## COMMONWEALTH OF VIRGINIA
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

### INDIVIDUAL LICENSE AND CERTIFICATION CANDIDATE INFORMATION BULLETIN

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Please refer to https://test-takers.psiexams.com/vacon for the latest updates to this bulletin.
This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a tradesman, or certified as a backflow prevention device worker, or a certified accessibility mechanic, or an elevator mechanic in the Commonwealth of Virginia. To be licensed or certified, you must pass an examination to confirm that you have attained a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Department of Professional and Occupational Regulation (the Department) has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Virginia. PSI works closely with the Department and its Examination Review Committee to be certain that examinations meet local, national and international requirements in basic principles and examination development standards.

This Candidate Information Bulletin provides you with information on how to acquire licenses or certifications for the subcategories below. NOTE: Candidates are required to take the specific examination for each license subcategory they are applying for:

- Journeyman Electrician
- Master Electrician
- Journeyman HVAC
- Master HVAC
- Journeyman Plumber
- Master Plumber
- Journeyman Gasfitter
- Master Gasfitter
- Master LP Gasfitter
- Journeyman LP Gasfitter
- Master Natural Gasfitter
- Journeyman Natural Gasfitter
- Backflow Prevention Device Worker
- Elevator Mechanic
- Certified Accessibility Mechanic
- Limited Use/Limited Application Elevator Endorsement

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

PSI
3210 E Tropicana
Las Vegas, NV 89121
(855) 340-3910 • Fax (702) 932-2666
https://test-takers.psiexams.com/vacon

The Board approves all applications for testing. Go to http://www.dpor.virginia.gov/Boards/Tradesmen/ for more information.

Questions about applications for licensure or certification should be directed to the:

Commonwealth of Virginia
Department of Professional and Occupational Regulation
Board for Contractors
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8511
www.dpor.virginia.gov
email: contractor@dpor.virginia.gov

The following is a list of possible reference materials for the license and certificate examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the Virginia Department of Professional and Occupational Regulation.

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. You can use any edition of references and Code books as they become available. However for Code questions, the examination will be based only on the edition of the Code book that is listed.

NOTE: All examinations are open book. You must bring your own references as they are not provided at the test site. No study guides are permitted.

No loose papers or unbound references are permitted. If you download a reference from the Internet, it must be spiral bound or hole-punched and placed in a binder or stapled in the left-hand corner.

References may be highlighted, underlined, and/or indexed prior to the exam. Reference materials containing any writing will not be allowed into the examination. You may not write in reference materials during the examination session. A candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Department.

References may be tabbed with permanent tabs only. NO REMOVABLE TABS are allowed.

The following list of tabs may be used. These items may be purchased at local office supply stores.

Acceptable Tabs:
- 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

The URL listed for each reference is generated from the most current searches. However, placement of material on websites may be modified resulting in some discrepancies. If you are unable to find the reference under the URL listed, it is recommended that you search online via a search engine (i.e., Google).

Regulatory Reference for all Tradesman Examinations:

Virginia Board for Contractors, Individual License and Certification Regulations,
Electrician only:


HVAC only:


Plumber only:


Gasfitter only:


Backflow Prevention Device Worker only:


Certified Accessibility Mechanic only:


  **OR**


  **Limited Use/Limited Application Elevator Endorsement only:**


  **OR**


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### International Code Council Bookstores

- **Central Regional Office (CH)**
  - 4051 Flossmoor Road
  - Country Club Hills, IL 60418
  - 888-ICC-SAFE (888-422-7233)

- **Western Regional Office (LA)**
  - 3060 Saturn Street, Suite 100
  - Brea, California 92821
  - 888-ICC-SAFE (888-422-7233)

- **ICC Distribution Center**
  - 11711 W 85th Street
  - Lenexa, KS 66214
  - (F) (913) 888-4526

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### EXAMINATION CONTENT OUTLINES

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 overrides information from other sources or persons.

The Examination Content Outlines have been approved by the Virginia Department of Professional and Occupational Regulation. These outlines reflect the minimum knowledge required by tradesmen, backflow prevention device workers and elevator mechanics to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

#### JOURNEYMAN ELECTRICIAN PORTION

70 Items

Passing Score: 49

210 Minutes to complete this portion.

A. Standards of Practice (3 Items)
B. Standards of Conduct (2 Items)
C. Renewal and Reinstatement (2 Items)
D. Definitions (1 Item)
E. Qualification for Licensure (1 Item)
F. Revocation of Licensure (1 Item)
G. General Electrical Knowledge (3 Items)
H. Requirements for Electrical Installations (3 Items)
I. Electrical-Electronic Fundamentals (2 Items)
J. Services, Feeders, and Branch Circuits (7 Items)
K. Service and Feeder Requirements (2 Items)
L. Grounding and Bonding (7 Items)
M. Conductors and Cables (7 Items)
N. Raceways and Boxes (8 Items)
O. Special Occupancies (3 Items)
P. Special Equipment (2 Items)
Q. Electrical Signs and Outline Lighting (1 Item)
R. Motors and Controls (5 Items)
S. Utilization Equipment (5 Items)
T. Lighting (2 Items)
U. General Low Voltage Requirements (1 Item)
V. Communication Systems (1 Item)
W. Fire Detection and Alarm Systems (1 Item)

210 Minutes to complete this portion.

A. Standards of Practice (3 Items)
B. Standards of Conduct (2 Items)
C. Renewal and Reinstatement (2 Items)
D. Definitions (1 Item)
E. Qualification for Licensure (1 Item)
F. Revocation of Licensure (1 Item)
G. Drainage Waste and Vents (24 Items)
H. Water Supply Systems (10 Items)
I. Backflow Prevention (10 Items)
J. Storm Drainage Systems (10 Items)
K. Plumbing Fixtures (7 Items)
L. General Regulations (5 Items)
M. Interceptors and Traps (4 Items)

JOURNEYMAN/MASTER HVAC PORTION
85 Items
Journeyman Passing Score: 60
Master Passing Score: 64

210 Minutes to complete this portion.

A. Standards of Practice (3 Items)
B. Standards of Conduct (2 Items)
C. Renewal and Reinstatement (2 Items)
D. Definitions (1 Item)
E. Qualification for Licensure (1 Item)
F. Revocation of Licensure (1 Item)
G. Warm Air Heating (8 Items)
H. Ventilation Systems (8 Items)
I. Air Conditioning Systems (8 Items)
J. Duct Systems (6 Items)
K. Chimneys, Flues, and Vents (6 Items)
L. Boilers (5 Items)
M. Hot Water Piping (4 Items)
N. Combustion Air (4 Items)
O. Controls/Low Voltage (4 Items)
P. Fuel Oil Piping and Storage (3 Items)
Q. Insulation (3 Items)
R. Commercial Kitchen Venting (5 Items)
S. Refrigerants (3 Items)
T. Refrigerant Piping (3 Items)
U. Chilled and Condenser Water Piping (3 Items)
V. Firestopping/Penetration Inspection (2 Item)
R. Escalators and Dumbwaiters (2 Items)
S. Emergency Power (2 Items)
T. Accessibility Equipment (8 Items)
U. Elevator Renovation (3 Items)
V. Conveyors (6 Items)
W. Welding (4 Items)

CERTIFIED ACCESSIBILITY MECHANIC
50 Items
Passing Score: 35
120 Minutes to complete this portion.

A. Wire Rope (4 Items)
B. Clearance and Space Limitations (5 Items)
C. NEC Requirements for Elevators, Dumbwaiters, and Lifts (5 Items)
D. Testing and Inspection (3 Items)
E. Mechanical (3 Items)
F. Safety (4 Items)
G. Controls (3 Items)
H. Operating Limitations (3 Items)
I. Fire Service (3 Items)
J. Maintenance and Repairs (3 Items)
K. Emergency Power (2 Items)
L. Accessibility Equipment (4 Items)
M. Dumbwaiters (2 Items)
N. Rigging and Hoisting (3 Items)
O. Welding (3 Items)

LIMITED USE/LIMITED APPLICATION ELEVATOR ENDORSEMENT
25 Items
Passing Score: 18
60 Minutes to complete this portion.

A. Mechanical and Wire Rope (3 Items)
B. Clearance and Space Limitation (7 Items)
C. Operating Devices and Control Equipment (2 Items)
D. Machinery Rooms (2 Items)
E. Use Limitations and Operations Requirements (2 Items)
F. Emergency Power and Fire Service (4 Items)
G. Safety (5 Items)

All candidates will need to have satisfactorily completed all education and work experience set by the Board for Contractors prior to applying for the examination.

A notification will be sent to you by the Board upon approval of your application. When you receive this notification, go to https://test-takers.psiexams.com/vacon to pay and schedule your examination. You may also pay and schedule by calling (855) 340-3910 or by mailing the registration form found at the end of this bulletin.

Examination Examination Fee
Journeyman Electrician $100
Journeyman Gasfitter $100
Journeyman HVAC $100
Journeyman LP Gasfitter $100
Journeyman Natural Gasfitter $100
Journeyman Plumber $100
Master Electrician $125
Master Gasfitter $125
Master HVAC $125
Master LP Gasfitter $125
Master Natural Gasfitter $125
Master Plumber $125
Backflow Prevention Device $100
Elevator Mechanic $100
Certified Accessibility Mechanic $100
Limited Use/Limited Application $100
Elevator Endorsement

ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE.

Be sure the registration form is complete, accurate, and signed. Be sure that you include all attachments and the correct fees. Your registration is valid for one examination only. The examination fee is valid for one year from the date you are approved by the board. You must first register for an examination and then schedule an appointment.

ON-LINE (HTTPS://TEST-TAKERS.PSIEXAMS.COM/VACON)

For the fastest and most convenient examination scheduling process, PSI recommends that you pay and register for your examination using the Internet. You pay and register online by accessing PSI’s registration website at https://test-takers.psiexams.com/vacon. Internet registration is available 24 hours a day.

Log onto PSI’s website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

TELEPHONE REGISTRATION

PSI registrars are available at (855) 340-3910 PSI registrars are available 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 payment and to schedule your appointment for the examination.
To register by phone, you will need a valid credit card (VISA, MasterCard, American Express or Discover.)

**STANDARD MAIL REGISTRATION**

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees can be made by check, money order or cashier’s check. Make sure your name is clearly printed on it to ensure that your fees are properly assigned. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.**

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

**FAX REGISTRATION**

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

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

**SOCIAL SECURITY NUMBER CONFIDENTIALITY**

PSI will use your Social Security or DMV Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. You MUST provide your Social Security or DMV number to the state to complete the licensing process.

**EXAM ACCOMMODATIONS**

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate’s needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

**CANCELLING AN APPOINTMENT**

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received two 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 (855) 340-3910 or use the PSI Website.

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

**SCHEDULING A RE-EXAMINATION**

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting 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 and follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone, by fax, or by mail. Once registered, you can schedule for your re-examination.

**MISSED APPOINTMENT OR LATE CANCELLATION**

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 two days before the scheduled examination date; 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 (855) 340-3910. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

**COMPUTER EXAMINATION CENTER LOCATIONS**

Following are the examination centers where you may take the Virginia licensing examinations. Virginia candidates can only test at the examination centers listed below. They are not allowed to test out-of-state.

**ALEXANDRIA AREA**

205 S. Whiting St
The Landmark Building, Suite 608
Alexandria, VA 22304

**FREDERICKSBURG AREA**

2020 Lafayette Blvd
Fredericksburg, VA 22401

**HARRISONBURG AREA**

2322 Blue Stone Hills Drive, Suite 280
Harrisonburg, VA 22801

**CHARLOTTESVILLE**

2114 Angus Road, Suite #105-B
Charlottesville, VA 22901

**EASTERN SHORE AREA**

Beaglin Park Plaza
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

- You will be given an LCD Writing tablet at check-in that will be returned at check-out. This is to be used for notes.
- Candidates may bring reference books. However, no study guides are allowed. Reference books may be highlighted, underlined, and/or indexed prior to the exam. They must be otherwise UNMARKED (not written in). Sample examinations are not allowed.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates are allowed to bring a word-to-word translation dictionary. Word-to-word language translation dictionaries are not to contain pictures or definitions.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPods), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building’s property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie
tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates’ pockets.

- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

**EXAMINATION REVIEW**

PSI, in cooperation with the Department of Professional and Occupational Regulation, 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 by clicking the Comments link on the function bar of the test question screen.

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**

In order to pass the examination, you must achieve the minimum score shown on each part of the examination.

<table>
<thead>
<tr>
<th>Examination Name</th>
<th>Number Correct</th>
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<tbody>
<tr>
<td>Journeyman Electrician</td>
<td>49</td>
</tr>
<tr>
<td>Journeyman Gasfitter</td>
<td>35</td>
</tr>
<tr>
<td>Journeyman HVAC</td>
<td>60</td>
</tr>
<tr>
<td>Journeyman LP Gasfitter</td>
<td>35</td>
</tr>
<tr>
<td>Journeyman Natural Gasfitter</td>
<td>35</td>
</tr>
<tr>
<td>Journeyman Plumber</td>
<td>60</td>
</tr>
<tr>
<td>Master Electrician</td>
<td>63</td>
</tr>
<tr>
<td>Master Gasfitter</td>
<td>37</td>
</tr>
<tr>
<td>Master HVAC</td>
<td>64</td>
</tr>
<tr>
<td>Master LP Gasfitter</td>
<td>37</td>
</tr>
<tr>
<td>Master Natural Gasfitter</td>
<td>37</td>
</tr>
<tr>
<td>Master Plumber</td>
<td>60</td>
</tr>
<tr>
<td>Backflow Prevention Device</td>
<td>30</td>
</tr>
<tr>
<td>Elevator Mechanic</td>
<td>63</td>
</tr>
<tr>
<td>Certified Accessibility Mechanic</td>
<td>35</td>
</tr>
<tr>
<td>Limited Use/Limited Application</td>
<td></td>
</tr>
<tr>
<td>Elevator Endorsement</td>
<td>18</td>
</tr>
</tbody>
</table>

If you take the examination by computer, your result will be given to you immediately following completion of the examination. Examination results are confidential and will be reported only to you and the Virginia Department of Professional and Occupational Regulation.

The following summary describes the score reporting process:

- **On screen** - Your result will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination.
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination center.

**TAKING THE EXAMINATION BY COMPUTER**

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

**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**

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

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

**EXPERIMENTAL ITEMS**

In addition to the number of examination items specified in the “Examination Content Outlines”, a small number (5 to 10) of "experimental" 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 unscored, experimental questions is an essential step in developing future licensing examinations.
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 emailing scorereport@psionline.com or by calling (855) 340-3910.
VIRGINIA INDIVIDUAL LICENSE AND CERTIFICATION REGISTRATION FORM

Before you begin ...
Be sure to read the Candidate Information Bulletin before filling out this registration form. PLEASE TYPE OR PRINT LEGIBLY.
Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed.

1. LEGAL NAME

   Last Name

   First Name

   Middle Name

2. SOCIAL SECURITY NUMBER OR DMV NUMBER

   You must use the same number (SS or DMV) when scheduling for the examination, and when applying for licensure.

3. MAILING ADDRESS

   Number, Street

   Apt No

   City

   State

   Zip Code

4. PHYSICAL ADDRESS

   (must complete)

   Number, Street

   Apt No

   City

   State

   Zip Code

5. TELEPHONE

   Cell

   Office

6. EMAIL

   @

7. BIRTH DATE

   M M D D Y Y

8. EXPERIENCE AND EDUCATION

   Years of Experience

   Hours of Education

9. EXAMINATION: (Check one)

   ❑ First Time

   ❑ Retake

   ❑ Journeyman Electrician $100

   ❑ Journeyman Gasfitter $100

   ❑ Journeyman HVAC $100

   ❑ Journeyman LP Gasfitter $100

   ❑ Journeyman Natural Gasfitter $100

   ❑ Journeyman Plumber $100

   ❑ Master Electrician $125

   ❑ Certified Accessibility Mechanic $100

   ❑ Master Gasfitter $125

   ❑ Master HVAC $125

   ❑ Master LP Gasfitter $125

   ❑ Master Natural Gasfitter $125

   ❑ Master Plumber $125

   ❑ Backflow Prevention Device $100

   ❑ Elevator Mechanic $100

   ❑ Limited Use/Limited Application Elevator Endorsement $100

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

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

   Card No: ____________________________ Exp. Date: ____________________________

   Card Verification No: ______________

   The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).
Billing Street Address: ____________________________________________________________ Billing Zip Code: ____________________________

Cardholder Name (Print): ___________________________________ Signature: _______________________________

10. I am submitting the Exam Accommodations Request Form (at the end of this bulletin) and required documentation.  ❑ Yes  ❑ No

11. 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: ___________________________

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

PSI * ATTN: Examination Registration VA TR
3210 E Tropicana Ave * Las Vegas, NV* 89121
Fax (702) 932-2666 * (855) 340-3910 * TTY (800) 735-2929 * https://test-takers.psiexams.com/vacon
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here.

**Requirements for exam accommodation requests:**

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

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

**MAKE SURE YOU ARE ELIGIBLE FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS**