



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

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

**STATE OF ALABAMA
 PLUMBERS AND GAS FITTERS EXAMINING BOARD**



**PLUMBER AND GAS FITTER
 LICENSING EXAMINATION
 CANDIDATE INFORMATION BULLETIN**

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

Before paying and scheduling for an examination, make sure that you have reviewed the following checklist.

- Eligibility to take an examination is determined by the Alabama Plumbers and Gas Fitters Examining Board. To apply go to the Board's website at: www.pgfb.alabama.gov. You may also call the Board at (205) 945-4857 or email staff@pgfb.alabama.gov.
- Upon approval from the Board, you will be sent an Examination Eligibility Notification. You are now ready to contact PSI to schedule for the examination.
- You may only test once per eligibility file. Each time you fail, you must reapply with the Board. You may reapply with the Board on an unlimited basis.
- You have 30 days from the date of approval to take the examination. If you don't take the examination within 30 days, you must re-apply with the Board.

Schedule your examination:

- Upon approval from the Board, you are responsible for contacting PSI to schedule for the examination. You may either schedule via the Internet at www.psiexams.com, or schedule over the telephone at (800) 733-9267.

Take the scheduled examination:

- Must bring two forms of identification, which bear your signature. One of these must also have your photograph.
***IMPORTANT!** Your name as shown while registering must exactly match the name on the photo I.D. used when checking in at the examination center.*
- Arrive 30 minutes prior to appointment.

After your examination:

- Upon passing the examination, your results will be made available to the State.
- To inquire about license requirements, contact the Alabama Plumbers and Gas Fitters Examining Board at (205) 945-4857 or email staff@pgfb.alabama.gov, or visit their website at www.pgfb.alabama.gov.



EXAMINATIONS BY PSI SERVICES LLC

The Alabama Plumbers and Gas Fitters Examining Board has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI provides these examinations through a network of computer examination centers in Alabama.

GUIDELINES FOR EXAMINATION QUALIFICATION

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EXAMINATION SCHEDULING PROCEDURES

Once you are approved by the Board, it is your responsibility to contact PSI to schedule for the examination.

ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you schedule for your examination using the Internet. You schedule online by accessing PSI's website at www.psiexams.com. Internet scheduling is available 24 hours a day.

1. 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 the Board has provided to PSI. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
2. You will enter your social security number. 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

PSI registrars are available at (800) 733-9267 to receive payment and to schedule your appointment for the examination, Monday-Friday 6:30am-9:30pm, or Saturday-Sunday 8:00am-4:30pm, Central Time.

To register by phone, you will need a valid credit card (VISA, MasterCard, American Express or Discover.)

RESCHEDULING/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 to speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATION

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 first receive their Eligibility Notice, then fill out the Exam Accommodations Request form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666.

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 will not be penalized. You will be rescheduled at no additional charge.

EXAMINATION SITE LOCATIONS

Birmingham (Vestavia Hills)
100 Centerview Drive, Suite 100
Vestavia Hills, AL 35216

After you exit I-65 at Hwy 31, turn North on Highway 31 toward Vestavia Hills. Turn right at first traffic light onto Vestavia Parkway. Turn right at the first street onto Centerview Drive. Turn left into the first parking lot.



Huntsville

4900 University Square, Suite 4
Huntsville, AL 35816

From Memorial Parkway (US-431/231), take the University Dr (US-72 W) exit. Turn right on The Boardwalk. You will come to a dead end, facing 4900 University Square.

Mobile

Dorsey Center
6051-B Airport Blvd.
Mobile, AL 36608

From East or West, take I-10 to I-65. From I-65 take Airport Blvd West exit. The site is approximately 3 miles ahead on Airport Blvd. Dorsey Center is a small red brick office complex on the left side of the road. Make a U-turn at the next traffic light to get to the complex. Office is in the corner of the "L".

Montgomery

500 Interstate Park Drive, Suite 530
Montgomery, Alabama, 36109

From I-85, take the Perry Hill Road exit (#4). Proceed north on Perry Hill Road for little less than ¼ mile. Interstate Park Drive is located on the right (east) side of Perry Hill Road. Turn right on Interstate Park Road and proceed east for approximately ¼ mile. The office is located on the main road.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by filling out the Out-of-State Testing Request form found at the end of this Candidate Information Bulletin and emailing it to OutofStateRequest@psionline.com.

REPORTING TO THE EXAMINATION SITE

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

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

PRIMARY IDENTIFICATION (with photo) - Choose One

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

SECONDARY IDENTIFICATION - Choose One

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

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 apply during examinations:

- All examinations are open book.
- You will have access to an online calculator.
- You will be given a piece of scratch paper and a pencil. Both will be returned to the proctor at check-out.
- 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.

TEST QUESTION SCREEN

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



One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

CANDIDATE COMMENTS

While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the function bar of the test question screen. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments.

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.

The fee for reviewing your examination is \$98. You may register for the examination review via telephone, internet, mail or fax. If you would like to register by mail or fax, please fill out the Registration form found on the last page of this bulletin. You may pay with money order, cashier’s check, company check, or credit card (VISA, MasterCard, American Express, or Discover). Personal checks and cash are not accepted.

During the review, candidates will be presented with the questions the candidate incorrectly answered during the examination. 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.

You may not be permitted to take any notes out of the review sessions. The examination review fee is \$98. The length of the examination review is one hour.

SCORE REPORTING

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 **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** - a 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 by calling 800-733-9267.



EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified, a small number of 5 to 10 “experimental” questions may be administered 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.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION CONTENT OUTLINES AND REFERENCE MATERIALS

MASTER PLUMBER

Scope - A “Master Plumber” is any person engaged in or proposing to engage in the business of contracting to do, or of superintending the installation, maintenance, or repair of plumbing, or both. The individual shall qualify to be a certified master plumber. If the business is a firm or corporation, at least one active employee of the firm or corporation shall be a duly registered and certified master plumber, actively, continuously connected with the conduct of the business. The master plumber shall have in his or her possession a current annual certificate issued by the board. The certificate shall be available for inspection on request.

# of Questions	Required to Pass	Time Allowed
100	70% (70 correct)	4 Hours

CONTENT OUTLINE

Subject Area	# of Items
Plumbing Fixtures and Terminology	10
Plumbing Fundamentals	8
Traps, Cleanouts, and Interceptors	11
Drainage Requirements	17
Vent Requirements	15
Water Distribution	10
Plan and Analysis	21
Laws and Rules	8

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*, 2015, International Code Council, 4051 W Flossmoor Rd, Country Club Hills, IL 60478, (800) 786-4452, <http://www.iccsafe.org>
- *Mathematics for Plumbers and Pipefitters*, 8th Edition, 2013, Delmar/Thomson Learning, (800) 347-7707, www.cengage.com
- *Alabama Code: Plumbers and Gas Fitters*, Chapter 37, <http://codes.lp.findlaw.com/alcode/34/37>
- *Rules of the Alabama Plumbers and Gas Fitters Examining Board*, T20-x, <http://pgfb.state.al.us/rules.aspx>

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined and/or indexed prior to the examination session. Brief descriptive notes for the purpose of indicating text, tables or areas of special importance are allowed. However, reference materials containing lengthy notes will **not** be allowed into the examination. Any candidate caught writing, highlighting, underlining and/or indexing in the references during the examination will be reported to the Board. References may be tabbed/indexed with permanent tabs only (permanent tabs are defined as tabs that would tear the page if removed). Temporary tabs, (defined as Post-It notes, or other tabs that may be removed without tearing the page) are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided.

No loose papers or unbound references are permitted. If you download a reference from the Internet, it must be spiral bound or hole-punched and placed in a binder, or stapled in the left hand corner.

JOURNEYMAN PLUMBER

Scope - A “Journeyman Plumber” is a person who engages in or works at the actual installation, repair, or replacement of plumbing systems, who has successfully fulfilled the examination requirements of the board, has been issued a journeyman plumber certificate by the board, and possesses a valid and current annual certificate issued by the board. The certificate shall be available for inspection on request.

# of Questions	Required to Pass	Time Allowed
70	70% (49 correct)	3 Hours

CONTENT OUTLINE

Subject Area	# of Items
Plumbing Fixtures and Terminology	5
Plumbing Fundamentals	6
Traps, Cleanouts, and Interceptors	10
Drainage Requirements	12
Vent Requirements	11
Water Distribution	6
Plan and Analysis	20

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- *Alabama Code: Plumbers and Gas Fitters*, Chapter 37, <http://codes.lp.findlaw.com/alcode/34/37>
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MASTER GAS FITTER

Scope - A “Master Gas Fitter” is any person engaged in or proposing to engage in the business of contracting to do, or of superintending the installation, maintenance, or repair of gas systems or gas work, either or both. The individual shall qualify to be a certified master gas fitter. If the business be a firm or corporation, at least one active employee of the firm or corporation shall be a duly registered and certified master gas fitter, actively and continuously connected with the conduct of said business. The master gas fitter shall have in his or her possession a current annual certificate issued by the board. The certificate shall be available for inspection on request.

# of Questions	Required to Pass	Time Allowed
75	(70%) 53 correct	3 Hours

CONTENT OUTLINE

Subject Area	# of Items
Terminology and Fundamentals	5
Theory and Principles	5
Materials	5
Appliances	10
Pipe Sizing and Installation	12
Venting	8
Combustion Air	10
Special Requirements	4
Plan and Analysis	8
Laws and Rules	8

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- *Alabama Code: Plumbers and Gas Fitters*, Chapter 37, <http://codes.lp.findlaw.com/alcode/34/37>
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JOURNEYMAN GAS FITTER

Scope - A “Journeyman Gas Fitter” is a person who engages in or works at the actual installation, repair, or replacement of gas work, who has successfully fulfilled the examination requirements of the board, has been issued a journeyman gas fitter certificate by the board, and possesses a valid and current annual certificate issued by the board. The certificate shall be available for inspection on request.

# of Questions	Required to Pass	Time Allowed
50	70% (35 correct)	2 Hours

CONTENT OUTLINE

Subject Area	# of Items
Terminology and Fundamentals	3
Theory and Principles	3
Materials	4
Appliances	6
Pipe Sizing and Installation	10
Venting	6
Combustion Air	8
Special Requirements	2
Plan and Analysis	8

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EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST FORM

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

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666. (Note: please do not fax the form until you have received your notice of eligibility.)

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: _____ SS#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

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

- | | |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time (Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> *Out-of-State Testing Request (this request does not require additional documentation) | _____ |

Site requested: _____

*Your may email your out-of-state request to OutOfStateRequest@psionline.com

- First you must receive your notice of eligibility for the exam.
- After you have received the notice, complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step. PSI Exam 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 EXAMS ACCOMMODATIONS.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121