TENNESSEE BOARD FOR LICENSING CONTRACTORS

TENNESSEE CONTRACTORS CANDIDATE INFORMATION BULLETIN

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*CMC and CMC-A mechanical plumbing exams require pre-approval.

Be sure to review this entire Candidate Information Bulletin for complete information about the scheduling, testing and licensing processes. Please refer to our website to check for the most updated information at www.psiexams.com.

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Updated 6/23/2017
EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for a contractor licensee in the State of Tennessee.

Tennessee State Laws stipulate that a person may not act as a contractor without first obtaining a license issued by the Tennessee Board for Licensing Contractors.

The Tennessee Board for Licensing Contractors has contracted with PSI to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

CONTACT INFORMATION

All questions and requests for information pertaining to the examination should be directed to PSI.

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

All questions and requests for information pertaining to licensure should be directed to the Tennessee Board for Licensing Contractors.

Tennessee Board for Licensing Contractors
500 James Robertson Parkway
Nashville, TN 37243-1150
(615) 741-8307 or Fax (615) 532-2868
tn.gov/commerce/boards/contractors

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for 1 examination.

Examination fees can be found on the registration form at the end of this Candidate Information Bulletin.

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

INTERNET REGISTRATION

The Examination Registration Form is available at PSI’s website, www.psiexams.com. You may register for and schedule 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.

FAX REGISTRATION

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

1. Complete the Examination Registration Form, including your credit card number and expiration date.

2. Fax the completed form to PSI (702) 932-2666. 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.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

2. Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier’s check. Make your money order or check payable to PSI and print your Social Security Number on it to ensure that your fees are properly assigned. CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.

3. Please allow 2 weeks to process your registration before scheduling your examination.

TELEPHONE REGISTRATION

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

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. PSI registrars are available at (800) 733-9267, Monday through Friday between 6:30 am and 9:00 pm, or Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

You are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site location and time that is most convenient for you. To schedule your examination, call PSI Customer Service at (800) 733-9267, Monday through Friday between 6:30 am and 9:00 pm, or Saturday-Sunday between 8:00 am and 4:30 pm, Central Time. If space is available in the...
examination site of your choice, you may schedule an
early to the examination date of your
choice, up to 6:00 pm, Central Time. Please be prepared to
offer alternate examination appointment choices.

REREGISTERING FOR AN 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 Monday can call the next day, Tuesday, and
reschedule as soon as Wednesday, depending upon space
availability. You may access a registration form at
www.psiexams.com. You may also call PSI at (800) 733-9267.

CANCELING AND RESCHEDULING AN EXAMINATION

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. You
may call PSI Customer Service at (800) 733-9267, Monday
through Friday between 6:30 am and 9:00 pm, or Saturday-
Sunday between 8:00 am and 4:30 pm, (Central Time).

Note: A voicemail message is not an acceptable form of
cancellation. Please use the PSI website or call PSI to 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 examination as scheduled, and you will forfeit your
examining fee, if you:
- Do not cancel your appointment 2 days before the
  scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- Do not present proper identification when you arrive for
  the examination.

EXAM ACCOMMODATIONS

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

EXAMINATION SITE CLOSING FOR AN EMERGENCY

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

SOCIAL SECURITY NUMBER CONFIDENTIALITY

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

EXAMINATION SITE LOCATIONS

The examinations are administered at the examination centers
listed below:

Chattanooga
6918 Shallowford Rd, Suite 314
Chattanooga, TN  37421
Take I-24 thru Chattanooga.  Merge onto I-75 N (toward
Knoxville). Take Exit #5 - Shallowford Rd.  Turn Left onto
Shallowford.  The office is on the left.

Jackson
368 North Parkway, #3
Jackson, TN  38305
From I-40, Exit 80A onto South 45 Bypass.  Third Signal light is
North Parkway.  Go left onto North Parkway and then go right
into the first driveway on your right.
From the South, take Bypass 45 North to North Parkway and go
right onto North Parkway and right into first driveway on the
right.
North Parkway is also known as Business Route 412.  Coming
from the east on 412, turn left into last driveway on the left.
Coming from the West on North Parkway, turn right into the
first driveway on the right, after crossing the 45 Bypass.

Johnson City
904 Sunset Drive, Ste 7A
Johnson City, TN 37604
Take I-26 to Exit 19 (Old number 36).  Go South on Highway
381 (North State of Franklin Road) approximately 2.2 miles.
At the 4th light turn left (this is Sunset Drive), go
approximately .7 tenths of a mile.  There is a large building
on the left side of the road.  This is 904 Sunset Drive.  Suite
7A is in the row of office spaces behind this building.

Knoxville
301 South Gallaher View Rd, Suite 114
Knoxville, TN 37919
Traveling I-40/I-75 East Bound, take exit #379 (Bridgewater
Rd.)  Turn right onto Bridgewater Rd.  Turn right onto Kingston
Pike. Turn right onto South Gallaher View Rd.
Traveling I-40 W/I75 S West Bound, take Gallaher View exit
#379. Turn left at lights, go through Kingston Pike, pass
Bearden High School, and down slight hill on right.
Arrive at Suburban Office Plaza and go to back of building to
Suite 114.


**REQUIRED IDENTIFICATION AT EXAMINATION SITE**

You must provide 2 forms of identification. One must be a VALID form of government-issued identification (driver’s license, state ID, passport), which bears your signature and has your photograph 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 Examination Registration 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.

**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.
- Candidates may take only approved items into the examination room.
- 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.
- 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.

**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.

**EXAMINATION REVIEW**

Failing candidates will have the option of reviewing their examination in a secure environment and challenging any questions or answers that they feel should be eliminated, or changed. The review is one hour in length.

The fee for reviewing your examination is $57. You may register for the examination review via telephone, Internet, mail, or fax. If you would like to register by mail or fax, please fill out the Registration Form found on page 21 of this bulletin. You may pay with a credit card (Visa, MasterCard, American Express or Discover), money order, company check, or cashier’s check. Cash and personal checks are not accepted.

During the review, candidates will be presented with the questions the candidate incorrectly answered during the examination. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by writing down comments on the Review sheet.

All comments made are for the future benefit of candidates. PSI will review all comments and, if necessary, make immediate key changes (or item deletions). However, PSI will not, under any circumstances, retroactively change a grade of any prior candidate. There will not be any notification sent to you from PSI with regard to your review.

You may not be permitted to take any notes out of the review sessions. Please call (800) 733-9267 with any questions. The examination review fee is $57 and it is one hour in length, regardless of the number of portions you are reviewing. You must schedule the examination review within 45 days from the date you originally took the examination.
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 portion. Registration forms for submittal to PSI to retake the examination will be available at the examination site.

- **On paper** - an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

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

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

REFERENCE LIST

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. **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.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:
Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

**CONTRACTOR EXAMINATIONS**

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

 Builders Book Depot  
 www.buildersbookdepot.com  
 800-284-3434  

 Contractors Institute  
 https://cistore.contractorsinstitute.com/  
 877-542-3673  

 My Contractors License  
 www.mycontractorslicense.com  
 877-699-0775  

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.

**CMC-A - MECHANICAL PLUMBING**

**IMPORTANT**  
Effective May 24, 2007, Senate Bill 0786 and HB 2122 requires plumbers to be pre-approved prior to taking CMCA (plumbing exam) and must show evidence of three (3) years experience. You must complete the “Exam Approval Request” form found on the Boards website: tn.gov/commerce/boards/contractors, and send to the Board office. Upon receipt, after the experience is confirmed, your information will be electronically submitted to PSI, and you can then schedule for the examination.

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Time Allowed</th>
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<tr>
<td>110</td>
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<td>295 minutes</td>
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**CONTENT OUTLINE**

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<th>Subject Area</th>
<th># of Items</th>
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<tbody>
<tr>
<td>General Knowledge and Math</td>
<td>14</td>
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<tr>
<td>General Requirements (not including Gas) - Administrative, Structural, Backflow, Materials and Supports, Joints and Connections, Storm Drains, Testing</td>
<td>10</td>
</tr>
<tr>
<td>Water Supply and Distribution</td>
<td>10</td>
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<tr>
<td>Fixtures, including Water Heaters</td>
<td>6</td>
</tr>
<tr>
<td>Drain, Waste, and Vent Systems, including Indirect and Special Waste</td>
<td>28</td>
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<tr>
<td>Traps, Cleanouts, and Interceptors</td>
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<tr>
<td>Isometric Analysis</td>
<td>20</td>
</tr>
<tr>
<td>Gas Appliances and Piping</td>
<td>12</td>
</tr>
<tr>
<td>OSHA Safety</td>
<td>4</td>
</tr>
</tbody>
</table>

**REFERENCE LIST**

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. 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.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

OR  
Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

### BC - COMBINED - RESIDENTIAL/COMMERCIALL/INDUSTRIAL CONTRACTOR

<table>
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<td>100</td>
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<th>Subject Area</th>
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<tr>
<td>Sitework, Footings, and Foundation</td>
<td>10</td>
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<tr>
<td>Concrete and Concrete Reinforcement</td>
<td>15</td>
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<tr>
<td>Masonry</td>
<td>10</td>
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<tr>
<td>Carpentry</td>
<td>6</td>
</tr>
<tr>
<td>Metals</td>
<td>10</td>
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<tr>
<td>Roofing</td>
<td>6</td>
</tr>
<tr>
<td>Associated Trades</td>
<td>10</td>
</tr>
<tr>
<td>General Code, Plan Reading, and Estimating</td>
<td>27</td>
</tr>
<tr>
<td>OSHA Safety</td>
<td>6</td>
</tr>
</tbody>
</table>

#### REFERENCE LIST

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. **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. Candidates may also use a construction calculator.

This examination is OPEN BOOK.

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

- Erectors’ Manual - Standards and Guidelines for the Erection of Precast Concrete Products, 1999, 2nd Edition, Precast/Prestressed Concrete Institute (PCI), (312) 786-0300, [www pci.org](http://www.pci.org)
- ACI 318-11 or ACI 318-14 (2011 or 2014): Building Code Requirements for Structural Concrete and Commentary, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org)
Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

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<tr>
<td>Estimating, Plan Reading, and Gen</td>
<td>20</td>
</tr>
<tr>
<td>Residential Code Requirements</td>
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<td>Associated Trades</td>
<td>15</td>
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<tr>
<td>OSHA Safety</td>
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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. 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. Candidates may also use a construction calculator. This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

**BC-B - COMMERCIAL CONTRACTOR**

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This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- **Erectors' Manual - Standards and Guidelines for the Erection of PreCast Concrete Products**, 1999, 2nd Edition, Precast/Prestressed Concrete Institute (PCI), (312) 786-0300, [www pci.org](http://www.pci.org)
- **ACI 318-11 or ACI 318-14 (2011 or 2014): Building Code Requirements for Structural Concrete and Commentary**, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org)

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BC-b - SMALL COMMERCIAL CONTRACTOR

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**BC-A, B - COMBINED - RESIDENTIAL/COMMERCIAL CONTRACTOR**

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Candidates may use a silent, nonprinting, nonprogrammable calculator in the examination center. Candidates may also use a construction calculator.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- **OR**

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BC-A, b (sm) - COMBINED-RESIDENTIAL/SMALL COMMERCIAL CONTRACTOR

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CE - ELECTRICAL CONTRACTOR

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<td>Services, Feeders, and Branch Circuits</td>
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<td>Grounding and Bonding</td>
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<td>Conductors and Cables</td>
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<td>Raceways and Boxes</td>
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<tr>
<td>Hazardous Locations, Special Occupancies, and Special Equipment</td>
<td>12</td>
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<tr>
<td>Low Voltage, Alarms, Signaling Systems, and Communications</td>
<td>7</td>
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<tr>
<td>Lighting, Signs and General Use Equipment</td>
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<td>OSHA and NFPA 70E Safety</td>
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<tr>
<td>Motors, Transformers, and Generators</td>
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*CMC - FULL MECHANICAL CONTRACTOR*

**IMPORTANT**

Effective May 24, 2007, Senate Bill 0786 and HB 2122 requires plumbers to be pre-approved prior to taking CMC (plumbing exam) and must show evidence of three (3) years experience. You must complete the “Exam Approval Request” form found on the Boards website: tn.gov/commerce/boards/contractors, and send to the Board office. Upon receipt, after the experience is confirmed, your information will be electronically submitted to PSI, and you can then schedule for the examination.

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<td>Refrigerants and Refrigeration</td>
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<td>Fuel and LP Gas</td>
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<td>Combustion Air, Chimneys, Flames, and Vents</td>
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The following reference materials are allowed in the examination center:

- **Modern Refrigeration and Air Conditioning**, Althouse, Turnquist, Bracciano, 19th or 20th edition, Goodheart-Willcox, [www.g-w.com](http://www.g-w.com).
- An air duct sizing calculator wheel, slide, or similar device

### CONTENT OUTLINE

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  OR
  

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Before you begin...

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

1. Legal Name:
   First Name ____________________________
   Last Name ____________________________
   M.I. ____________________________

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

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

4. Telephone:
   Home ____-____-______
   Office ____-____-______

5. Email: __________________________________________

6. Company Name: ____________________________

7. Examination: Please check the appropriate boxes of the examination(s) you are registering for.
*Important: All candidates are required to take the Business & Law exam in addition to their appropriate trade portion. However, it is NOT necessary to take both portions on the same day.

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- **EXAMINATION REVIEW** (Fee for an Exam Review session is $57, regardless of how many exams are reviewed.) **$57**

**8. Total Fee Included:** $___________. You may pay by credit card, company check, cashier’s check or money order. Make your check or money order payable to PSI and note your Social Security # on it.

If paying by credit card, check one:  

- VISA  
- MasterCard  
- American Express  
- Discover

**Card Number:** ____________________________  
**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:** _________________________

**9. I am submitting the Exam Accommodation Request Form (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 examination 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 * ATTN: Examination Registration TN CO 3210 E Tropicana * Las Vegas * NV * 89121  
**Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com

PSI may occasionally share your information with partners who have offers of interest to you. Please check this box if you do not wish PSI to share your information with these parties. Please note: PSI will never release your ID number or SSN number.  

-
Tennessee Plumbing Exam Pre-Approval Request

Pre-Approval is required by the Tennessee Board for Licensing Contractors in order to take the Tennessee Mechanical Plumbing for CMC-A or CMC. Must provide verification of at least three (3) years plumbing work experience.

Prior to registering for exam with PSI, please return completed form and any applicable attachments to the Tennessee Board for Licensing Contractors by email, fax or may also send by mail to the above address. Once approved, the board will notify PSI by e-mail within 3 days.

Exam Requested

☐ CMC-A (Plumbing)
☐ CMC (Mechanical & Plumbing)

Name:______________________________________  Jr., Sr., III, IV  /  SSN:___ ___ ___ - ___ ___ - ___ ___ ___ ___

Address: _______________________________________________________________________________________

City                        State                 Zip Code

Telephone:  (______) ______-__________   Cell (______) _______-__________   Fax (______) ________-__________

Email Address: _____________________________________________________ _______________________________

Experience (Attach pages 2 and 3)

1. Please attach verification from municipality/county/city permit office of plumbing work (page 2)
   ▪ May attach a copy of plumbing license from another agency as verification in lieu of page 2

2. Are you an employee of a plumbing contractor?  □No  □Yes – License ID# ____________________
   ▪ If yes, Name of Contractor: ____________________________________________________________
   ▪ May attach a copy of W-2’s from employment with a plumbing contractor as experience in lieu of page 3

3. Do you have an Engineering Degree in the Plumbing or Mechanical field?  □No  □Yes
   ▪ If yes, attach copy of documentation in lieu of completing pages 2 - 3

Notarize

I hereby certify, I am at least 18 years of age, have at least three (3) years plumbing work experience, and the information submitted within this request for approval to take plumbing exam is true and correct to the best of my knowledge.

________________________________________
Applicant Signature

Affirmed, witnessed and subscribed before me this _______ day of ________________, 20__________

________________________________________
Notary Public Signature

My Commission Expires:
### Verification of Plumbing Work Experience and/or Local License

**Tennessee Plumbing Exam Pre-Approval Request**

#### SECTION A: To be completed by Plumbing Exam Applicant

Please provide verification of at least three (3) years plumbing work experience in order to be approved to take the Tennessee CMC-A (Plumbing) or CMC (Mechanical) exam.

**Name:**

____________________________________________________________________________

**Address:**

____________________________________________________________________________

**Telephone:** (____) _____-_______  **Cell:**(____) _____-_______  **Fax:**(____)_____-______

**Plumbing Exam Applicant’s Signature:** _________________________________________

#### SECTION B: To be completed & signed by Past Employer, Contractor, or Licensing Agency

Pursuant T.C.A. § 62-6-111(l), the above named applicant is required to provide verification of three (3) years plumbing work experience as a requirement in order to be approved to take the CMC-A or CMC mechanical plumbing contractor’s exam. Our Board appreciates your assistance, time and cooperation. Please complete, sign and return this page to the plumber applying to take the exam.

**Section B - Completed by:**

- [ ] Employer/Plumbing Contractor: ____________________________________________
- [ ] Licensing Agency  (County/City/Municipality Permit Office):
  - Type of License:  [ ] Master  [ ] Journeyman  [ ] Apprentice  [ ] State  [ ] Other-________________

**Licensed By:**

- [ ] Exam Type:  [ ] Block  [ ] NAI  [ ] PSI  [ ] Other: ______________________________ Score: _______ Date: __________
- [ ] Endorsement:  [ ] State  [ ] City  [ ] County  [ ] Other: ____________________________
- [ ] Not Applicable - Non-license type of experience verification

**Verification:**

It is my opinion, to the best of my knowledge, the above named plumbing exam applicant has the following amount and type of plumbing work experience:

**Experience:**  [ ] 0 – 12 months  [ ] More than 1 year  [ ] 3 years or more

**Type of Plumbing:**  
- [ ] Sewage
- [ ] Backflow
- [ ] Connection to Potable Water
- [ ] Fixtures
- [ ] Water Heater
- [ ] Installation of Appliances
- [ ] Water Piping
- [ ] Gas Piping
- [ ] Sprinkler/Fire Protection
- [ ] Other: ____________________________________________
- [ ] Irrigation/Lawn Sprinklers

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Title</th>
</tr>
</thead>
</table>

**Note:** Applicants requesting exam pre-approval may not sign Section B for themselves; must be signed by the appropriate person verifying plumbing work experience for the applicant.
Plumbing Work Experience
Tennessee Plumbing Exam Pre-Approval Request

Please list specific plumbing work demonstrating a total of at least **three (3) years' experience** (may copy and attach additional pages if needed). May attach a resume that includes same information as below.

<table>
<thead>
<tr>
<th>1. Employed as:</th>
<th>☐ Contractor/Plumber</th>
<th>☐ Subcontractor</th>
<th>☐ Employee of Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Employer; or Customer: ___________________________</td>
<td>Date: <em><strong>/</strong></em>/___ to <em><strong>/</strong></em>/___</td>
<td></td>
<td></td>
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<tr>
<td>Address: ________________________________________________</td>
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<tr>
<td>Telephone:(<em><strong>)</strong></em><em><strong>-</strong></em>_____ Email: ___________________________</td>
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<tr>
<td>Type of Work Performed: ____________________________________</td>
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<tr>
<th>2. Employed as:</th>
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<tr>
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<tr>
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<td></td>
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<tr>
<td>Type of Work Performed: ____________________________________</td>
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</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>International Mechanical Code</td>
</tr>
<tr>
<td>International Building Code</td>
</tr>
<tr>
<td>International Plumbing Code</td>
</tr>
<tr>
<td>29 CFR Part 1926 Selections</td>
</tr>
<tr>
<td>International Residential Code for One- and Two-Family Dwellings</td>
</tr>
<tr>
<td>Carpentry and Building Construction</td>
</tr>
<tr>
<td>NFPA 72 - National Fire Alarm Code</td>
</tr>
<tr>
<td>Ugly’s Electrical References</td>
</tr>
<tr>
<td>Roofing Construction and Estimating</td>
</tr>
<tr>
<td>Pipe and Excavation Contracting</td>
</tr>
<tr>
<td>NFPA 13 - Installation of Sprinkler Systems</td>
</tr>
<tr>
<td>Modern Masonry - Brick, Block, Stone</td>
</tr>
<tr>
<td>Modern Refrigeration and Air Conditioning</td>
</tr>
<tr>
<td>Mathematics for Plumbers and Pipefitters</td>
</tr>
<tr>
<td>Lineman’s and Cableman’s Handbook</td>
</tr>
<tr>
<td>Design and Control of Concrete Mixtures</td>
</tr>
<tr>
<td>American Electricians’ Handbook</td>
</tr>
</tbody>
</table>

Please note: Inventory and pricing subject to change without notice.
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: _____________________________ Social Security or ID#: _____________________________

Legal Name: _____________________________

Last Name ____________________________________________________________________________

First Name ____________________________________________________________________________

Address: ______________________________________________________________________________

Street ________________________________________________________________________________

City, State, Zip Code ____________________________

Telephone: (__________) ________ - ___________ (__________) ________ - ___________

Home ________________________________________________________________________________

Work ________________________________________________________________________________

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. PSI Exam Accommodations will call you back to schedule the examination within 48 hours.

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