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.

**PSI licensure:certification**
**3210 E Tropicana**
**Las Vegas, NV 89121**
**www.psiexams.com**

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

# RESIDENTIAL BUILDERS AND RESIDENTIAL SPECIALTY EXAMINATIONS CANDIDATE INFORMATION BULLETIN

Examinations by PSI licensure:certification....1
Guidelines for License Application/Qualification....1
Tips for Preparing for your License Examination....1
Examination Study Materials....2
Description of Examinations and Examination Content Outline....3
Pretest Items....4
Examination Content Outlines....4
Registration and Scheduling Procedures....6
Standard Mail Registration....7
Telephone Registration....7
Fax Registration....7
Internet Registration....7
Social Security Confidentiality....7
Special Examination Arrangements....7
Scheduling an Appointment....7
Canceling or Rescheduling an Appointment....8
Missed Appointment or Late Cancellation....8
Emergency Examination Center Closing....8
Examination Center Locations....8
Reporting to the Examination Center....9
Required Identification....9
Inprocessing....9
Security Procedures....9
Taking The Examination By Computer....9
Identification Screen....10
Tutorial....10
Examination....10
Examination Review....10
Score Reporting....10
Duplicate Score Reports....10
Examination Registration Form....11

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

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## 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

- ***South Carolina, Residential Builders Guide to Business, Law and Project Management, 6th Edition***, National Association of State Contractors Licensing Agencies, PO Box 14941, Scottsdale, AZ 85267, (888) 755-9765. (See the order form at the end of this bulletin).

## Residential Builder

- ***International Residential Code for One- and Two-Family Dwellings***, 2012, International Code Council Inc., Contact ICBO (800) 284-4406 or BOCA (800) 214-4231, or SBCCI (205) 591-1853, www.iccsafe.org.
- ***Carpentry and Building Construction***, John L. Feirer and Mark D. Feirer, 2010 Edition, Glencoe-McGraw-Hill, (800) 334-7344, www.glencoe.com, ISBN 0-07-822702-X
- ***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, htt://www.aci-int.org
- ***Modern Masonry***, 2010104, Kicklighter, Goodheart-Willcox Company, Inc., 18604 W. Creek Drive, Tinley Park, IL 60477-6243, (800) 323-0440. http://goodheartwillcox.com/
- ***Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses,*** 2006, Wood Truss Council of America, (608) 274-4849, www.woodtruss.com
- *Gypsum Construction Handbook*, 2009 Edition, Publisher- United States Gypsum Company (USG), 125 S. Franklin Street, Chicago, IL 60606, Phone (800) 874-4968, URL- http://www.usg.com, ISBN: 0-9636862-2-4

## 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
- ***International Mechanical Code***, 2012, 1-892395-33-9, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, www.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** Revised as of 2008 or 2011 (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 2008 or 2011 by PSI, (800) 733-9267, (See order form at the end of this bulletin.)
- ***Modern Refrigeration and Air Conditioning***, 2004, Althouse/ Turnquist/ Bracciano, Goodheart-Willcox, 18604 West Creek Dr., Tinley Park, IL 60477-6243, (800) 323-0440, http://www.goodheartwillcox.com/, ISBN 1566377242
- ***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
- ***International Fuel Gas Code***, 2012, , American Gas Association, 400 N. Capitol Street, NW, Washington, DC 20001, www.aga.org ,
- ***Residential Oil Burners***, 3rd Edition, 2007, Herb Weinberger, Delmar/Thomson Learning, P.O. Box 6904, Florence, KY 41022-6904, (800) 347-7707www.delmar.com/delmar.html, ISBN 0827350139

## Residential Plumber

- ***International Plumbing Code***, 2012, International Code Council, 1-800-786-4452, www.iccsafe.org,
- ***International Residential Code***, 2012, OR International Residential Code Commentary

(Volumes 1 and 2), International Code Council, 1-800-786-4452, www.iccsafe.org,

- ***Code of Federal Regulations* - 29 CFR Part 1926** Revised as of 2008 (or 2011), 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 2008 or 2011 by PSI, (800) 733-9267, (See order form at the end of this bulletin.)

**Residential Electrical**

- ***National Electrical Code***, *2011*, OR National Electrical Code Handbook, National Fire Protection Association, 1 Batterymarch Quincy, MA 02269-9101, 6177703000, www.nfpa.org,
- ***International Residential Code*, 2012, OR International Residential Code** Commentary (Volumes 1 and 2), International Code Council, 1-800-786-4452, www.iccsafe.org,
- ***Ugly's Electrical References***, George V. Hart, 2008 or 2011, Jones and Bartlett, (800) 832-0034, www.uglys.net, ISBN 978-0-7637-7126-3. All items are based on either the 2008 or 2011 editions
- ***Code of Federal Regulations* - 29 CFR Part 1926** Revised as of 2008 or 2011 (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 2008 or 2011 by PSI, (800) 733-9267, (See order form at the end of this 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).

Reference books may not have removable tabs. The following is a list of tabs that can be placed on pages in code or reference books when taking South Carolina commercial exams, as per PSI the examination vendor for the South Carolina Contractors' Licensing Board. These items can be purchased at a local Office Depot or Staples store as well as other supply stores. These tabs stick onto pages and will tear the page if you try to remove them. This is only a sample list.

| **Acceptable Tabs** |
|---|
| Avery Index Tabs Self-Adhesive |
| Avery Index Tabs Self-Adhesive |
| Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs |
| Redi-Tag Self-Stick Permanent Adhesive Index Tabs |
| **Unacceptable Tabs** |
| Post-It Index Flags |
| Post-It Flags |

## 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 80 questions in this examination. You will need to answer 55 questions correctly (68.75%) in order to pass. (This passing score may change as examination performance is evaluated). You are allowed 240 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. **Sitework and Foundations (7 Items)**

II. **Concrete (4 Items)**

III. **Concrete-Reinforcement (4 Items)**

IV. **Masonry (8 Items)**

V. **Carpentry (14 Items)**

VI. **Associated Trades and Drywall (19 Items)**

VII. **Roofing (5 Items)**

VIII. **Estimating-Plan Reading (19 Items)**

## 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

**V1I. 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.

**1. 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

**11. 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

The registration form is found at the end of this Candidate Information Bulletin. Be sure the registration form is complete, accurate, and signed and that you include the correct fees. Your registration is valid for 1 examination only. You must first register for an examination and then schedule an appointment.

***ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.***

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

## STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form. BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.
   Return the completed original form to PSI with the appropriate fee. Payment of fees can be made by money order or cashier's check. **Money orders or cashier's checks should be made payable to PSI. Print your Social Security Number on your check or money order to ensure that your fees are properly assigned. CASH, COMPANY CHECKS, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.**
2. Upon receipt of your completed form and fees, a Registration Confirmation Notice will be mailed to you. **If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.**
3. Please allow 2 weeks to process your registration. If you do not receive your Confirmation Notice within 2 weeks, call (800) 733-9267 to verify your status.

## TELEPHONE REGISTRATION

For Telephone Registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time to take the information on your Registration Form and schedule your appointment.

## FAX REGISTRATION

For Fax Registration, you will need a valid VISA or MasterCard.

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

## INTERNET REGISTRATION

The Examination Registration Form is available at PSI's website, www.psiexams.com. You may register and schedule for an examination via the Internet 24 hours a day.

1. Complete the registration form on line and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your 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.

## SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are 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 with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

## SCHEDULING AN APPOINTMENT

After you have received the confirmation notice of PSI's acceptance of your registration packet, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination center location and time that is most convenient for you. To schedule your examination using a touch tone phone, call PSI 24 hours a day at (800) 733-9267 *(1-800-R-E-EXAMS)*. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00pm ET. Please be prepared to offer alternative examination appointment choices.
*Note: only the candidate may schedule an appointment through a CSR, not a friend or relative.*

## CANCELING OR RESCHEDULING AN APPOINTMENT

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

**IMPORTANT NOTE**
**ABOUT SCHEDULING OR RESCHEDULING!**

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

## MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment 2 days before the scheduled examination date; or
- Do not appear for your examination appointment; or
- Arrive after examination start time; 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 112**
**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 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 247**
**Columbia, South Carolina 29210**

*From I-20, take exit 63 (Bush River Road). Proceed West and turn right on Berryhill Road. Turn left on Executive Center Drive.* ***Exit elevator/stairs*** *on second floor,* ***turn right.*** *At the* ***end of the corridor, turn right. PSI,*** *Suite 247, is the* ***second door from the end on the right.***

### 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 Sheraton Hotel (this is Goer Drive, formally Marriott Drive).*
*Coming from Charleston, exit at East Montague. Continue East and take the first right on to Goer Drive. Site is adjacent to the Sheraton Hotel.*
*Upon entering the building, site is Room 112A, left down the hall*

### 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 SC-17, take SC-501 East toward Myrtle Beach. SC-501 becomes Main Street. Turn left on Oak Street. At 16th Street, turn left into Myrtle Offices driveway. Loop around counter clockwise to the back of the 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

**You must provide 2 forms of identification.** One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph 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 registration form and your Examination Eligibility Form.

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 at that time.***

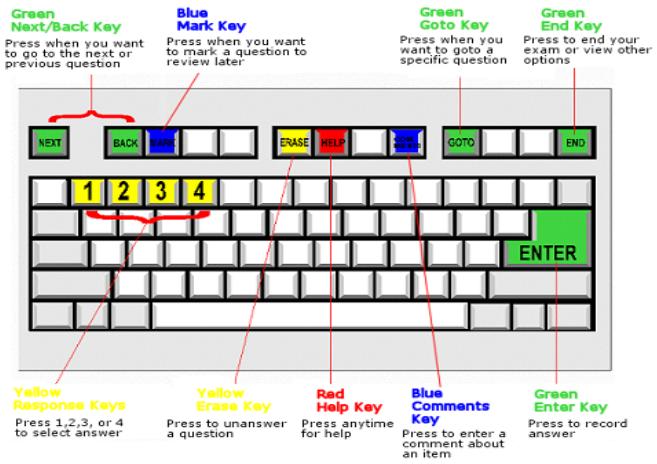
### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, and children are not allowed in the examination center.
- You may not exit the building during the examination.
- Only nonprogrammable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be permitted.
- No smoking, eating, or drinking will be allowed in the examination center.
- Copying or communicating examination content is a violation of security regulations. Either one may result in the disqualification of examination results and may lead to legal action under copyright laws.

## TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown below. You may also use the mouse.



## 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 as shown here.

## TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on 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 as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

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.

## EXAMINATION

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question.

**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. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **This is the only review of the examination available to candidates.**

# 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. Registration forms for submittal to PSI to retake the examination will be available at the examination center.

**On Paper** - An official result report will be printed at the examination center.

## DUPLICATE SCORE REPORTS

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

# SOUTH CAROLINA RESIDENTIAL BUILDERS EXAMINATION
## REGISTRATION FORM

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

**1. Legal Name:** Last Name (Jr/III)

First Name MI

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

**3. Mailing Address:** Number, Street Apt/Suite

City State Zip Code -

**4. Telephone:** Home - Office -

**5. Email** _____@_____

**6. Birthdate:** - -
M M D D Y Y

**7. Exam:**
- ☐ Business Management and Law ONLY (for Residential Builders) ($90)
- ☐ Business Management and Law AND Residential Builders ($90)
- ☐ Residential HVAC ($100)
- ☐ Residential Builders ONLY ($75)
- ☐ Residential Plumbing ($75)
- ☐ Residential Electrical ($75)

☐ FIRST TIME ☐ RETAKE

**ALL CANDIDATES MUST PASS BOTH THE BUSINESS MANAGEMENT AND LAW FOR RESIDENTIAL BUILDERS EXAMINATION, AND RESIDENTIAL BUILDER, RESIDENTIAL HVAC, RESIDENTIAL PLUMBING OR RESIDENTIAL ELECTRICAL EXAMINATION.**

**8. Total Fee $_____** (Money Order or Cashier's Check only. Personal and company checks are not accepted.)

Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One): ☐ MC ☐ VISA

Card No:_____ Exp. Date:_____

Card Verification No:_____

*For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print):_____ Signature:_____

**9. I am faxing the Special Arrangement Request (at the end of this bulletin) and required documentation.** ☐ Yes ☐ No

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

**Signature** _____ **Date** _____

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

Complete and forward this registration form with the applicable examination fee to:
**PSI licensure:certification * ATTN: Examination Registration SC RB**
3210 E Tropicana * Las Vegas * NV * 89121
**Fax** (702) 932-2666 *** (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com**

PSI respects your privacy and will never release your social security or identification numbers. However, PSI believes that past candidates have benefited from receiving offers from reputable third parties about products or services. If you do not wish to receive this information, please check the following box: ☐

# BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

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

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

**Note: prices are available online at www.psionlinestore.com**

| | |
|---|---|
| ☐ | **International Mechanical Code** |
| ☐ | **International Plumbing Code** |
| ☐ | **29 CFR Part 1926 Selections** |
| ☐ | **Carpentry and Building Construction** |
| ☐ | **International Residential Code for One- and Two-Family Dwellings** |
| ☐ | **Principles of Home Inspection: Systems and Standards** |
| ☐ | **Residential Oil Burners** |
| ☐ | **South Carolina, Residential Builders Guide to Business, Law and Project Management** |
| ☐ | **Modern Refrigeration and Air Conditioning** |

- **You may also place a checkmark next to the items that you would like to order, and mail or fax this form to PSI (be sure to include your contact information). See mailing form on the following page. A Customer Service Rep will call you to place the order.**

**Mail or FAX to:**
**PSI licensure:certification ** 3210 E Tropicana * Las Vegas * NV * 89121 (Attn Shipping)**
**Fax (702) 932-2668**

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____

*Please note: Inventory and pricing subject to change without notice.*

# SPECIAL ARRANGEMENT REQUEST FORM
# 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 special examination arrangements.

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

**Requirements for special arrangement 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 stationary 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**_____

**Legal Name:** _____

Last Name First Name

**Address:**_____

Street City,State, Zip Code

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

Home Work

**Email Address:**_____

**Check any special arrangements you require (requests must concur with documentation submitted):**

- ☐ Reader (as accommodation for visual impairment or learning disability)
- ☐ Large-Print written examination
- ☐ Out-of-State Testing Request (this request does not require additional documentation)

  Site requested:_____
- ☐ Extended Time (Additional time requested:_____)
- ☐ Other_____

  _____

**Complete and fax this form, along with supporting documentation, to (702) 932-2666.**
**You will be mailed or e-mailed an approval or denial letter within 10 business days.**

**Please do not schedule your examination until you are contacted by the Special Accommodation Department**

**PSI Services LLC**
**3210 E Tropicana**
**Las Vegas, NV  89121**