



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

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



Utah Division of Occupational and Professional Licensing

# STATE OF UTAH

## DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

### CONTRACTOR EXAMINATIONS

### CANDIDATE INFORMATION BULLETIN

**EFFECTIVE MAY 9, 2017**, the only Utah Contractor classifications with trade/business licensing exam and experience requirements are:

- **E-100 General Engineering Qualifier**
- **B-100 General Building Qualifier**
- **R-100 Residential/Small Commercial Qualifier**
- **S-200 General Electrical Contractor** (Master Electrician qualifier must take the business and law exam)
- **S-201 Residential Electrical Contractor** (Master Electrician or Residential Master Electrician qualifier must take the business and law exam)
- **S-210 General Plumbing Contractor** (Master Plumber qualifier must take the business and law exam)
- **S-217 Residential Plumbing Contractor** (Master Plumber or Residential Master Plumber qualifier must take the business and law exam)

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

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination process for Contractors Licensure in the State of Utah.

The Division has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Utah and in many areas throughout the United States. 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.

## QUALIFICATIONS FOR LICENSURE

**EFFECTIVE MAY 9, 2017**, the only Utah Contractor classifications with trade/business licensing exam and experience requirements are:

- E-100 General Engineering Qualifier
- B-100 General Building Qualifier
- R-100 Residential/Small Commercial Qualifier
- S-200 General Electrical Contractor (Master Electrician qualifier must take the business and law exam)
- S-201 Residential Electrical Contractor (Master Electrician or Residential Master Electrician qualifier must take the business and law exam)
- S-210 General Plumbing Contractor (Master Plumber qualifier must take the business and law exam)
- S-217 Residential Plumbing Contractor (Master Plumber or Residential Master Plumber qualifier must take the business and law exam)

➤ No changes to Electrician and Plumber classifications - all journeyman and master levels still require experience and multiple trade exams. See page 6 for more information.

➤ No changes to S-510 Elevator classification - must be a licensed elevator mechanic, and pass the Utah Elevator Mechanic Examination. See [http://dopl.utah.gov/licensing/elevator\\_mechanic.html](http://dopl.utah.gov/licensing/elevator_mechanic.html) for more information.

### QUESTIONS

Visit DOPL online at [www.dopl.utah.gov](http://www.dopl.utah.gov), or call 801-530-6628. Visit PSI online at: [www.psiexams.com](http://www.psiexams.com), or call 800-733-9267.

#### **Note:**

- An approved 20-hour pre-licensure course is still required for all contractors (increasing to a 25-hour course on 11/30/2017).
- Certifications are still required for S-202 Solar Photovoltaic and S-354 Radon Mitigation classifications (but no Utah trade exam or Business and Law exam).

### RULES FOR LICENSURE REQUIRE AN APPLICANT TO MEET CERTAIN EXPERIENCE REQUIREMENTS.

In the past 10 years, a minimum of two years of full-time related experience, one year of which shall be in a supervisory or managerial position for applicants of the following contractor classifications:

- E100-General Engineering
- B100-General Building
- R100-Residential and Small Commercial

### RECIPROCAL EXAMINATIONS

The Utah Division of Occupational and Professional Licensing will accept certain examinations as an equivalent substitute for the Utah trade classification examinations if taken in one the following states.

Arizona  
California  
Louisiana  
Nevada  
South Carolina

NOTE: Examinations given in any other state are not acceptable substitutes for the Utah trade classification examinations. See the Reciprocal State License Classification Chart on page 8 for a listing of acceptable examinations.

If the applicant was licensed in any of the above states but did not take the trade classification examination included on the Reciprocal State License Classification Chart, then they must take the Utah trade classification examination.

#### **Experience:**

If the applicant has held a comparable license in one of the above states for the number of years of experience required in Utah, then verification of the licensure for the number of years required is acceptable to verify experience for the Utah license.

Electrical and plumbing contractor classifications are not listed in the chart because a Utah Master Electrician or Master Plumbers license is required for the qualifier on electrician and plumbing contractor licenses. Please see the Utah Electrician or Plumbers license application for requirements to become a licensed electrician or plumber in Utah.

## LICENSURE PROCESS

Upon completion of all licensure requirements, including passing the examination, submit a completed application for licensure to:

#### **By U.S. Mail**

Division of Occupational and Professional Licensing  
P.O. Box 146741  
Salt Lake City, Utah 84114-6741

#### **By Delivery or Express Mail**

Division of Occupational and Professional Licensing  
160 East 300 South  
1st Floor, Main Lobby  
Salt Lake City, Utah 84111  
(801) 530-6628

Applications for licensure are available on the Internet at [www.dopl.utah.gov](http://www.dopl.utah.gov)

**You must pass the required examination PRIOR to submission of your contractor application to the Division.**



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

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

## 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.**

Return the completed original form to PSI with the appropriate examination fee. Payment of fees may be made by credit card (VISA, MasterCard, American Express or Discover), company check, cashier's check, or money order. Make check or money order 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.**

2. Please allow 2 weeks to process your Registration before scheduling for 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. Call (800) 733-9267 and speak to a registrar Monday through Friday between 5:30 am and 8:00 pm, and Saturday-Sunday between 7:00 am and 3:30 pm, Mountain Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

PSI will make every effort to schedule the examination site and time that is most convenient for you. 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 5:00 pm Mountain Time. Please be prepared to offer alternate examination appointment choices.

## CANCELING AN EXAMINATION APPOINTMENT

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

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

## MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;

## **EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES**

The following fee table lists the applicable fee for each examination. The fee is for each examination, whether you are taking the examination for the first time or repeating.

- Candidates must wait 30 days before retaking the examination they did not pass.
- Candidates are allowed 3 attempts to pass each examination. After 3 failed attempts, they must wait 6 months before retaking the examination they did not pass.

EXAMINATION FEE	\$ 72
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**NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. FEES ARE VALID FOR 1 YEAR.**

## INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. To register over the Internet, candidates will need to have a valid credit card (VISA, MasterCard, American Express or Discover). Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. To register by Internet, complete the steps below:

1. Complete the registration form online and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available examination dates and locations for scheduling your examination. Select your desired testing date.

## FAX REGISTRATION

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

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

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination at (800) 733-9267.



- Arrive after examination start time;
- 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 accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

### 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. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

### 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.

### EXAMINATION SITE LOCATION

Note: The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

#### **Hurricane (St. George)**

473 N. Old Highway 91, Suite 6  
Hurricane, UT 84737

*From I-15N, take the UT-9 exit 16 toward Hurricane/Zion Natl. Park. Merge onto UT-9/W State St toward Hurricane. Turn left onto N 6300 W/UT-212. 473 Old Hwy 91 in Hurricane approximately 1.5 miles past the Wal-Mart Distribution Center (on the right side is Crocker Ventures Park) turn left into parking lot.*

#### **North Orem (Provo)**

581 West 1600 North, Suite C  
North Orem, UT 84057

*From US-89, turn right onto W Center St/UT-114. Merge onto I-15 N via the ramp on the left toward Salt Lake. Take the*

*1600 North exit 273. Turn east onto West 1600 North. Go one mile east.*

#### **North Salt Lake City**

25 North 400 West, Suite 7  
North Salt Lake City, UT 84054

*(The city of North Salt Lake not Salt Lake City proper. The PSI test site is in Davis County just north of the Flying J Refinery.)*

*From Salt Lake City and the South.*

*Merge on to I-15N. Take exit 312 and merge on to US89 North for about 1.8 miles. Turn left onto E Center St and go west for about .6 miles. Turn right on to 400 W.*

*From the North*

*Merge onto I-15 S Salt Lake. Take the Center St., exit 314. Turn right onto W Center St. Turn right onto 400 W.*

*From I-80 East merge to I-215 North. Take the Redwood Rd/UT-68 exit 28 and turn right onto Center Street.*

*PSI is on the Northwest corner of 400West and Center Street.*

#### **Sunset (Ogden)**

2465 N Main Street #11C  
Sunset, UT 84015

*From I-15 S, take the UT-97 exit-338- toward Clinton/Roy/Sunset. Turn right onto W 5600 S/UT-97. Turn left onto S 1900 W/UT-126. Continue to follow UT-126.*

#### **Grand Junction**

743 Horizon Court, #203  
Grand Junction, CO 81506

*From I-70 West turn right onto Horizon Drive Exit, #31. Go for 0.3 miles turn right onto Horizon Ct.*

*From I-70 East turn left onto Horizon Drive Exit, #31 and turn right onto Horizon Ct.*

*From US-50 turn right on 32 RD. go for approximately 5 miles. Turn right onto I-70 Business Loop. Continue on I-70 Business Loop until it merges with US I-70. Take US I-70 West towards Greenriver. Take the Horizon Drive Exit #31. Turn right onto Horizon Dr. and right onto Horizon Ct. The site is the last Building on your right. The door on the east side of the building is the entrance to use.*

**Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by submitting the Out-of-State Testing Request found at the end of this bulletin.**

### REPORTING TO THE EXAMINATION SITE

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. ***If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.***

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

***You must provide 2 forms of identification.*** One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.





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

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar showing: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left (Min): 359. The main content area displays question 3: "What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)" and lists four radio button options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

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 questions per examination, a small number of five to ten “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 non-scored experimental questions is an essential step in developing future licensing examinations.

## EXAMINATION REVIEW

PSI, in cooperation with the Utah Division of Occupational and Professional Licensing, will be consistently evaluating the examinations being administered to ensure that they accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments button on the test question screen. These comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

## SCORE REPORTING

In order to pass the examinations, you must receive a score of at least 70%.

You will receive your score report immediately following the completion of the examination.

## DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto: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. 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.

Many of the reference materials listed are available for purchase at [www.pSIONlinestore.com](http://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.

## EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as 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.

## BUSINESS AND LAW EXAMINATION

You must pass this examination in addition to passing your trade-specific examination.

# of Questions	Minimum Passing Score	Time Allowed
60	70%	2 Hours

## CONTENT OUTLINE

Subject Area	%
Business Organizations	4
Licensing	10
Estimating and Bidding	6
Contract Management	6
Project Management	5
Labor Laws	6
Lien Laws	3
Financial Management	6
Risk Management	5
Tax Laws	5
Safety	4
Subject Area	%

## 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.

*The following reference material is allowed in the examination center:*

- *NASCLA Contractors Guide to Business, Law and Project Management, Utah, 3<sup>rd</sup> Edition, National Association of*



State Contractors Licensing Agencies (NASCLA), (623) 587-9519, Fax (623) 587-9625.

- Utah Contractor Education Book, The Home Builder Association of Utah, (801) 352-8266, [utahhba@outlook.com](mailto:utahhba@outlook.com). This publication may also be obtained at: The Associated General Contractors, Utah, (435) 628 1346 or (801) 363 2753, [www.agc-utah.org](http://www.agc-utah.org).

Reference material may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER. 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. If you are downloading from the Internet, you may bring this reference into the testing center with you as long as it is bound. You can have it spiral bound or you may hole-punch it and put it in a binder.

### SAMPLE BUSINESS AND LAW QUESTIONS

- Given: A contracting business has a balance sheet on December 31 which indicates
  - Current Assets of \$100,000
  - Current Liabilities of \$75,000
  - Fixed Assets of \$250,000
  - Long Term Liabilities of \$150,000
 The contracting business has "Net Working Capital" on December 31 of
  - \$ 25,000
  - \$100,000
  - \$125,000
  - \$350,000
- During construction, the systematic recording of all labor, material, and other direct costs used on a construction project is called
  - selling expenses.
  - deferred debits.
  - cost accounting.
  - performance standards.
- The type of insurance coverage used to insure the owner or contractor against loss which is the result of a storm is
  - general liability.
  - property and operation.
  - catastrophic occurrence.
  - builder's risk.

#### Answers to Sample Questions

1. A            2. C            3. D

### CONTENT OUTLINES AND REFERENCES FOR UTAH CONTRACTORS

Individual content outlines are available from PSI for each listed trade examination. Content outlines indicate if the examination is open or closed book, the examination time limit, subject area and the number or percentage of questions in each area. It also provides a list of references and indicates which references are allowed or not allowed in the examination room. To obtain a content outline for your trade-specific examination, visit [www.psiexams.com](http://www.psiexams.com) or call 800-733-9267.

The trade examinations may include questions on:

#### *How to bid and manage construction*

Interpret job drawings and specifications, prepare or evaluate detailed labor and material estimates, and develop job schedules.

#### *How to read and interpret construction codes and regulations*

Utah Safety regulations and building codes.

#### *Trade materials*

Tools, equipment, and methods of construction.

### CONTRACTOR CLASSIFICATIONS REQUIRING A SPECIFIC TRADE EXAM

(other than Electrical, Solar Photovoltaic or Plumbing)

- |      |                                  |
|------|----------------------------------|
| E100 | General Engineering              |
| B100 | General Building                 |
| R100 | Residential and Small Commercial |

To better prepare for your examination, please refer to the *Uniform Building Code* or other printed materials related to your trade. This information is generally available in libraries and bookstores.

### FOR ELECTRICIANS

A separate Candidate Information Bulletin is available for Electricians (Master, Journeyman, Master Residential, Residential Journeyman) at [www.psiexams.com](http://www.psiexams.com), or you may call PSI at 800-733-9267. The Bulletin contains content outlines and reference information.

#### *Note:*

- A S200 General Electrical Contractor must be licensed as a Master Electrician with the State.
- A S201 Residential Electrical Contractors must be licensed as a Master Electrician or a Residential Master Electrician with the State Division of Licensing.

### FOR PLUMBERS

A separate Candidate Information Bulletin is available for Journeyman Plumbers and Residential Journeyman Plumbers at [www.psiexams.com](http://www.psiexams.com), or you may call PSI at 800-733-9267. The Bulletin contains Content Outlines and Reference information.

#### *Note:*

- A S210 Plumbing Contractor must be licensed as a Master Plumber with the State Division of Licensing.
- A S217 Residential Plumbing Contractor must be licensed as a Residential Master Plumber or a Master Plumber with the State.

### FOR INSTRUCTORS

Instructors MUST obtain a passing score for the specialty trade exam for which they are going to be instructing. Refer to **R156-55a-302e**

Instructor License	Trade Exam
I101	E100
I102	R100 or B100 depending on the subject being taught.



## LICENSE BY ENDORSEMENT FOR CONTRACTORS

### GENERAL INFORMATION

Utah offers a licensure pathway for general contractors known as **endorsement**. (Not reciprocity.)

If you have been licensed in another state or foreign country, and can demonstrate that your license's education, experience, and exam requirements are "**substantially equal**" to Utah's requirements (or were substantially equal at the time your license was issued), then the Division may waive your qualifier's classification exam requirement, and your experience may satisfy Utah's experience requirements.

Your qualifier will then only need to pass the *Utah Business and Law Examination*.

Licensure by endorsement is available for Utah's **B100 General Building Contractor**, **E100 General Engineering Contractor**, and **R100 Residential/Small Commercial Contractor**. (License by endorsement does not apply to specialty contractors, because Utah does not require any exam or experience for a specialty contractor license.)

If you did not pass an exam as part of your original licensure, you are not eligible for license by endorsement.

- Utah accepts certain contractor license classifications in **Arizona, California, Louisiana, Nevada and South Carolina** as substantially equal to certain Utah classifications. See the *State License Equivalency Chart* on the next page.
  - Electrician and Plumber classifications are not included. For Utah electrician and plumber licensing requirements, visit the Division's website at <http://dopl.utah.gov>
  - Note this list is not exclusive -- even if your state is not on the list, you may still submit evidence to prove that you have held a comparable license in your state or foreign country
- Utah also accepts the *NASCLA Commercial General Building Contractor Examination* as substantially equal to Utah's B100 General Building Contractor classification exam.

For more information, visit the Utah Division of Occupational and Professional Licensing website:

<https://dopl.utah.gov/licensing/contracting.html>:

or contact the Division at:

Phone (801) 530-6628 • Toll-free in Utah (866) 275-3675 • Fax (801) 530-6511  
Heber M. Wells Building, 160 East 300 South, PO Box 146741, Salt Lake City, UT 84114-6741





**UTAH STATE LICENSE EQUIVALENCY CHART**

<b>Arizona Contractor Classifications Substantially Equal to Utah</b>			
<b><i>AZ Commercial</i></b>	<b><i>AZ Residential</i></b>	<b><i>AZ Dual</i></b>	<b><i>Utah Equivalent</i></b>
A		KA	E100
A-17			E100
B-1		KB-1	B100
B-2	B, C	KB-2	R100

<b>California Contractor Classifications Substantially Equal to Utah</b>	
<b><i>California</i></b>	<b><i>Utah Equivalent</i></b>
A	E100
B	B100
B	R100

<b>Louisiana Contractor Classifications Substantially Equal to Utah</b>	
<b><i>Louisiana</i></b>	<b><i>Utah</i></b>
I	B100
I-18	R100
II	E100
II-12	E100
II-13	E100
II-14	E100
III	E100
III-2	E100
III-4	E100
III-7	E100
III-10	E100
III-11	E100
III-13	E100
III-14	E100
IV	E100
IV-1	E100
IV-6	E100
V-1	E100

<b>Nevada Contractor Classifications Substantially Equal to Utah</b>	
<b><i>Nevada</i></b>	<b><i>Utah Equivalent</i></b>
A	E100
B	B100
B2	R100

<b>South Carolina Contractor Classifications Substantially Equal to Utah</b>	
<b><i>South Carolina</i></b>	<b><i>Utah Equivalent</i></b>
Building (Unlimited)	B100
Building (Limited)	R100





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

- Order online at [www.pSIONlinestore.com](http://www.pSIONlinestore.com)
- Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at [www.pSIONlinestore.com](http://www.pSIONlinestore.com)

<input type="checkbox"/>	Contractors Guide to Business, Law and Project Management - Utah
<input type="checkbox"/>	International Residential Code for One- and Two-Family Dwellings
<input type="checkbox"/>	International Building Code
<input type="checkbox"/>	International Mechanical Code
<input type="checkbox"/>	International Plumbing Code
<input type="checkbox"/>	International Fuel & Gas Code
<input type="checkbox"/>	Modern Refrigeration and Air Conditioning
<input type="checkbox"/>	Design and Control of Concrete Mixtures
<input type="checkbox"/>	Pipe & Excavation Contracting
<input type="checkbox"/>	Carpentry and Building Construction
<input type="checkbox"/>	Roofing Construction & Estimating

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



# EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

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

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

### Requirements for exam accommodation requests:

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

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

Date \_\_\_\_\_ Social Security or ID#: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Last Name

First Name

Address: \_\_\_\_\_

Street

City, State, Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Home

Work

Email Address: \_\_\_\_\_

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

- |   |   |
|---|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability)                       | <input type="checkbox"/> Extended time (Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination  | <input type="checkbox"/> Other _____                                      |
| <input type="checkbox"/> *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](mailto:OutofStateRequest@psionline.com)*

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

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



PSI licensure:certification  
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