. Install fixtures and associated equipment
 - c. Understand requirements for specific fixtures
- IV. Water Supply (4 Items)
 - a. Install water supply and distribution lines
- V. Drain, Waste and Vent and Sewers (17 Items)
 - a. Design and install DWV systems
 - b. Install building sewers
 - c. Install sewer and drain cleanouts
 - d. Install sewage ejector and sump pumps
 - e. Install traps
 - f. Install roof drains
- VI. Isometric Analysis (9 Items)
 - a. Obtain information from isometric drawings
- VII. Safety (4 Items)
 - a. Understand Responsibility for Providing Personal Protective Equipment
 - b. Excavate Safely
 - c. Provide Employees Protection in Trenches and Excavations
 - d. Ensure Safety Training is Conducted when Needed
 - e. Ensure Adequate Ventilation is Available for Employees
 - f. Ensure First Aid Kit is Available per Requirements
 - g. Ensure Personal Protective Equipment is Used Correctly
 - h. Install Signs, Signals, and Barricades as Required
 - i. Use All Tools and Equipment in Accordance with Requirements
 - j. Utilize Ladders in Accordance with Requirements
 - k. Follow Requirements for Work Around Toxic Materials
 - l. Maintain Material Safety Data Sheets (MSDS)
 - m. Provide Fall Protection
- VIII. Specialty Applications (6 Items)
 - a. Install Backflow Prevention
 - b. Install water heaters, hot water storage tanks, and tankless coils
 - c. Diagnose and repair electric water heaters
 - d. Install and connect gas appliances and equipment
 - e. Install water conditioning and filtration systems

RESIDENTIAL ELECTRICAL EXAMINATION CONTENT OUTLINE

There are 60 questions in this examination. You will need to answer 44 questions correctly (73.3%) in order to pass. (This passing score may change as examination performance is evaluated). You are allowed 180 minutes to complete this

examination. This examination includes all electrical work on residential structures consisting of sixteen units or less, and not exceeding 3-stories in height.

I. General Electrical Knowledge (13 Items)

- a. Calculate voltage, current and resistance in series, parallel and combination circuits
- b. Calculate power used in a circuit
- c. Understand and apply fundamental ac theory
- d. Calculate voltage drop for branch circuits or feeders
- e. Troubleshoot and test systems
- f. Understand and apply definitions
- g. Install smoke alarms
- h. Read and interpret blueprints and drawings
- i. Perform quantity take-offs
- j. Ensure structural requirements not compromised

II. Services, Feeders, and Branch Circuits (15 Items)

- a. Install services
- b. Install feeders
- c. Install branch circuits
- d. Install temporary installations
- e. Install motors used in dwellings
- f. Install three-phase service

III. Overcurrent Protection (5 Items)

- a. Understand and apply knowledge of NEC overcurrent protection requirements

IV. Grounding and Bonding (6 Items)

- a. General requirements
- b. Use tables to obtain the required sizes of grounding electrode conductor
- c. Use tables to obtain the required sizes of equipment grounding conductor

V. Conductors and Cables (5 Items)

- a. Install underground conductors and cables
- b. Perform vertical installations
- c. Select a conductor
- d. Armored Cable Type AC
- e. Metal-Clad Cable Type MC
- f. Nonmetallic-Sheathed Cable Type NM, NMC, NMS, .
- g. Service Entrance Cables: Type SE and USE
- h. Underground Feeder and Branch Circuit Cable Type UF

VI. Raceways and Boxes (4 Items)

- a. Understand and apply general raceway requirements
- b. Understand and apply general box requirements
- c. Install RMC (rigid metal conduit)
- d. Install EMT (electric metallic conduit)
- e. Install IMC (intermediate metal conduit)
- f. Install RNC (rigid non-metallic conduit)
- g. Install FMC (flexible metal conduit)
- h. Install LFMC (liquid-tight flexible metal conduit)
- i. Install FMT (flexible metallic tubing)
- j. Calculate area of raceway and number of conductors (conduit fill)
- k. Install outlet, device, pull and junction boxes
- l. Calculate box volume and fill

VII. Lighting (4 Items)

- a. Install fixtures
- b. Ground fixtures
- c. Install fixture wiring

- d. Understand fixture construction requirements
- e. Install fluorescent fixtures
- f. Install recessed fixtures
- g. install switches

VIII. Specialty - pool/spa, garages, generators, wheelchair lifts (4 Items)

- a. Install wiring for pools, spas and hot tubs
- b. Install bonding and grounding for swimming pool, hot tub and spa bonding and all associated equipment
- c. Install pool, spa and hot-tub lighting
- d. Install generators
- e. Install wheelchair lifts
- f. Install equipment in garages

IX. Safety (4 Items)

- a. Understand Responsibility for Providing Personal Protective Equipment
- b. Prepare Emergency Action Plans
- c. Ensure Safety Training is Conducted when Needed
- d. Ensure First Aid Kit is Available per Requirements
- e. Ensure Personal Protective Equipment is Used Correctly
- f. Use All Tools and Equipment in Accordance with Requirements
- g. Utilize Ladders in Accordance with Requirements
- h. Maintain Material Safety Data Sheets (MSDS)
- i. Provide Fall Protection

REGISTRATION AND SCHEDULING PROCEDURES

ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

Residential Examination - Both Portions-----	\$90
Residential Examination - One Portions -----	\$75
Residential HVAC -----	\$100

ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Commission 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 schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.



TELEPHONE REGISTRATION

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

PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your appointment for the examination.

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 at (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 send the form with the appropriate examination fee to PSI. You may pay fees by credit card (VISA, MasterCard, American Express or Discover), company check, money order, personal check or cashier's check, made payable to PSI. Print your name in the memo section of the company check, money order or cashier's check so we can ensure the payment is applied to your registration. **CASH IS NOT ACCEPTED.**

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting your test 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. If you elect not to disclose your Social Security number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you **MUST** provide it to the state.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements with PSI. Requests for any exam accommodations may be made by submitting the Exam Accommodations Request Form found at the end of this bulletin.

CANCELING OR RESCHEDULING AN 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 reschedule online at www.psiexams.com or 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 directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment two days before the scheduled testing date; or
- Do not appear for your examination appointment; or
- Arrive too late to begin your test without disrupting the center's schedule; or
- Do not present proper identification when you arrive for the examination.

EMERGENCY EXAMINATION CENTER CLOSING

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

EXAMINATION CENTER LOCATIONS

GREENVILLE/SPARTANBURG

Park East, Anderson Building
150 Executive Center Drive, Suite 218
Greenville, South Carolina 29615

From I-85, take I-385 North towards Greenville. Take Roper Mountain exit (Exit 37) and go right (East). Turn right at the first street (Independence Blvd). Go 0.7 miles and turn left on Executive Center Drive. The Anderson Building will be on your right.

COLUMBIA

Synergy Business Park, Congaree Building
121 Executive Center Drive, Suite 143
Columbia, South Carolina 29210

From I-20, take exit 63 (Bush River Road). Proceed west and turn right onto Berryhill Road. Turn left onto Executive Center Drive. Enter the Congaree Building through the front door. From the lobby take the corridor to the right to the end and turn left. PSI Suite 143 is on the left.

CHARLESTON

4600 Goer Drive, Suite 112A
North Charleston, South Carolina 29406

At juncture of I-26 and I-526, head Southeast in the direction of Charleston. Next exit is Montague Ave, exit East Montague. Take first right at Goer Drive. Site is adjacent to the Marriott Hotel.



BEAUFORT/HILTON HEAD

Regions Bank Building

69 Robert Smalls Pky/SC-170, Unit 4D

Beaufort, South Carolina 29906

From I-95, take the US-17N exit (Exit Number 33) towards Beaufort. After approximately 9 miles, US 21 splits off to the right and goes to Beaufort and US 17 goes to the left towards Charleston. Continue towards Beaufort on US 21 for approximately 12 miles. Turn sharp right onto SC 170 (McDonalds is on the corner) and continue for .3 miles. The building is on your left.

MYRTLE BEACH

1601 North Oak Street, Suite 305

Myrtle Beach, South Carolina 29577

From the west: Take Rte 501 to 17 Bypass North. Take 17 Bypass North one exit to 10th Avenue (Mr Joe White Ave). Turn right and go about 2 miles to Oak St. Take left on Oak St and follow to #1601 (Myrtle Offices). Go around to back of building. PSI is in Suite #305

From the south: Take 17 Bypass North to 10th Avenue. Turn right and follow above directions.

From the North: Take Rte 31 to Robert Grissom Parkway. Follow RGP to 21st Avenue. Turn left on 21st Ave and follow to Oak St. Turn right on Oak St and follow to #1601. (Myrtle Offices). PSI is around the back of building.

CHARLOTTE

Tyvola Executive Park 1

5701 Westpark Dr, #202

Charlotte, NC 28217

From I-77S towards Columbia, exit Tyvola Road (Exit #5).

Turn left at Tyvola Road. Make a right at Westpark Dr.

From I-77N, exit Tyvola Road (Exit #5) towards Coliseum Area. Bear right at Tyvola Road. Turn right at Westpark Dr.

REPORTING TO THE EXAMINATION CENTER

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

REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

PRIMARY IDENTIFICATION (with photo) - Choose One

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card

- US Government Issued Alien Registration Card
- Canadian Government Issued ID

NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
 - Social Security Card
 - US issued Birth Certificate with Raised Seal
- *NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- 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.

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.

REVIEW OF EXAMINATION QUESTIONS

PSI, in cooperation with the South Carolina Residential Builders Commission, 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. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

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.**

TAKING THE EXAMINATION BY COMPUTER

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

IDENTIFICATION SCREEN

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

TUTORIAL

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

TEST QUESTION SCREEN

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



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.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination.

The following summary describes the score reporting process:

- **On screen** - Your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score 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 and performance summary on the screen.
 - 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.
- **On Paper** - An official result report will be printed at the examination center.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by writing to PSI, by emailing at scorereport@psionline.com or by calling 800-733-9267.



To place an order for one or more of the following items listed, you may:

- Order online at www.psonlinestore.com
- Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.psonlinestore.com

<input type="checkbox"/>	International Mechanical Code
<input type="checkbox"/>	International Plumbing Code
<input type="checkbox"/>	International Residential Code for One- and Two-Family Dwellings
<input type="checkbox"/>	29 CFR Part 1926 Selections
<input type="checkbox"/>	Carpentry and Building Construction
<input type="checkbox"/>	NFPA 70 - National Electrical Code
<input type="checkbox"/>	Principles of Home Inspection: Systems and Standards
<input type="checkbox"/>	Residential Oil Burners
<input type="checkbox"/>	Residential Builders Guide to Business, Law and Project Management - South Carolina
<input type="checkbox"/>	Modern Refrigeration and Air Conditioning
<input type="checkbox"/>	Ugly's Electrical References



EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

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 submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

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

Date: _____ SS#: _____

Legal Name: _____

Last Name

First Name

Address: _____

Street

City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____

Cell

Work

Email Address: _____

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

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (Additional time requested: _____)
- Large-print written examination
- Other _____
- *Out-of-State Testing Request (this request does not require additional documentation) _____

Site requested: _____
**You may email your out-of-state request to OutofStateRequest@psionline.com.*

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

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



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