



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



# U.S. VIRGIN ISLANDS DEPARTMENT OF LICENSING AND CONSUMER AFFAIRS



## CANDIDATE INFORMATION BULLETIN FOR EXAMINATIONS

Examination Procedures .....	1	Examination Site Locations .....	4
Examinations by PSI Services LLC .....	2	Reporting to the Examination Site .....	4
Guidelines for Licensure .....	2	Required Identification.....	4
Examination Registration and Scheduling Procedures....	2	Security Procedures.....	4
Internet Registration .....	2	Taking the Examination by Computer.....	4
Telephone Registration .....	3	Identification Screen .....	4
Fax Registration.....	3	Tutorial.....	4
Standard Mail Registration.....	3	Test Question Screen .....	5
Scheduling an Examination .....	3	Examination Review .....	5
Rescheduling an Examination .....	3	Score Reporting .....	5
Canceling an Examination .....	3	Duplicate Score Reports .....	5
Missed Appointment or Late Cancellation.....	3	Tips for Preparing for Your License Examination.....	5
Exam Accommodations.....	3	Content Outlines and Reference Materials .....	5
Emergency Examination Center Closing .....	3	Examination Registration Form .....	8
Social Security Confidentiality .....	3	Exam Accommodations Request Form .....	End of Bulletin

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

## EXAMINATION PROCEDURE

### Become eligible to take the examination:

- File a license application with the Board.
- Upon approval from the Board you will receive a notification letter via mail. You will then be responsible for contacting PSI to pay and schedule for the examination.

### Contact PSI to register, pay for, and schedule your exam.

- Register for your examination:
  - Complete the registration form **online**, at [www.psiexams.com](http://www.psiexams.com). On the homepage “Create an account” can be found on the right hand column under “New Users” or;
  - Completely fill out the PSI Registration Form (at the end of this bulletin) and mail or fax to PSI or;
  - Call (800) 733-9267 to register.
    - Send online \_\_\_\_\_ (no wait time 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:
  - Once you have paid, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet, or schedule over the telephone at (800) 733-9267. Scheduled for:
    - Examination Date: \_\_\_\_\_
    - Examination Time: \_\_\_\_\_
    - Test Center Location: \_\_\_\_\_
    - To change scheduled date, call back by \_\_\_\_\_

### Take your examination:

- Must bring one current, valid, government-issued photo identification.
- Arrive 30 minutes prior to appointment.



## EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed in U.S. Virgin Islands for the following. The Board has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in the Virgin Islands. All examinations are closed book except the Construction examination. Please see page 6 listing the references that are allowed.

### Barber & Cosmetology Exams

Barber Examination - English

Barber Examination - Spanish

Cosmetologist Examination - English

Cosmetologist Examination - Spanish

Esthetician Examination - English

Esthetician Examination - Spanish

Manicurist Examination - English

Manicurist Examination - Spanish

Manicurist Examination - Vietnamese

Hair braiding - English

### Construction Exam

General Construction Exam (National & State portions)

### Certified Public Accountant Exams

CPA (State portion)

There is no limit to the number of times you may take the examination if you fail (except Cosmetology candidates). If the examination has 2 portions, you must pass both portions before applying for licensure.

**Important notice for Cosmetology candidates:** If you fail any part of the Cosmetology examination three times, you must reapply with the VI Board of Barbers, Beauticians and Manicurist.

### Real Estate Exams

Broker (National & State portions)

Salesperson (National & State portions)

**For Real Estate Broker and Salesperson candidates:** If you fail an examination portion twice, you must wait 6 months from the last fail date before you can retest.

## GUIDELINES FOR LICENSURE

Upon passing the examination, you will need to apply for your license. Please visit the department's website at [www.dlca.vi.gov](http://www.dlca.vi.gov) and apply online. If you are a first time user with DLCA's online system you are considered a "New User" and will have to REGISTER to create an account and enter all required information.

### Government of the Virgin Islands of the United States Department of Licensing and Consumer Affairs

Golden Rock Shopping Center  
3000 Estate Golden Rock, Suite 9  
St. Croix, VI 00820-4311  
Telephone: 340.773.2226  
FAX: 340.773.6982

Administrative Complex  
"The Battery"  
St. John, VI 00830  
Telephone: 340.693.8036  
FAX: 340.776.6989

Property & Procurement Building  
8201 Subbase, Suite 1  
St. Thomas, VI 00802-5826  
Telephone: 340.774.3130  
FAX: 340.776.8303

## EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

Upon approval from the Board you will receive a notification letter via mail. You will then be responsible for contacting PSI to pay and schedule for the examination.

### 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](http://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.



## TELEPHONE

For telephone registration, you will need a valid VISA or MasterCard. PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 a.m. and 10:00 p.m., or Saturday-Sunday between 9 a.m. and 5:30 p.m., Eastern Time.

## FAX REGISTRATION

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 (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 go online or call PSI to schedule the examination.

## STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check, or cashier's check. Make your money order or check payable to PSI and print your name on it to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.

## SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule your examination, please call PSI at (800) 733-9267, Monday through Friday between 7:30 a.m. and 10:00 p.m., or Saturday and Sunday, between 9 a.m. and 5:30 p.m., 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 7:00 p.m. Eastern Time. Please be prepared to offer alternate examination appointment choices.

## CANCELING AN EXAMINATION APPOINTMENT

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

**Note: A voice mail message is NOT an acceptable form of cancellation. Please use the PSI Website 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. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-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.

## EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666. This form also includes out-of-state testing requests.

## EXAMINATION SITE CLOSING FOR AN EMERGENCY

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

## SOCIAL SECURITY NUMBER CONFIDENTIALITY

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



## EXAMINATION SITE LOCATIONS

St. Thomas - Ace Flight Center, Inc.  
Cyril E. King Airport  
North Side  
St. Thomas, Virgin Islands 00803

Department of Licensing and Consumer Affairs  
3000 Golden Rock Shopping Center Suite 9  
Christiansted, VI 00820

## 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 bring one current, valid, government-issued photo identification (e.g., driver's license or passport).

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:

- You will have access to an online calculator.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers. The "Function Bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.



## TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.



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

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.

## EXAMINATION REVIEW

PSI, in cooperation with the Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

## SCORE REPORTING

Your result will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your result will appear immediately on the computer screen.
  - 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.

## DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- The answers to nearly all examination questions are consistent with the 2009 editions of the IPC and IRC.
- 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 CONTENT OUTLINE AND REFERENCE MATERIAL

### Barber and Cosmetology Examinations

The National Cosmetology examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). For more information on the examination content outlines and references go to [www.nictesting.org](http://www.nictesting.org).

### Construction Examination

The NASCLA Accredited Examination Program was designed to assist contractors who wish to be licensed in multiple jurisdictions by offering a streamlined test taking option for the trade portion of the contractor examination. The **NASCLA Accredited Examination for Commercial General Building Contractors** was designed to assist candidates applying within individual state agencies for the general commercial building contractor classification or similar to.

Candidates who take and pass the NASCLA Accredited Examination can access NASCLA’s National Examination Database (NED) located on <https://ned.nascla.org> to electronically send their transcripts to jurisdictions that accept the examination in lieu of their state specific trade portion, thereby reducing redundant licensing requirements. Candidates are expected to follow individual state agency applications to become licensed, in addition to taking a business and law examination, etc. If you are unsure if this examination will meet your specific license requirements in a participating state agency, please contact the state agency directly to confirm. A complete list of participating state agencies can be found on NASCLA’s website by visiting: [www.nascla.org/page/ParticipatingStateAg](http://www.nascla.org/page/ParticipatingStateAg)

For questions regarding the examination, please contact NASCLA via email to [info@nascla.org](mailto:info@nascla.org) or by phone at (623) 587-9354.



# of Questions	Minimum Passing Score	Time Allowed
115	81	330 Minutes

### CONTENT OUTLINE

Subject Area	# of Items
Planning and Estimating	21
Financial and Project Management	21
Safety	19
Site Construction	15
Concrete	8
Masonry	3
Metals	5
Wood Foundations and Framing	5
Thermal Moisture Protection	4
Doors, Windows, and Glazing	5
Finishes	7
Specialty Equipment and Conveyance Systems	2

### EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified, 10 non-scored “experimental” questions will 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.

### 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.

*Construction Jobsite Management*, 4th Edition, 2017, William R. Mincks, Hal Johnston, Delmar/Thomson Learning, PO Box 6904, Florence, KY 41022-6904, Phone (800) 347-7707, Fax (800) 487-8488, [www.delmarlearning.com](http://www.delmarlearning.com).

*Construction Project Management*, 2014, 4<sup>th</sup> Edition, Frederick Gould, Nancy Joyce, Pearson Education, Inc. publishing as Prentice Hall, One Lake Street, Upper Saddle River NJ, 07458, 800-848-9500.

*ACI 318-11 or ACI 318-14 (2011 or 2014)*: Building Code Requirements for Structural Concrete and Commentary, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org).

BCSI: Guide to Good Practice for Handling, Installing, Restraining, and Bracing of Metal Plate Connected Wood Trusses, 2013 (updated March 2015), Structural Building Components Association and Truss Plate Institute, (608) 274-4849, [www.sbcindustry.com](http://www.sbcindustry.com)

Contractors' Guide to Business, Law and Project Management, Basic 10<sup>th</sup> or 11<sup>th</sup> Edition, National Association of State Contractors Licensing Agencies (NASCLA), 23309 N. 17th Drive, Phoenix, Arizona 85027, Telephone: (623) 587-9519, Fax: (623) 587-9625, [www.nascla.org](http://www.nascla.org)

Erectors' Manual - Standards and Guidelines for the Erection of Pre-Cast Concrete Products, 1999, 2nd Edition, Publisher-Precast/Prestressed Concrete Institute (PCI), 209 W. Jackson Blvd, Chicago, IL 60606-6938, Phone (312) 786-0300, Fax (312) 786-0353, [www.pci.org](http://www.pci.org)

Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals, 2003, 3rd Edition, Post-Tensioning Institute, (602) 870-7540, Fax (602) 870-7541, [www.post-tensioning.org](http://www.post-tensioning.org)

SDI (Steel Deck Institute) Manual of Construction with Steel Deck, 2006, 2nd Edition, Publisher-Steel Deck Institute, PO Box 25, Fox River Grove, IL 60021, Phone (847) 458-4647, Fax (847) 458-4648, [www.sdi.org](http://www.sdi.org)

Pipe and Excavation Contracting, 2011, Dave Roberts, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, Phone (800) 829-8123, Fax (631) 924-6580, , [www.Craftsman-book.com](http://www.Craftsman-book.com), ISBN: 0-934041-22-9

Gypsum Construction Handbook, 7th edition, 2014, United States Gypsum Company (USG), RS Means Publishing, 700 Longwater Drive, Norwell, MA 02061, 800-334-3509, Fax: 800-632-6732, [rsmeans.reedconstructiondata.com](http://rsmeans.reedconstructiondata.com)

Placing Reinforcing Bars, Recommended Practices, 2011, 9th edition, Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd, Schaumburg, IL 60173, Phone (800) 328-6306, <http://www.crsi.org/>

Handling and Erection of Steel Joists and Joist Girders, 2006, 3rd Edition, Author- Steel Joist Institute, Publisher-Steel Joist Institute, 3127 10th Avenue North Extension, Myrtle Beach, SC 29577-6760, Phone (843) 626-1995, Fax (843) 626-5565, [www.steeljoist.org/publications](http://www.steeljoist.org/publications)

Modern Masonry - Brick, Block, Stone, Clois E. Kicklighter, 8<sup>th</sup> edition (2015). The Goodheart-Willcox Company, (800) 323-0440, [www.g-w.com](http://www.g-w.com)

Principles and Practices of Commercial Construction, 2014, 9th Edition, Cameron K. Andres and Ronald C. Smith, Pearson Education, Inc., One Lake Street, Upper Saddle River, NJ 07458, Phone (201) 236-7000, [pearsoned.com](http://pearsoned.com)

*Code of Federal Regulations - 29 CFR Part 1926 (OSHA)*, with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [https://www.osha.gov/pls/oshaweb/owastand.display\\_stand\\_ard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_stand_ard_group?p_toc_level=1&p_part_number=1926)  
OR



Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, [www.psionlinestore.com](http://www.psionlinestore.com) (See order form at the end of the Candidate Information Bulletin.)

Carpentry and Building Construction, 2010 edition, John L. Feirer and Mark D. Feirer, McGraw-Hill, [www.contractorsseminars.com](http://www.contractorsseminars.com), 828-277-3999.

ANSI Accessible and Usable Buildings and Facilities, 2009, American National Standards Institute, 1819 L Street NW, Washington, DC 20036, (202) 293-8020, [www.ansi.org](http://www.ansi.org)

Roofing Construction and Estimating, Daniel Atcheson, 1995, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com/products](http://www.craftsman-book.com/products)

The Contractor's Guide to Quality Concrete Construction, 2005, 3rd Edition, American Concrete Institute, (248) 848-3700, [www.aci-int.org](http://www.aci-int.org)

Green Building Fundamentals, Michael Montoya, 2011, 2<sup>nd</sup> edition, Pearson Education Publishing, Pearson Publishing, [www.informit.com/sales/df](http://www.informit.com/sales/df)

International Building Code, 2012 or 2015 Edition, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)

Reference material may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin.





**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 Candidate 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 Services LLC \* ATTN: Examination Registration - Virgin Island**  
**3210 E Tropicana Ave \* Las Vegas, NV\* 89121**  
**Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929 \* [www.psiexams.com](http://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 exam accommodations.

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

### Requirements for exam accommodation requests:

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

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

Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

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

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

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (Additional time requested: \_\_\_\_\_)
- Large-print written examination
- Other \_\_\_\_\_
- \*Out-of-State Testing Request (this request does not require additional documentation) \_\_\_\_\_

Site requested: \_\_\_\_\_  
*\*You may email your out-of-state request to [OutofStateRequest@psionline.com](mailto:OutofStateRequest@psionline.com).*

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

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

PSI Services LLC  
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