



PSI Services LLC
 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.

OHIO CONSTRUCTION INDUSTRY LICENSING BOARD DEPARTMENT OF COMMERCE



DIVISION OF INDUSTRIAL COMPLIANCE CONTRACTOR TRADE EXAMINATIONS CANDIDATE INFORMATION BULLETIN

| | | | |
|--|---|---|----|
| Examinations by PSI | 1 | Required Identification..... | 3 |
| Submitting Your Examination Application..... | 1 | Security Procedures..... | 3 |
| Examination Scheduling Procedures | 1 | Taking the Examination by Computer..... | 4 |
| Online (www.psiexams.com)..... | 1 | Identification Screen | 4 |
| Telephone..... | 1 | Tutorial..... | 4 |
| Fax..... | 1 | Test Question Screen | 4 |
| Email | 1 | Pretest Items | 4 |
| Standard Mail..... | 2 | Examination Review | 4 |
| Rescheduling an Examination | 2 | Score Reporting | 4 |
| Missed Appointment or Late Cancellation | 2 | Duplicate Score Reports | 4 |
| Examination Accommodations | 2 | Tips for Preparing for your License Examination | 5 |
| Emergency Examination Center Closing | 2 | Examination Content Outlines | 5 |
| Examination Site Location..... | 2 | Examination Registration Form | 9 |
| Reporting to the Examination Site | 3 | Examination Accommodations Request Form..... | 10 |

Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI

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

Eligibility for examination is determined by the Ohio Construction Industry Licensing Board (OCILB).

The Board has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Ohio 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.

SUBMITTING YOUR EXAMINATION APPLICATION

You must obtain an examination application form from the OCILB or online at <http://www.com.ohio.gov/dico/OCILB/LicenseQualificationProcess.aspx>. Complete the application and mail it with the appropriate fees and other required information to the OCILB. The OCILB will review your application to determine your eligibility to sit for an exam.

All applicants for contractor commercial licenses **must** take the Ohio Contractor's Business and Law exam in addition to any required trade-specific examination. If you decide to become licensed in another trade at a later date, you only have to pass the Business and Law examination once every three years.

You will be notified by mail of the OCILB's decision. If the OCILB approves your application you are required to obtain a Federal and State background check prior to sitting for the examination. OCILB approval is valid for one year. If you have not obtained a background check or taken your examination after one year, you will need to reapply for eligibility to sit for an exam.

For questions about applications and licensing, contact:

Ohio Construction Industry Licensing Board
6606 Tussing Road
Reynoldsburg, OH 43068
E-Mail dic.ocilb@com.state.oh.us
Phone: 614.644.3493
<http://www.com.ohio.gov/dico/OCILB/>

EXAMINATION SCHEDULING PROCEDURES

Once you have been approved by the Board, you are responsible for contacting PSI to schedule an appointment to take the examination.

- Once the OCILB notifies PSI that you are eligible to take an examination, you have one year to schedule and take your examination. After one year, your examination eligibility will expire and you will need to submit another application form before being able to take an examination.
- If you fail an examination portion, you must wait 60 days before retesting. You can retest up to 5 times in a year.

Examination Fee

\$69

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

The fee is for each registration, whether you are taking the examination for the first time or repeating.

ONLINE (WWW.PSIXAMS.COM)

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information PSI has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
- You will be asked to select the examination and enter your OH CON ID#. Your record will be found and you will now be 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. If you have problems, contact PSI at (800) 733-9267 for help.

TELEPHONE

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

FAX

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

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

EMAIL

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow four (4) business days to process your e-mailed Registration. After four (4) business days, you may go online or call PSI to schedule the examination.



STANDARD MAIL

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

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

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

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

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

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. Further, you will forfeit your examination 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;
- Do not present proper identification when you arrive for the examination.

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 complete the Exam Accommodation Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or email it to PSI at examaccommodations@psionline.com. This form also includes out-of-state testing requests.

EXAMINATION CENTER CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267 or on our website at www.psiexams.com.

Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

EXAMINATION SITE LOCATION

Akron

Bryden Center
1815 West Market Street, Suite 101
Akron, OH 44313

FROM I-77N MERGE ONTO I-77N VIA EXIT 125B TOWARD CLEVELAND/DOWNTOWN AKRON. TAKE THE MULL AVE/WHITE POND DR EXIT 132. TAKE THE WHITE POND DR RAMP. TURN RIGHT ONTO WHITE POND DR. TURN RIGHT ONTO MULL AVE. CONTINUE ON MULL AVE, AROUND THE CIRCLE AND TURN RIGHT ONTO N HAWKINS. AT THE TRAFFIC LIGHT TURN LEFT ONTO W MARKET ST/OH-18. FROM I-71S TOWARD COLUMBUS. TAKE THE OH-18 EXIT 218- TOWARD MEDINA/AKRON. TURN LEFT ONTO MEDINA RD/OH-18 E CONTINUE TO FOLLOW OH-18 E.

Cambridge

1300 Clark Street, Suite #4
Cambridge, OH 43725

FROM I-70E OR I-70 W MERGE ONTO I-77 N VIA EXIT 180B OR TOWARD CLEVELAND. TAKE THE US 22/EXIT 47 TOWARD CAMBRIDGE TURNING LEFT ONTO CADIZ RD/US-22. TURN RIGHT ONTO BRENTON RD. (NEAR CORPORATION LIMINTS AND MARKED WITH SIGN TO HOSPITAL). TURN RIGHT ONTO OAKLAND BLVD. CONTINUE THROUGH THE TRAFFIC LIGHT MAKING A SLIGHT RIGHT ONTO CLARK ST. TURN RIGHT INTO THE NORTH STAR SHOPPING PLAZA. THE PSI OFFICE IS LOCATED ABOUT HALFWAY INTO THE SHOPPING PLAZA.

Cincinnati

4000 Executive Park Dr., Suite 105
Cincinnati, OH 45241

FROM I-275 EASTBOUND TAKE THE US-42 EXIT 46 TOWARD MASON/SHARONVILLE. TURN RIGHT ONTO LEBANON RD/US-42. TURN LEFT INTO EXECUTIVE PARK OFFICE COMPLEX. FROM I-275 WESTBOUND TAKE THE US-42 EXIT 46 TOWARD SHARONVILLE/MASON. TURN LEFT ONTO LEBANON RD/US-42. TURN LEFT INTO EXECUTIVE PARK OFFICE COMPLEX.

Cleveland

7029 Pearl Rd, Suite 320
Middleburg Heights, OH 44130

FROM I-71S - TAKE EXIT 235 FOR BAGLEY RD. USE THE LEFT TWO LANES TO TURN LEFT ONTO BAGLEY RD. TURN LEFT ONTO PEARL RD. THE OFFICE COMPLEX WILL BE ON THE RIGHT. WE ARE LOCATED IN SUITE 320.

Columbus North

6397 Emerald Pkwy, Suite 150
Dublin, OH 43017

FROM I-270W TAKE THE TUTTLE CROSSING BLVD EXIT. TURN RIGHT ONTO TUTTLE CROSSING BLVD. TAKE THE 1ST LEFT ONTO BLAZER PKWY. TURN LEFT ONTO RINGS RD. TURN LEFT ONTO EMERALD PKWY.

Columbus South

6431 Alum Creek Dr., Suite I
Groveport, OH 43125

IF COMING FROM (CLEVELAND) 270W OR 270S TOWARD CINCINNATI, TAKE ALUM CREEK EXIT. TURN RIGHT TOWARD GROVEPORT. TURN RIGHT AT SPIEGEL DRIVE AND AN IMMEDIATE RIGHT INTO FIRST PARKING LOT ON RIGHT. IF COMING FROM 270 E OR 270S TOWARD WHEELING, EXIT ALUM CREEK. TURN LEFT TOWARD GROVEPORT. TURN RIGHT ON SPIEGEL DR. AND TURN AN IMMEDIATE RIGHT INTO FIRST PARKING LOT ON RIGHT.



Toledo

1446 S. Reynolds Road, Suite 201
Maumee, OH 43537

FROM THE NORTH OR SOUTH: TAKE I-75 TO I-475/US 23, BYPASSING DOWNTOWN TOLEDO. FROM THE NORTH, USE EXIT 204; AND FROM THE SOUTH, USE EXIT 192 TO MERGE ONTO I-475/US 23. TAKE I-475/US 23 TOWARD MAUMEE, AND EXIT AT DUSSEL DRIVE/SALISBURY ROAD (EXIT 6). DRIVE EAST ON DUSSEL DRIVE, TOWARD MAUMEE.

FROM THE EAST OR WEST: TAKE THE OHIO TURNPIKE TO EXIT 59, THE MAUMEE - TOLEDO EXIT. UPON EXITING THE TURNPIKE, DRIVE SOUTH ON SOUTH REYNOLDS ROAD (TOWARD MAUMEE) TO DUSSEL DRIVE. TURN LEFT ON DUSSEL DRIVE.

PSI IS LOCATED ON THE SE CORNER OF DUSSEL DRIVE AND SOUTH REYNOLDS ROAD, IN THE "RMS" BUILDING. ENTRANCES TO THE PARKING LOT AND BUILDING FACE DUSSEL DRIVE. USE THE CENTER (MAIN) BUILDING ENTRANCE, AND FROM THE LOBBY TAKE THE STAIRS/ELEVATOR TO THE SECOND FLOOR. PSI IS IN SUITE 201.

Troy

1100 Wayne Street, Suite 3330
Troy, OH 45373

FROM I-75 SOUTH TAKE THE STATE ROUTE 55 EXIT #73 FOR TROY/LUDLOW FALLS. TURN LEFT AT THE LIGHT AT THE EXIT TOWARDS TROY ONTO ST RT 55 (BECOMES WEST MARKET ST). FOLLOW ST RT 55/ MARKET ST TO THE FOURTH LIGHT AFTER THE EXIT. TURN LEFT ONTO RIDGE AVE. CONTINUE TO WAYNE STREET AND TURN LEFT. THE TEST SITE IS UP THE HILL LOCATED IN THE LARGE BUILDING ON YOUR LEFT THAT USED TO BE STOUDE MEMORIAL HOSPITAL.

FROM I-75 NORTH TAKE THE STATE ROUTE 55 EXIT #73 FOR TROY/LUDLOW FALLS. TURN RIGHT AT THE LIGHT ONTO ST RT 55 (BECOMES WEST MARKET ST.). FOLLOW ST RT 55/MARKET TO THE THIRD LIGHT AFTER THE EXIT. TURN LEFT ONTO RIDGE AVE. CONTINUE TO WAYNE STREET AND TURN LEFT. THE TEST CENTER IS UP THE HILL LOCATED IN THE LARGE BUILDING ON YOUR LEFT THAT USED TO BE STOUDE MEMORIAL HOSPITAL.

Enter the hospital grounds from Wayne right at the sign that says, "STOUDE CENTER 1100". You will enter a short driveway that curves to the right. As you begin to turn to the right, you will see the "WEST ENTRANCE" marked on your left. This is your entrance and the only one that has wooden doors. So if you enter the complex somewhere else through metal doors---you are at the wrong entrance. Continue on the short drive to the parking lot immediately in front of you. This is the WEST lot. Park and enter the complex through the WOODEN DOORS marked "WEST ENTRANCE". You will enter what used to be the main hospital entrance. A gift shop area will be on your right and a reception desk on your left. Go past the reception desk to the large elevator doors just to the left a bit. DO NOT go down the hallway to the right. Enter the elevator, which also has doors in the back. You will need to push "3F" so the doors open to the office suites. If you accidentally push 3R, the doors to the Residential side will open instead. When the doors open on the third floor, walk around to your right to the PSI Office.

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

REPORTING TO THE EXAMINATION SITE

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

REQUIRED IDENTIFICATION

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

PRIMARY IDENTIFICATION (with photo) - Choose one or two

- State issued driver's license
 - State issued identification card
 - US Government Issued Passport
 - US Government Issued Military Identification Card
 - US Government Issued Alien Registration Card
 - Canadian Government Issued ID
- NOTE: ID must contain candidate's photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Must display the candidate's name and signature (e.g. debit/credit card, employee ID).

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will be provided an online calculator. This is the only calculator that you may use.
- You will be provided a piece of scratch paper and a pencil. These must be returned to the proctor at the end of the examination.
- 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. Items may not exceed 15" x 15". 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, 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 Department and you may be denied licensure.
- Copying or communicating examination content is a 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. Candidates 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.



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.

PRETEST QUESTIONS

In addition to the number of questions per examination, up to ten "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will be counted for the examination time allowed. The administration of such nonscored experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the Board, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

SCORE REPORTING

Your examination result will be given to you immediately following completion of the examination. You will receive a printed score report marked "pass" or "fail". The fail score report will include diagnostic information. Candidates may use the diagnostic report as a guide for studying before their next test administration.

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. 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.

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 a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

CONTRACTOR'S BUSINESS AND LAW EXAMINATION

All contractor license classifications **must** take the Business and Law exam in addition to any required trade-specific exam.

| # of Questions | % Required to Pass | Time Allowed |
|-----------------|--------------------|--------------|
| 50 | 70% | 2 Hours |
| 5 Pretest Items | Not Scored | |

CONTENT OUTLINE

| Subject Area | # of Items |
|--------------------------------|------------|
| Business Org | 2 |
| Licensing | 3 |
| Estimating and Bidding | 8 |
| Contract Management | 5 |
| Project Management | 4 |
| Insurance and Bonding | 5 |
| OSHA Record Keeping and Safety | 5 |
| Personnel Regulations | 5 |
| Financial Management | 6 |
| Tax Laws | 5 |
| Lien Laws | 2 |
| Pretest Items | 5 |

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.

This examination is OPEN BOOK. The following reference is **provided** in the testing center. No highlighting or notes of any sort may be made in the book during the exam.

- *Contractor's Guide to Business, Law, and Project Management - Ohio*, 2nd Edition, National Association of State Contractors Licensing Agencies (NASCLA), <https://www.buildersbookdepot.com/product/ohio-contractors-guide-business-law-project-management/>

Candidates may also bring their own reference 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 have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.

OHIO ELECTRICAL CONTRACTOR EXAMINATION

Electrical contractors must have the knowledge and skill to install, alter, add or change any electrical wires fixtures, appliances, apparatus, raceways, conduit or any part thereof that generates transmits, transforms or utilizes electrical energy in any form for light, heat, power or communications.

| # of Questions | % Required to Pass | Time Allowed |
|------------------|--------------------|--------------|
| 100 | 70% | 4 Hours |
| 10 Pretest Items | Not Scored | |

CONTENT OUTLINE

| Subject Area | # of Items |
|-------------------------------------|------------|
| General Electrical Knowledge | 10 |
| Transformers and Equipment | 12 |
| Service Feeders and Branch Circuits | 16 |
| Raceways, Boxes, and Panelboards | 10 |
| Conductors and Cables | 12 |
| Control Devices | 8 |
| Motors and Generators | 12 |
| Utilization Equipment | 8 |
| Special Occupancies and Equipment | 12 |
| Pretest Items | 10 |

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.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *Ugly's Electrical References*, 2014, George V. Hart, Jones and Bartlett, <http://www.uglysbooks.com/products.php?cat=23>
- *NFPA 70 - National Electrical Code, and/or The National Electrical Code Handbook, 2014*, National Fire Protection Association (NFPA), <http://www.nfpa.org/> (Either reference on its own is sufficient; however, candidates are permitted to use both references.)
- *Electrical Field Reference Handbook: Revised for the NEC 2008*, www.textbooks.com or *IBEW-NECA Field Reference Book*, National Joint Apprenticeship and Training Committee for the Electrical Industry

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 have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.

OHIO HVAC CONTRACTOR EXAMINATION

Those who are qualified to install, maintain, repair, fabricate, alter or extend central air conditioning, heating and ventilating, including ductwork within a complete system and all appurtenances, apparatus, piping vessels, ducts and insulation used in connection therewith.

| # of Questions | % Required to Pass | Time Allowed |
|------------------|--------------------|--------------|
| 100 | 70 | 4 Hours |
| 10 Pretest Items | Not Scored | |

CONTENT OUTLINE

| Subject Area | # of Items |
|---------------------------------------|------------|
| General Knowledge and Requirements | 10 |
| Warm Air Heating and Air Distribution | 25 |
| Ventilation and Exhaust Systems | 15 |
| Air Conditioning | 10 |
| Piping Systems | 10 |
| Equipment and Appliances | 20 |
| Testing and Inspection | 10 |
| Pretest Items | 10 |

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.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *International Fuel Gas Code*, 2009, International Code Council, <http://shop.iccsafe.org/> **Effective 11/29/17 the 2009, 2012 or 2015 editions may be used. Effective 2/13/18 the examination will be based on the 2015 edition.**
- *Ohio Mechanical Code*, 2011 or 2017, International Code Council, http://shop.iccsafe.org. **Effective March 15, 2018, only the 2017 edition must be used.**
- *Modern Refrigeration and Air Conditioning*, 20th Edition, 2017, <https://www.g-w.com/hvac-r>

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 have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.

OHIO HYDRONICS CONTRACTOR EXAMINATION

Hydronics contractors must have the knowledge and skill to construct, install, alter, repair, maintain or service any steam and hot-water heating or chilled-water refrigeration systems.

| # of Questions | % Required to Pass | Time Allowed |
|-----------------|--------------------|--------------|
| 50 | 70 | 2.5 Hours |
| 2 Pretest Items | Not Scored | |

CONTENT OUTLINE

| Subject Area | # of Items |
|-----------------------|------------|
| General Knowledge | 16 |
| Heating Equipment | 10 |
| Piping, Pumps, Valves | 10 |
| Fuel Gas and Oil | 1 |
| Venting | 5 |
| Controls | 5 |
| Tests and Inspections | 3 |
| Pretest Items | 2 |



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.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *Ohio Administrative Code, Chapter 4101:4 Boiler and Unfired Pressure Vessel Rules*, 2015, Ohio Division of Industrial Compliance, <http://codes.ohio.gov/oac/4101%3A4>
- *Ohio Mechanical Code*, 2011 or 2017, International Code Council, <http://shop.iccsafe.org>. **Effective March 15, 2018, only the 2017 edition must be used.**
- *Boiler Operator’s Guide*, 4th Edition, 1998, McGraw-Hill Publishing, Inc., <https://www.amazon.com/Boiler-Operators-Guide-Mechanical-Engineering/dp/0070365741>

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 have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.

OHIO PLUMBING CONTRACTOR EXAMINATION

The practice, materials and fixtures utilized in the installation, maintenance, extension and alteration of all piping, fixtures, plumbing appliances and plumbing appurtenances, within or adjacent to any structure, in connection with sanitary drainage or storm drainage facilities; venting systems; and public or private water supply systems.

| # of Questions | % Required to Pass | Time Allowed |
|----------------|--------------------|--------------|
| 100 | 70 | 4 Hours |
| 1 Pretest Item | Not Scored | |

CONTENT OUTLINE

| Subject Area | # of Items |
|-------------------------------------|------------|
| General Knowledge | 8 |
| General Regulations | 20 |
| Plumbing Fixtures | 6 |
| Water Supply Systems | 10 |
| Drainage, Waste, and Sanitary Vents | 24 |
| Indirect Wastes | 3 |
| Roof Drain Piping | 4 |
| Specialty Plumbing | 5 |
| Isometric Analysis | 20 |
| Pretest Items | 1 |

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.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *Ohio Plumbing Code*, 2011, International Code Council, <http://shop.iccsafe.org/> **Effective 2/13/18 the examination will be based on the 2017 edition.**
- *International Fuel Gas Code*, 2009, International Code Council, <http://shop.iccsafe.org/> **Effective 11/29/17 the 2009, 2012 or 2015 editions may be used. Effective 2/13/18 the examination will be based on the 2015 edition.**
- *Mathematics for Plumbers and Pipefitters*, 8th Edition, 2013, <http://www.cengage.com/>
- *Modern Plumbing, 7th Edition*, 2010, Goodheart-Willcox Company, Inc, <https://www.g-w.com/modern-plumbing-2010>

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 have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.

OHIO REFRIGERATION CONTRACTOR EXAMINATION

Tests a candidate’s knowledge to install, maintain, repair or alter any system of refrigeration unlimited to tons or horsepower provided, however, that such refrigeration is intended to be used for the purpose of food and product preservation and is not to be used for comfort systems.

| # of Questions | % Required to Pass | Time Allowed |
|------------------|--------------------|--------------|
| 60 | 70 | 3 Hours |
| 10 Pretest Items | Not Scored | |

CONTENT OUTLINE

| Subject Area | # of Items |
|----------------------------------|------------|
| General Knowledge & Requirements | 18 |
| Refrigeration Piping | 12 |
| Refrigerants | 6 |
| Refrigeration Systems & Controls | 15 |
| Testing & Inspection | 9 |
| Pretest Items | 10 |



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.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *Ohio Mechanical Code*, 2011 or 2017, International Code Council, <http://shop.iccsafe.org>. **Effective March 15, 2018, only the 2017 edition must be used.**
- *Modern Refrigeration and Air Conditioning*, 20th Edition, 2017, <https://www.g-w.com/hvac-r>

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 have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated.



OHIO TRADE EXAMINATIONS REGISTRATION FORM

Be prepared with the following information before you begin the registration process. Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. Registration forms that are incomplete or not accompanied by the proper fee will be returned unprocessed. Examination fees are **not** refundable or transferable.

| | | | | | |
|---|--|-----------------|----------------|------------------|--|
| Last Name | | Full First Name | | Full Middle Name | |
| Social Security Number | | | | | |
| Mailing Address | | | | | |
| City | | State | | Zip Code | |
| Cell Phone Number (including area code) (____) _____ - _____ | | | E-mail Address | | |

Examination (check one):

| Examination Title | |
|---|--|
| <input type="checkbox"/> Contractor's Business & Law (\$69) | <input type="checkbox"/> Hydronics Contractor (\$69) |
| <input type="checkbox"/> Electrical Contractor (\$69) | <input type="checkbox"/> Plumbing Contractor (\$69) |
| <input type="checkbox"/> HVAC Contractor (\$69) | <input type="checkbox"/> Refrigeration Contractor (\$69) |

Check one:

First Time

Retake

Pay by credit card, company check, money order or cashier's check, made payable to PSI. Please note your social security number on your check. Cash and personal checks are not accepted.

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

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: _____

I am submitting the Exam Accommodations Request and required documentation (see next page). Yes No

If you are registering by mail, email or fax complete and forward this registration form with the applicable examination fee to:

PSI Services LLC * ATTN: Examination Registration OH TR
3210 E Tropicana Ave * Las Vegas, NV* 89121
Email examschedule@psionline.com * Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com





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. Candidates with disabilities or those who would otherwise have difficulty taking the examination may request examination accommodations.

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

Requirements for examination accommodations requests:

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

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

Date: _____ SS#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ Email Address: _____
Cell

Check any examination 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: _____

- ✎ Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- ✎ PSI Exam Accommodations will email you confirmation upon 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 Services LLC
3210 E Tropicana
Las Vegas, NV 89121