



PSI EXAMINATION SERVICES

3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

NORTH CAROLINA PLUMBING AND HEATING

Candidates are required to bring all of their own reference materials, manuals, and codebooks needed for the examination to the examination site. The reference material list published by the Board contains a specific listing of all of the publications needed for each examination type; only the books in the category of license you have been approved to take will be allowed to be used during the exam. The reference list is available by visiting www.nclicensing.org, clicking on “Exam Information” and then clicking on “Book Reference List”.

What is allowed:

- Hard-bound, spiral-bound or ring-bound editions of reference materials, manuals, and codebooks, in original published condition.
- Reference material, manuals, codebooks may be tabbed with commercially available nonremovable index tabs permanently attached to the pages. The only approved loose-leaf full page inserts (dividers) are the “Turbo Tabs” offered by ICC.
- The only alterations allowed in reference material, manuals, or codebooks may be highlighting.
- No printed or written text, notes, formulae, underlining or other additions or alterations may be made, inserted or included before or during the examination.
- Each candidate for a heating or cooling examination is expected to furnish his or her own ductulator.

What is not allowed:

- Printed .pdf versions of reference materials are not allowed.
- Candidates may **not** write, underline, index, mark or make calculations or notations in their reference materials, manuals, or codebooks prior to or during the examination(s).
- Candidates are **not** permitted to have their reference materials, manuals, codebooks tabbed with homemade or DIY tabs. The only approved loose-leaf full-page inserts are the “Turbo Tabs” offered by ICC. Any other tabbed divider pages are not allowed.
- Books with markings that have been whited out are not allowed.
- NO additional paper (loose, taped, adhered, stapled etc.) will be allowed in the examination room.
- Copies of the reference material, manuals, and codebooks will not be allowed in the examination room except as set out above.
- Taking notes of any kind at the examination site is prohibited.
- Pencils, scratch paper, calculators, and the NC Heating and Plumbing Figures will be provided at the test sites. All materials, including scratch paper, shall be returned to the examination proctor before leaving the examination site.

You will **not** be permitted to bring cell phones or any other electronic or communication devices into the examination site. Audio recording, video recording, any type of copying and/or live streaming is strictly prohibited. Leave items in your car. Inappropriate materials or items taken into the examination site will be confiscated by PSI and forwarded to the Board.

Any candidate who arrives at the test site with unauthorized materials or devices will not be allowed to take their scheduled examination and must wait ninety (90) days before they can reschedule for the examination.

Please note that it is your responsibility to adhere to the above rules.

For examination accommodations a request must be submitted to this Board for approval.

For out-of-state testing a request must be submitted to this Board for approval.

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

North Carolina State Board of Examiners of Plumbing, Heating, and Fire Sprinkler Contractors
1109 Dresser Ct
Raleigh NC 27609
Phone: 919-875-3612
Fax: 919-875-3612
[Http://www.nclicensing.org](http://www.nclicensing.org)

All questions and requests for information about scheduling, after approval from NC Plumbing, Heating and Fire Sprinkler Contractors has been received, should be directed to:

PSI Examination Services
3210 E Tropicana
Las Vegas, NV 89121
(855) 746-8173
FAX (702) 932-2666
NCPH@psionline.com

Registration

To register for the examinations, you must contact The North Carolina State Board of Examiners of Plumbing, Heating, and Fire Sprinkler Contractors. You may print the application request at:
<http://www.nclicensing.org/Exams.htm>

On the Examination Day

- You must bring two forms of identification, which bear your signature. One of these must also have your photograph.
 - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.

PRIMARY IDENTIFICATION - Choose One

NOTE: ID must contain candidate's signature, photo, be valid and unexpired.

- 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

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Social Security Card

NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

- Please arrive 30 minutes prior to appointment.