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.

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

CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

OCCUPATIONAL LICENSING
SOLAR TRADES
CANDIDATE INFORMATION BULLETIN

RICHARD M. HURLBURT, DIRECTOR
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION

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

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CONTENT OUTLINE

Examination Procedure Checklist 1
ST1/2, PV1/2 Occupational Trade License Application .. 2
STC-1 and STC-2 Occupation Trade License Application . 3
Examination Registration Form 4
Examinations by PSI 5
Guidelines for License Application/Qualification 5
Examination Registration and Scheduling Procedures 5
- Fees 5
- Internet Registration 5
- Standard Mail Registration 5
- Telephone Registration 6
- Fax Registration 6
- Scheduling an Examination 6
- Rescheduling an Examination 6
- Canceling an Examination 6
- Missed Appointment or Late Cancellation 6
- Special Examination Arrangements 6
- Emergency Examination Center Closing 6
- Social Security Confidentiality 6

Examination Site Locations 7
Reporting to the Examination Site 7
- Required Identification 7
- Security Procedures 7

Taking the Examination by Computer 8
- Identification Screen 8
- Tutorial 8
- Examination Question Example 8
- Experimental Questions 8
- Candidate Comments 8
- Examination Review 9

Duplicate Score Reports 9
Tips for Preparing for your License Examination 9
Examination Content Outline 9
Special Arrangement Request Form ..... End of Bulletin

CONNECTICUT EXAMINATION PROCEDURE CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

Become eligible to take the examination(s):

- Submit an application, an application fee, and the required documents to PSI licensure: certification (PSI). Once you have met the requirements, you will be issued an Examination Eligibility postcard. Note: This application can be found on page 2.

Prepare for your examination(s):

- Use the examination content outlines provided in this bulletin as the basis of your study.

Register for your examination(s):

- Complete the registration form on line, at www.psiexams.com, and send it to PSI via the Internet or;
- Completely fill out the PSI Registration Form and mail or fax to PSI or;
- Call (800) 733-9267 to register.
- Send online_____(no wait for scheduling the examination date).
- Mailed on _____(allow 2 weeks for processing before scheduling the examination date).
- Faxed on _____(allow 4 business days for processing before scheduling the examination date).
- Phoned on _____(no wait for scheduling the examination date).

Schedule your examination(s):

- Once you have paid, you are responsible for calling PSI to schedule an appointment to take the examination at (800) 733-9267.
- Scheduled for:
  Examination Date:_____
  Examination Time:_____
  Test Center Location:_____
- To change scheduled date, call back by_____

Take your examination(s):

- 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.
- Arrive 30 minutes prior to appointment.

After your examination(s):

- Submit the licensing fee indicated on the passing score report for your trade examination with all passing score reports to the Connecticut Department of Consumer Protection.

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION

ST-1, ST-2, PV-1 and PV-2 Occupational Trade License Application

➔ **Instructions:** All applicants must review the **Candidate Information Bulletin** at **www.psiexams.com.**

1. This **application must be completed and notarized** by the individual applying for licensure. The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to C.G.S. §17b-137a. If you choose not to disclose your Social Security Number your application cannot be processed.
2. **Fees**: Contractor **$150.00**; Journeyperson **$90.00**; Dealer-Tech **$200.00**; Technician **$80.00**; Driller (any type) **$88.00.** A check and/or money order for the applicable fee **made payable to PSI licensure:certification** must accompany this application. Application fees are non-refundable.
3. Once this application is reviewed and approved, you will receive an **Examination Eligibility Postcard from PSI** with instructions to register and schedule the examination. Please note that an examination fee will be due at the time you schedule the examination with PSI.

Applicants must include the appropriate required documentation for each license type:

- ➔ **Journeyperson, Driller or Technician applicants** must attach the **original copy** of the Letter of Apprenticeship Completion Certificate. This can be obtained from the State of Connecticut, Department of Labor, Apprenticeship Training Division at (860) 263-6085 or www.ctapprenticeship.com.
- ➔ **Contractor or Dealer-Technician applicants** must have held the respective journeyperson, driller or technician license for a minimum of two (2) years prior to applying. You must attach a photocopy of your current license.
- ➔ **If applying for equivalent experience and training (any license type)**, submit notarized statements from occupational related employers as to the dates and duties of employment AND copies of any diplomas and degrees of education related to the occupational license type for which you are applying. Should your application not be approved, you will receive a deficiency letter with further directions.

➔ **MAIL** your completed application and fee to:

PSI licensure:certification
3210 East Tropicana Ave
Las Vegas, NV 89121

For specific license types, contact
PSI licensure:certification
www.psiexams.com or 1-800-733-9267

Applicant Information:

First Name, Middle Initial, Last Name				**License Type Applying For:**	
Residence Street Address		City or Town		State	Zip Code
Telephone Number (w/ area code)	Email Address		Social Security Number		Date of Birth
Mailing Address (if different from above)		City or Town		State	Zip Code

Do you presently hold a license for your occupation in any State? ☐ Yes ☐ No If yes, attach a copy of your current license

Have you ever been convicted of a felony? ☐ Yes ☐ No *If yes then attach to this application a signed, detailed, notarized explanation*

Notarization:

I, being duly sworn according to law, hereby affirm that the answers given in this application are true to the best of my knowledge and belief and that this application is made for the sole purpose of obtaining a license.

_____ _____
Signature of Applicant *Date*

Subscribed and sworn to before me, this _____ *day of* _____ *20* _____

_____ _____
Signature of Notary Public, Justice of the Peace, Commissioner of Superior Court *My Commission Expires*

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION

STC-1 and STC-2 Occupational Trade License Application

➔ **Instructions:** All applicants must review the **Candidate Information Bulletin** at **www.psiexams.com.**

1. This **application must be completed and notarized** by the individual applying for licensure. The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to C.G.S. §17b-137a. If you choose not to disclose your Social Security Number your application cannot be processed.
2. The Commissioner of Consumer Protection, after consultation with either the Heating, Piping, Cooling and Sheet Metal Work Board or the Plumbing and Piping Work Board, as appropriate, shall issue a solar thermal work certificate authorizing the performance of solar thermal work, as defined in section 20-330 of the general statutes, to any person who: (1) Has been issued a P-1, P-2, P-3, P-4, S-1, S-2, S-3 or S-4, license issued by the Department of Consumer Protection, (2) has completed a solar thermal installation training course approved by the commissioner, and (3) has achieved a passing score on a solar thermal work examination. Such certificate shall be renewed consistent with the renewal process for the prerequisite licenses.
3. Once this application is reviewed and approved, you will receive an **Examination Eligibility Postcard from PSI** with instructions to register and schedule the appropriate STC examination. Please note that an examination fee will be due at the time you schedule the examination with PSI. Examination information: www.psiexams.com or 1-800-733-9267.

Solar Thermal certificate applicants must include the appropriate required documentation:

➔ **Journeyperson STC-2 certificate program applicants** must have held the respective P-2, P-4, S-2, S-4 license prior to applying. You must also attach a photocopy of your current journeyperson P or S license and proof of completion of the solar thermal installation certificate training course, approved by the Department of Consumer Protection.

➔ **Contractor STC-1 certificate program applicants** must have held the respective P-1, P-3, S-1, S-3 license prior to applying. You must also attach a photocopy of your current contractor P or S license and proof of completion of the solar thermal installation certificate training course, approved by the Department of Consumer Protection.

Please note, upon passage of the appropriate STC examination, you will be directed to submit your exam results with the applicable initial license fee to the Department of Consumer Protection for the issuance of your STC license. Questions can be emailed to occprotrades@ct.gov

➔ **MAIL** your completed application and attachments to:

PSI licensure:certification
3210 East Tropicana Ave
Las Vegas, NV 89121

NOTE: For other applicants that can not qualify to obtain a STC license by way of the certificate training course program with required type S or P license, see other ST Solar Thermal license options at www.psiexams.com or 1-800-733-9267.

Applicant Information:

First Name, Middle Initial, Last Name			**License Type Applying For: STC-**
Residence Street Address	City or Town	State	Zip Code
Telephone Number (w/ area code)	Email Address	Social Security Number	Date of Birth
Mailing Address (if different from above)	City or Town	State	Zip Code
Have you ever been convicted of a felony? ☐ Yes ☐ No	*If yes then attach to this application a signed, detailed, notarized explanation*		
Provide your current CT License Type(s) and Number(s):	**Attach a copy of your Solar Thermal Installation Training Course Certificate**		

Notarization:

I, being duly sworn according to law, hereby affirm that the answers given in this application are true to the best of my knowledge and belief and that this application is made for the sole purpose of obtaining a license.

_____ _____
Signature of Applicant *Date*

Subscribed and sworn to before me, this _____ *day of* _____ *20* _____

_____ _____
Signature of Notary Public, Justice of the Peace, Commissioner of Superior Court *My Commission Expires*

CONNECTICUT OCCUPATIONAL LICENSING EXAMINATION REGISTRATION FORM

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:** Last Name _____ First 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. **School Code**: ____

7. **Examination**: (Check one) ☐ Each Examination Portion ($65) ☐ Examination Review ($40)

For first-time contractor candidates, one portion will be your trade examination and the second portion will be your business and law portion. Journey persons will only be required to take one portion, unless seeking two separate licenses.

8. Please indicate the specific examination name (i.e., F-1) of the examination portions that you are registering for. This can be found on the mailing label of the Confirmation Notice.

Examination Portion One:_____ Examination Portion Two: _____

9. Total Fees Included: $_____ Payment of fees can be made by VISA, MasterCard, American Express, company check, personal check, money order or cashier's check, made payable to PSI.

(Check one) ☐ MC ☐ VISA ☐ AMEX

Card No:_____ Exp. Date:_____

Card Verification No:_____

For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.
The American Express code is four digits and is on the front of the card.

Cardholder Name (Print):_____ Signature:_____

10. I am faxing the Special Arrangement Request (at the end of this bulletin) and required documentation. ☐ Yes ☐ No

11. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the 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 licensure:certification * ATTN: Examination Registration CT 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. ☐

EXAMINATIONS BY PSI

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

Connecticut State law requires Occupational Licensure to be licensed and regulated by the Connecticut Department of Consumer Protection. Eligibility for examination is determined by the State.

The State has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Connecticut. 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.

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

HOW TO OBTAIN A LICENSE

1. Submit an application, an application fee, and the required documents to PSI licensure:certification (PSI). Once you have met the requirements, you will be issued an Examination Eligibility postcard.
   Note: This application can be found on page 2 of this Candidate Information Bulletin.
2. Upon approval, PSI will mail you a confirmation notice containing the examinations that you are eligible for, and instructions for selecting an examination date.
3. Denied candidates are notified by PSI of the elements they need to complete in order to be approved for licensure.

All questions and requests for information 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

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

ELIGIBILITY AND FEES

- Journeyperson/Technician/Drillers are required to pass only a trade portion for licensure License:
  - You may take examinations on an unlimited basis for up to one year from the date of eligibility.
- Contractor/Home Inspector/Dealer-Techs are required to pass both a trade portion and business portion for licensure.
  - You may take examinations on an unlimited basis.
  - Any portion score is valid for a period of 2 years from the date it was passed. For example, a contractor that passes the business examination portion has 2 years to pass the trade examination portion, before being required to retake that business portion again.
  - Any existing Contractor/Home Inspector/Dealer-Tech seeking an additional license, and has NOT passed their business examination portion in the past 2 years, is required to RETAKE the business examination portion (plus the new trade examination portion) in order to get the new license.
  - Any existing Contractor/Home Inspector/Dealer-Tech seeking an additional license, and has passed the business examination portion within the past 2 years, is required to take only the trade examination portion.

All eligibilities are valid for a period of 1 year from the date that the State approves your application. The bulletin advises that you don't wait until the end of your eligibility period to register.

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

Each Examination Portion	**$65**

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

INTERNET REGISTRATION

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 SS#. 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.

STANDARD MAIL REGISTRATION

Complete the PSI registration form and application (found at the end of this bulletin), and mail, along with the appropriate application and examination fee(s) to PSI. Payment of fees can be made by VISA, MasterCard, company check, personal check, money order or cashier's check, made payable to PSI. Print your name on the check or money order to ensure that your fees are properly assigned. **CASH IS NOT ACCEPTED**

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

BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.

Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI to schedule the examination(s) after 9:00 a.m., Eastern Time, (800) 733-9267.

TELEPHONE REGISTRATION

PSI has two scheduling methods available if you wish to schedule by telephone. First, call PSI at (877) 392-6422, 24 hours a day and schedule using the Automated Registration System. Second, if you wish to contact a live operator, use this same telephone number to contact PSI registrars Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time, to pay and schedule your appointment for the examination.

FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard.

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

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

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

You are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. 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 7:00pm ET. 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. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

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

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day to schedule or reschedule an examination.

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;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation 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.

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 LOCATIONS

The PSI Occupational Licensing examinations are administered at the examination centers listed below:

West Hartford
45 South Main Street, Suite 209
West Hartford, CT 06107

From I-84, exit 41, S. Main St. and proceed north approximately 2 miles. 45 South Main will appear on the left, directly across the street from the Town Hall, before you cross Farmington Avenue. The attendant will park your car at no charge. Take the elevator to the second floor to Suite 209.

Milford
500 BIC Drive
Suite 101
Milford, CT 06461

From Highway I-95 exit 35. Go toward BIC Drive. Go .5 miles to 500 BIC Drive which is at Gate 1 of the former BIC complex. Go to the rear of the lot and park. Walk down the hill in front of the building and enter the front door. Signs will direct you to Suite 101 (PSI).

Auburn
48 Sword St, Unit 204
Auburn, MA 01501

From Southbridge St/MA-12, turn left onto Sword St.

Boston
Inner Tech Park, 56 Roland St., Suite 211
Boston, MA 02129

From North: Take I-93 South. Exit 28 – Boston/Sullivan Sq. /Charlestown. Merge into Mystic Ave. Take I-93S Ramp to Boston/Sullivan Sq. /Charlestown (take ramp do not get on highway). Make slight left turn on to Maffa Way. Make slight right turn on to Cambridge Street. At first traffic light, make left on to Carter Street – There is a sign for Inner Tech Park. Right on to Roland Street. Ene at 56 Roland Street (Building on left, parking lot on right). Enter through North lobby.

Fall River
218 South Main St, Suite 105
Fall River, MA 02721

From the North take Rte. 24S to 79S. Take Route 138S Exit. Bear right off exit. Go left at first traffic light. Take left at the second traffic light (top of hill) onto So Main St. 218 is 2 blocks down on the right. Parking: Go past 218 SO Main to 2nd light. Take right. Take another right at next traffic light. Third St parking Garage is on your right.

Springfield
1111 Elm Street, Suite 32A
West Springfield, MA 01089

Going East on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Turn right on West Springfield/Rt. 5 South. Continue on Rt. 5 approximately two miles. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.

Going West on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Follow as above.

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 filling out and faxing the Special Arrangement Form 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, identification, and familiarizing you with the examination process. *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. All identification provided must match the name on the Examination Registration Form and your Registration Confirmation Notice.

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.*

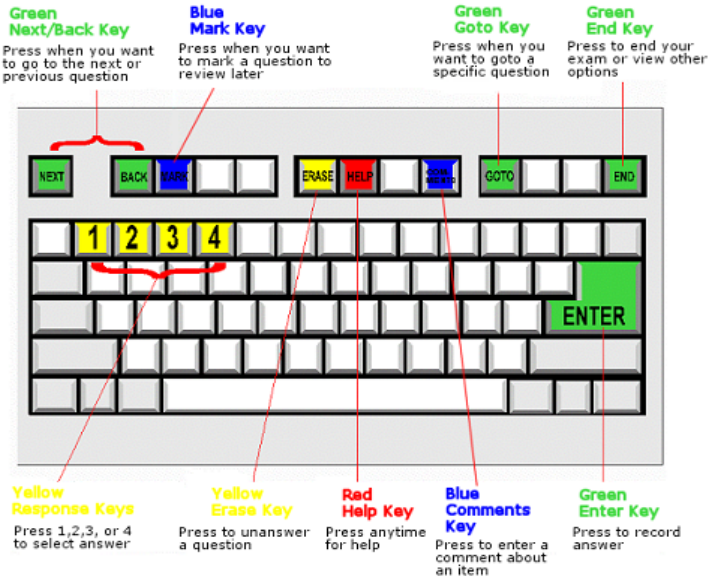
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, and children are not allowed in the examination site.
- 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.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy and Connecticut State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.



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.

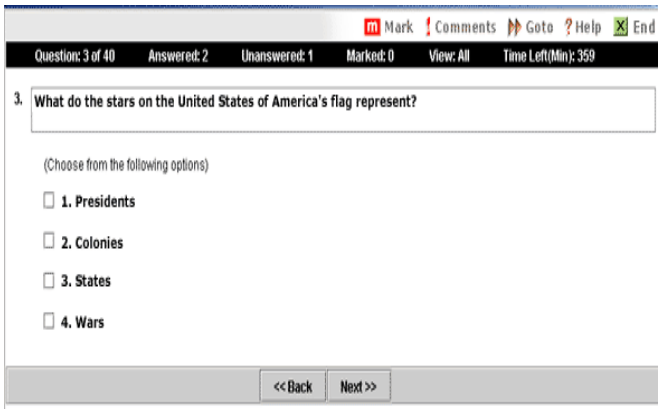
TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard 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 using the keys, answering questions, and reviewing your answers.

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 QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



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 QUESTIONS

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.

CANDIDATE COMMENTS

During the test development process, PSI makes every effort to create accurate and fair test questions. However, on occasion a candidate may feel that a particular test question is misleading or is missing information that is needed in order to provide a correct answer. If during the test you believe that a test question needs clarification, we highly recommend that you submit your comments and concerns to PSI while at the test center. Comments may be entered on the computer keyboard during the examination. When submitting comments, please provide as much detail as possible describing what you feel is problematic about the test question.

PSI regularly collects all comments from its test centers and reviews every comment within 20 business days from the date the comment was submitted. If your comments result in the editing or removal of one of your test questions, PSI will re-score your test results to determine if your grade status has changed from fail to pass. If your test result changes from fail to pass, you will be notified of the change. Otherwise, if you do not hear from PSI within 20 business days following your test, please understand that your comments have been reviewed but that they have not impacted your overall passing status. If you feel that you wish to further challenge the test content, we recommend that you register for an examination review.

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, changed, or given credit.

In order to schedule a review, you must register using the same process used to register for your test.

During the review candidates will be presented with the questions the candidate incorrectly answered during the examination on a desktop computer. 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 pressing the "Comment" button on the keyboard. The candidate can then enter any relevant information about the test question.

All comments, together with a copy of the challenged test questions, will be submitted directly to PSI's test development staff for review. Within 20 business days, PSI will mail you a response as to whether or not any of your challenges were determined to be valid, and a new score report if your status changed from fail to pass. However, most test questions are determined to be correct as presented on the exam, so we recommend you NOT wait for a response before preparing for and scheduling to retake the exam.

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 $40. You will have one hour for the entire review.

SCORE REPORTING

In order to receive a passing score on each examination, you must correctly answer 70% of the questions available. In order to help you understand how this cut-score relates to your examination, we have listed the total number of questions found on each exam, and have listed the number of questions that equates to the 70% passing score. For example, on an 80-question test, candidates are required to get 70% of the questions correct which translates into 56 questions for that test.

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.
  - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination 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 call 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.

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.

BUSINESS AND LAW EXAMINATION

Required for ALL Contractor/Dealer Tech Licenses.

The Business and Law examination may include questions that appear not to directly relate to your licensing category. However, this examination and those questions are testing your general ability to research information.

SCOPE OF WORK

# of Questions	Minimum Passing Score	Time Allowed
50	70%	2 Hours

CONTENT OUTLINE

Subject Area	# of Items
Licensing	5
Estimating and Bidding	7
Lien Law	2
Financial Management	4
Tax Laws	5
Labor Laws	5
Project Management	5
Contracts	6
Business Organization	2
Risk Management	4
Environmental and Safety	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.

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:

- *Contractors Guide to Business, Law and Project Management*, Connecticut, 4th Edition, National Association of State Contractors Licensing Agencies (NASCLA), Post Office Box 14941, Scottsdale, AZ 85267, (623) 587-9519, Fax (623) 587-9625, www.nascla.org

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, **annotated**, and/or indexed prior to the examination session. However, references may not be written in during the examination session. 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. 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.

NOTE: ALL CONTRACTORS AND DEALERS MUST PASS A BUSINESS AND LAW EXAMINATION AND A TRADE EXAMINATION.

TRADE AND JOURNEYMAN EXAMINATIONS

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

Professional Booksellers
www.pro-book.com
615-383-0044 or 800-572-8878

Bookmark, Inc.
www.bookmarki.com
800-642-1288

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

Construction Training Bookstore
www.constructiontrainingbookstore.com
203-753-7910 or 800-342-6315

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.

ST-1 SOLAR THERMAL CONTRACTOR

SCOPE OF WORK

The holder of this license may perform only work on solar thermal work systems. "Solar thermal work" means the installation, erection, repair, replacement, alteration, or maintenance of active, passive and hybrid solar systems that directly convert ambient energy into heat or convey, store or distribute such ambient energy.

The requirements to qualify for this license examination shall be two years as a solar journeyperson or equivalent experience and training.

# of Questions	Minimum Passing Score	Time Allowed
50	70%	2 Hours

CONTENT OUTLINE

Subject Area	# of Items
Piping	10
System Design	20
Pumps and Storage Systems	5
Collectors	7
System Valves and Controls	3
Safety	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.

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:

- *International Plumbing Code* or *International Plumbing Code Commentary* (2003), International Code Council Inc., Contact ICBO (800) 284-4406 or BOCA (800) 214-4231, or SBCCI (205) 591-1853.
- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA),* with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1
  OR
  Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, www.psiexams.com, (See order form at the end of the Candidate Information Bulletin.)

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, **annotated**, and/or indexed prior to the examination session. However, references may not be written in during the examination session. 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. 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.

The following reference material is recommended for study, but is not allowed in the examination center:

- *Solar Water and Pool Heating Design and Installation Manual*. Florida Solar Energy Center, 1679 Clearlake Road, Cocoa, FL 32922-5703, 1997.
- *Convert Your Home to Solar Energy* by Everett M Barber, Jr., Joseph R Provey. Taunton Press, Incorporated. December 07, 2010
- *Solar Water Heating,* Publisher: New Society Publishers, Bob Ramlow, Benjamin Nusz

ST-2 SOLAR THERMAL LIMITED JOURNEYPERSON

SCOPE OF WORK

The holder of this license may perform the following work, but only while in the employ of a contractor licensed for such work. The holder of this license may perform only work on solar thermal systems. (4) "Solar thermal work" means the installation, erection, repair, replacement, alteration, or maintenance of active, passive and hybrid solar systems that directly convert ambient energy into heat or convey, store or distribute such ambient energy.

Requirements for this exam shall be an apprenticeship program which included instructions in solar thermal work or equivalent experience and training.

# of Questions	Minimum Passing Score	Time Allowed
40	70%	1 ½ Hours

CONTENT OUTLINE

Subject Area	# of Items
Piping	12
System Design	8
Pumps and Storage Systems	5
Collectors	7
System Valves and Controls	3
Safety	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.

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- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA),* with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1
  OR
  Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, www.psiexams.com, (See order form at the end of the Candidate Information Bulletin.)

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- *Convert Your Home to Solar Energy* by Everett M Barber, Jr., Joseph R Provey. Taunton Press, Incorporated. December 07, 2010
- *Solar Water Heating,* Publisher: New Society Publishers, Bob Ramlow, Benjamin Nusz

STC-1 SOLAR THERMAL CONTRACTOR

STC-1 contractor type applicant for examination need only pass the trade knowledge examination portion.

SCOPE OF WORK

The holder of this license may perform only work on solar thermal work systems. "Solar thermal work" means the installation, erection, repair, replacement, alteration, or maintenance of active, passive and hybrid solar systems that directly convert ambient energy into heat or convey, store or distribute such ambient energy.

The requirements to qualify for this license examination shall be two years as a solar journeyperson or equivalent experience and training.

# of Questions	Minimum Passing Score	Time Allowed
50	70%	2 Hours

CONTENT OUTLINE

Subject Area	# of Items
Piping	10
System Design	20
Pumps and Storage Systems	5
Collectors	7
System Valves and Controls	3
Safety	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.

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- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA),* with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1
  OR
  Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, www.psiexams.com, (See order form at the end of the Candidate Information Bulletin.)

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- *Convert Your Home to Solar Energy* by Everett M Barber, Jr., Joseph R Provey. Taunton Press, Incorporated. December 07, 2010
- *Solar Water Heating,* Publisher: New Society Publishers, Bob Ramlow, Benjamin Nusz

STC-2 SOLAR THERMAL LIMITED JOURNEYPERSON

SCOPE OF WORK

The holder of this license may perform the following work, but only while in the employ of a contractor licensed for such work. The holder of this license may perform only work on solar thermal systems. (4) "Solar thermal work" means the

installation, erection, repair, replacement, alteration, or maintenance of active, passive and hybrid solar systems that directly convert ambient energy into heat or convey, store or distribute such ambient energy.

Requirements for this exam shall be an apprenticeship program which included instructions in solar thermal work or equivalent experience and training.

# of Questions	Minimum Passing Score	Time Allowed
40	70%	1 ½ Hours

CONTENT OUTLINE

Subject Area	# of Items
Piping	12
System Design	8
Pumps and Storage Systems	5
Collectors	7
System Valves and Controls	3
Safety	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.

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- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA),* with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1
  OR
  Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, www.psiexams.com, (See order form at the end of the Candidate Information Bulletin.)

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- *Convert Your Home to Solar Energy* by Everett M Barber, Jr., Joseph R Provey. Taunton Press, Incorporated. December 07, 2010
- *Solar Water Heating,* Publisher: New Society Publishers, Bob Ramlow, Benjamin Nusz

PV-1 LIMITED SOLAR ELECTRIC CONTRACTOR

SCOPE OF WORK

The holder of this license may perform only work limited to Solar Electric systems; which means the installation, erection, repair, replacement, alteration or maintenance of photovoltaic or wind generation systems, including storage and distribution of such energy for heat, light, power or other purposes to a point immediately inside a structure or adjacent to an end use.

The requirements to qualify for this license examination shall be two years as a solar journeyperson or equivalent experience and training.

# of Questions	Minimum Passing Score	Time Allowed
60	70% (42 items)	150 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Photovoltaic Theory	10
General Electrical Knowledge and Theory	10
Batteries	3
Components	8
Photovoltaic Installation	10
Estimating and Calculations	10
Safety	9

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:

- *National Electrical Code* or *The National Electrical Code Handbook,* 2005, 2008, or 2011 edition, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, www.nfpa.org
- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA),* with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1
  OR
  Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, www.psiexams.com, (See order form at the end of the Candidate Information Bulletin.)
- *Ugly's Electrical References*, George V. Hart, 2008 or 2011, Jones and Bartlett, (800) 832-0034, www.uglys.net All items are based on either the 2008 or 2011 editions.
- *Practical Photovoltaics, Electricity from Solar Cells*, 2002, Richard J. Komp, Ph.D. AATEC Publications, P.O.Box 7119, Ann Arbor, MI 48107 (800) 995-1470.
- *The Easy Guide to Solar Electric Part II Installation Manual*, 2001, Adi Pieper, Adi Solar 209 Arroyo Salado, Santa Fe, NM 87508 www.adisolar.com
- *Photovoltaic Systems*, 3rd edition, 2012, James Dunlap, American Technical Publishers, Orland Park, IL 60467-5756, www.atplearning.com
- *Convert Your Home to Solar Energy* by Everett M Barber, Jr., Joseph R Provey. Taunton Press, Incorporated. December 07, 2010

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PV-2 LIMITED SOLAR ELECTRIC JOURNEYPERSON

SCOPE OF WORK

The holder of this license may perform only work limited to Solar Electric systems; which means the installation, erection, repair, replacement, alteration or maintenance of photovoltaic or wind generation systems, including storage and distribution of such energy for heat, light, power or other purposes to a point immediately inside a structure or adjacent to an end use and only while in the employ of a licensed electrical contractor.

The requirements to qualify for this license examination shall be the completion of a registered apprenticeship program or equivalent experience and training.

# of Questions	Minimum Passing Score	Time Allowed
50	70% (35 items)	120 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Photovoltaic Theory	8
General Electrical Knowledge and Theory	8
Batteries	3
Components	8
Photovoltaic Installation	8
Estimating and Calculations	7
Safety	8

REFERENCE LIST

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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:

- *National Electrical Code* or *The National Electrical Code Handbook,* 2005, 2008, or 2011 edition, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, www.nfpa.org
- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA),* with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1
  OR
  Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, www.psiexams.com, (See order form at the end of the Candidate Information Bulletin.)
- *Ugly's Electrical References*, George V. Hart, 2008 or 2011, Jones and Bartlett, (800) 832-0034, www.uglys.net. All items are based on either the 2008 or 2011 editions.
- *Practical Photovoltaics, Electricity from Solar Cells*, 2002, Richard J. Komp, Ph.D. AATEC Publications, P.O.Box 7119, Ann Arbor, MI 48107 (800) 995-1470.

- *The Easy Guide to Solar Electric Part II Installation Manual*, 2001, Adi Pieper, Adi Solar 209 Arroyo Salado, Santa Fe, NM 87508 www.adisolar.com
- American Technical Publishers, Orland Park, IL 60467-5756, www.atplearning.com
- *Convert Your Home to Solar Energy* by Everett M Barber, Jr., Joseph R Provey. Taunton Press, Incorporated. December 07, 2010

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, **annotated**, and/or indexed prior to the examination session. However, references may not be written in during the examination session. 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. 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.

LICENSE APPLICATION INSTRUCTIONS

Submit the licensing fee indicated on the passing score report for your trade examination with all passing score reports to the Connecticut Department of Consumer Protection.

Connecticut Department of Consumer Protection
Occupational & Professional Licensing Division
165 Capitol Avenue
Hartford, CT 06106-1630
(860) 713-6135
www.ct.gov/dcp

CERTIFICATE OF ACHIEVEMENT

Once you have passed the examination(s), you may order a personalized Certificate of Achievement. Please fill out the order form on the following page, and mail this, along with the appropriate fee to PSI.

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

Once PSI has received your request, the certificate will be mailed out within 2 weeks. Note: the name on the certificate will exactly match the name used on the registration for the examination. Each certificate will be for one examination only. If you pass more than one examination, you will need to order a separate certification for each. Note: this is not your license.

BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

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

☐	**CERTIFICATE OF ACHIEVEMENT** (You must have passed the exam before ordering the certificate) Certificate of Achievement suitable for framing.
☐	**29 CFR Part 1926 Selections**
☐	**Business and Project Management for Contractors - Connecticut Edition**
☐	**International Plumbing Code**

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

- **You may also place a checkmark next to the items that you would like to order, and fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.**

FAX to:
PSI licensure:certification
Fax (702) 932-2668

Name_____

Address_____

City_____State_____Zip_____

Phone Number_____

SPECIAL ARRANGEMENT REQUEST FORM 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 special examination arrangements.

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

Requirements for special arrangement 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 special arrangements you require (requests must concur with documentation submitted):

- ☐ Reader (as accommodation for visual impairment or learning disability)
- ☐ Large-Print written examination
- ☐ Out-of-State Testing Request (this request does not require additional documentation)

  Site requested:_____
- ☐ Extended Time (Additional time requested:_____)
- ☐ Other_____

  _____

- **Complete and fax this form, along with supporting documentation, to (702) 932-2666.**
- **After 4 business days, please call (702) 939-6750 and leave a voice message.**
- **PSI Special 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 SPECIAL ACCOMMODATIONS.

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121