



PSI licensure:certification  
 3210 E Tropicana  
 Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)



# STATE OF MISSISSIPPI CONTRACTOR EXAMINATIONS

## CANDIDATE INFORMATION BULLETIN

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

## MISSISSIPPI EXAMINATION PROCEDURE CHECKLIST

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

### **Become eligible to take the examination(s):**

- Request an application package from the Mississippi Contractor Licensing Board.
- Complete the appropriate application, commercial or residential, along with any other necessary forms, and return to the Board.
- The Board will notify PSI of your eligibility and PSI will email you a confirmation notice.
- You will have 6 months from the date of eligibility to take the examination. If you fail, you may retest on an unlimited basis during this 6 month period. If you do not pass within 6 months, you must reapply with the Board.

### **Prepare for your examination(s):**

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

### **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):**

- Upon passing the examination and meeting all the licensing requirements, the Board will review applications on a weekly basis. Successful candidates will receive their Commercial Certificate of Responsibility or Residential License approximately one week after approval by the Board.



MISSISSIPPI CONTRACTOR 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: Cell Office
5. Email:
6. Company Name:
7. Examination: (Check One)
One Examination Portion (\$120) Two Examination Portions (\$240)
Examination Review (\$75)

Note: EXAMINATION FEES ARE NONREFUNDABLE OR TRANSFERABLE

Please check the appropriate boxes of the examination(s) you are registering for. Select ONLY the tests that you will be taking during this one examination session.
Alarm Systems and Equipment
Boiler Installation and Repair
Building Construction
Building Construction NASCLA-Accredited
Cabinets and Millwork
Carpentry
Communication Systems
Concrete
Conveyor Systems
Ductwork for Heating, A/C and Ventilation
Elevators and Escalators
Excavation and Grading
Fire Sprinklers
Fueling Systems
Glass, Glazing, Windows and Skylights
Heavy Construction
Highway
HVAC
Insulation
Irrigation Systems
Landscaping
Lathing, Plastering and Stucco
Law and Business Management
Master Electrician
Mechanical Contractor
Municipal
Painting and Wall Covering
Plumbing
Process Piping
Refrigeration
Remodeling
Residential Builder
Residential Roofer
Roofing, Sheet Metal and Siding
Sign Erection
Structural Steel
Swimming Pools
Tile and Marble
Transmission/Distribution Lines
Underground Utilities
Welding

PLEASE BE SURE TO FILL OUT AND SIGN THE NEXT PAGE



8. **Total Fees Included:** \$ \_\_\_\_\_ Pay by credit card, money order, company check or cashier's check. Cash and personal checks are not accepted.

If paying by credit card, check one:  VISA  MasterCard  American Express  Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_

*The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

9. I am submitting the Exam Accommodations Form (at the end of this bulletin) and required documentation.  Yes  No

10. **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 MS CO  
3210 E Tropicana \* Las Vegas \* NV \* 89121  
Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929 \* [www.psiexams.com](http://www.psiexams.com)

PSI respects your privacy and will never release your social security or identification numbers. However, PSI believes that past candidates have benefited from receiving offers from reputable third parties about products or services. If you do not wish to receive this information, please check the box:



## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a Contractor in the State of Mississippi.

Mississippi State law requires Contractors to be licensed and regulated by the Mississippi Contractor Licensing Board. Eligibility for examination is determined by the Board.

The Licensing Board has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Mississippi. 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. Request a license application package from:  
**Mississippi Contractor Licensing Board**  
**Mailing Address:**  
P.O. Box 320279  
Jackson, Mississippi 39232-0279  
  
**Physical Address:**  
2679 Crane Ridge Drive, Suite C  
Jackson, Mississippi 39216  
PH: 601-354-6161  
FX: 601-354-6715  
[www.msbec.us](http://www.msbec.us)
2. Complete the appropriate application and return it to the Board.
3. The Board will notify PSI of your eligibility and PSI will email you a confirmation notice.
4. The Board will determine which examinations the candidate needs to take.
  - Each company seeking a Certificate of Responsibility is required to designate a qualifying individual to take the examinations. Proof of employment (W2 or check stub) is required.
  - A certificate is granted with the stipulation that the qualifying individual remains with the firm.
  - If the qualifying individual leaves the firm, the company must notify the Board in writing immediately.
  - A new qualifying individual must be designated and must successfully complete the required examinations within 90 days after departure of the previous qualifying individual.
5. You will have 6 months from the date of eligibility to take the examination. If you fail, you may retest on an unlimited basis during this 6 month period. If you do not pass within 6 months, you must reapply with the Board.

All questions and requests for information about examinations should be directed to PSI.

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## EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

PSI has established a two-step process for registration and scheduling your tests:

1. You must register and provide PSI with your demographic information (name, address, etc.), tell PSI which test or tests you are authorized to take and make payment to PSI for all tests selected.
2. Once payment has been confirmed, you may schedule your testing appointment using one of the scheduling methods described later below.

However, before you begin there are several important points to remember as you register for your tests:

1. **The State is the only entity authorized to tell you which tests you should take.** While PSI can provide you information about each test, only the State has the binding authority to tell you which tests you are qualified to take. Any questions regarding which tests to take should be directed to the Board.
2. **You will be responsible for registering for the appropriate tests.** The State will inform you of the tests you are qualified to take. Please make sure you register for only the tests for which you have been approved. PSI will not be held responsible for any tests that candidates have mistakenly registered for or taken.
3. **No refunds will be given once registration information and payment to PSI has been made.** Notwithstanding the "no refund" policy, PSI does have a very flexible rescheduling policy. If you are unable to make your upcoming testing appointment, PSI will allow you to cancel that appointment up to 2 days prior to the event, and then will hold your unused exam funds for you to use up to one (1) year after your initial registration date. But, since no refunds will be provided make sure you are committed to testing before submitting payment.
4. **No transfer of registration fees is allowed.** Once you have designated a person to take the test for your firm, there will be no transferring of registration or scheduled test dates, or fees to another person. Make sure that you designate the correct person to take the test when you register so that you will not forfeit any fees.



### 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.

### 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), company 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 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.

### TELEPHONE REGISTRATION

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

PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your appointment for the examination.

### 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.

### 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 with a PSI registrar, call Monday through Friday, between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central 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 6:00pm CT. 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. **If you do not meet the cancellation deadline, you will forfeit your fee. Fees are not refundable or transferable.** You may call PSI at (800) 733-9267.

**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.**

Note: Although testing fees are **not** refundable for cancelled appointments, PSI will maintain your exam fees on file for a period of one (1) year from the date of your initial registration and you may reschedule your test when it is once again convenient.

### MISSED APPOINTMENT OR LATE CANCELLATION

If for any reason you fail to appear for your testing appointment, your registration and fee payment will be forfeited and you will be required to re-register before being able to schedule another testing appointment. PSI considers your appointment missed or cancellation late 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 PSI's 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**

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

**Jackson**  
2679 Crane Ridge Dr, Suite B  
Jackson, MS 39216

*Traveling on I-55N Toward Grenada/Memphis., Merge onto Lakeland Dr/MS-25 N via Exit 98B toward Carthage. Turn right onto Crane Ridge Dr.*

Examinations are also available to Mississippi candidates in other PSI testing centers located across the U.S. Regionally located sites are found in:

- Louisiana (Baton Rouge, New Orleans, Shreveport)
- Alabama (Huntsville, Birmingham, Montgomery, Mobile)

If you wish to take a test in a PSI center outside of the regional sites listed above, you may do so, but must first fill out and fax the Exam Accommodations Request Form to PSI so that preparation can be made to accommodate you at the facility. This form may be found at the end of this document.

It is important to recognize that each testing facility has its own weekly testing schedule that varies by time of year and geographic location. In general testing is available at least 1 to 2 times per week at each location and typically more often in most locations. Since test session availability changes rapidly, PSI will only provide available test date and location information to those that have already registered and made exam payment. If you are registered for your test, you will be given the available test dates and you will be able to select where and when you would like to take your test.

## **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.*

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:

- 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.
- 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.

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar showing: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main content area displays a question: "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 two buttons: "<< Back" and "Next >>".

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

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 by clicking the Comments link on the function bar of the test question screen. 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.

The fee for reviewing your examination is \$75 and you will have 90 minutes. 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 clicking the Comments link on the function bar of the test question screen. 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. PSI will contact you within 20 business days if your status changed from fail to pass, and a new score report will be issued. Most test questions are determined to be correct as presented on the examination,



so we recommend you NOT wait for a response before preparing for and scheduling to retake the examination.

You may not be permitted to take any notes out of the review sessions. Please call (800) 733-9267 with any questions.

### SCORE REPORTING

In order to pass the examinations, you must achieve a minimum score of 70%.

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 and performance summary on the screen.
  - 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](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.
- 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.

Now you can take the practice exam online at [www.psiexams.com](http://www.psiexams.com) to prepare for your Contractor Examination

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times; you will need to pay each time.

### EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINES

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."

The Law and Business Management examination is mandatory for all contractors in MS applying for commercial or residential licenses. Trade exams are required also unless there is not an exam required for that specialty trade or the trade exam is waived through reciprocity.

### LAW AND BUSINESS MANAGEMENT EXAMINATION

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

#### CONTENT OUTLINE

Subject Area	# of Items
Licensing	5
Estimating and Bidding	7
Lien Law	1
Financial Management	5
Tax Laws	5
Labor Laws	5
Project Management	5
Contracts	6
Business Organization	2
Risk Management	4
Environmental and Safety	5

#### EXPERIMENTAL QUESTIONS

In addition to the number of questions in the examination, up to 10 "experimental" questions are administered to candidates during the examination. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, 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 material is allowed in the examination center:*

- *NASCLA Contractors Guide to Business, Law and Project Management - Mississippi, 4<sup>th</sup> Edition, [www.nascla.org](http://www.nascla.org)*

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated. 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.

## CONTRACTOR EXAMINATIONS

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

Builders Book Depot  
<http://www.buildersbookdepot.com>  
800-284-3434

Contractors Institute  
<https://cistore.contractorsinstitute.com>  
877-542-3673

My Contractors License  
<http://www.mycontractorslicense.com>  
877-699-0775

Many of these reference materials are also available for purchase at [www.psionlinestore.com](http://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.

## ALARM SYSTEMS AND EQUIPMENT

### SCOPE OF WORK

Unlimited fire, heat and intrusion detection and notification systems.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
General Electrical and Low Voltage	10
Fire Detection and Notification	32
Intrusion Detection and Notification	18

### REFERENCE LIST

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This examination is OPEN BOOK.

*The following reference materials are allowed in the examination center:*

- National Electrical Code, NEC, 2014, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 72 - National Fire Alarm Code, 2010, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- Fire Alarm Signaling Systems Handbook, 2010, 4th edition, Bukowski & O’Laughlin, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- Certified Alarm Technicians Manual - Level 1, 2015 edition, National Burglar and Fire Alarm Association (NBFAA), National Training School (Contact Ann Dowdy, NBFAA/NTS Education & Standards Coordinator), Tel. (866) 636-1687, Fax (985) 626-8128, [nts@alarm.org](mailto:nts@alarm.org)
- Low Voltage Wiring: Security/Fire Alarm Systems, 2002, John E. Traister, Terry Kennedy, 0-07-137674-7, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)
- Understanding and Servicing Alarm Systems - Third Edition, Butterworth-Heinemann (Reed Publishing), 313 Washington Street, Newton, MA 02158-1626, [www.bh.com](http://www.bh.com)

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## BOILER INSTALLATION AND REPAIR

### SCOPE OF WORK

Unlimited boilers and associated gas and steam piping - residential, commercial and industrial.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Boilers	15
Valves and Controls	8
Pumps	5
Safety	5
Piping and Traps	8
Other Components and Accessories	4
Fuels	2
General Knowledge and Code Requirements	3

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**The following reference materials are allowed in the examination center:**

- Steam Plant Operation, 9th edition, 2011, Woodruff, Lammers, & Lammers, McGraw-Hill, (800) 262-4729, [shop.mcgraw-hill.com](http://shop.mcgraw-hill.com)
- Modern Hydronic Heating for Residential and Light Commercial Buildings, John Siegenthaler, P.E., 2012, Delmar/Thomson Learning, (800) 347-7707, [www.delmarlearning.com](http://www.delmarlearning.com)
- International Mechanical Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- International Fuel Gas Code, 2012, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)

- HVAC Pump Handbook, 2006, by James B. Rishel, McGraw-Hill, POB 182605, Columbus, OH 43218-2605, (800) 338-3937, fax 614/759-3644, [www.mcgraw-hill.com](http://www.mcgraw-hill.com)

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## BUILDING CONSTRUCTION

### SCOPE OF WORK

Any commercial, residential or industrial structure.

# of Questions	% Required to Pass	Time Allowed
80	70	3 hours

### CONTENT OUTLINE

Subject Area	# of Items
Site work	6
Concrete	12
Masonry	6
Metals	12
Carpentry	7
Thermal and Moisture Protection	7
Doors and Windows	3
Finishes	3
Safety	6
General Code, Plan Reading and Estimating	15
Mississippi One Call	3

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- International Building Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
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Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders, 3rd Edition, 2008, Steel Joint Institute, 234 W. Cheves Street, Florence, SC 29501, Phone: (843) 407-4091, Fax (843) 407-4044, <http://steeljoist.org/publications-1/technical-digest-no-9-handling-and-erection-of-steel-joists-and-joist-girders-third-edition-march-20>.
- Carpentry and Building Construction, 2010 or 2016 (Student Edition), John L. Feirer and Mark D. Feirer, McGraw-Hill, [www.mheducation.com](http://www.mheducation.com)
- Design and Control of Concrete Mixtures, 15<sup>th</sup> Edition, 2011, Steven H. Kosmatka, William C. Panarese, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077-1083, 847-966-6200, <http://members.cement.org/EBiz55/Bookstore/BookstoreHome.aspx>
- Pipe and Excavation Contracting, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com](http://www.craftsman-book.com)
- Roofing Construction & Estimating, 1995, Daniel Atcheson, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, [www.craftsman-book.com](http://www.craftsman-book.com)
- State of Mississippi Regulation of Excavation, Chapter 13 Regulation of Excavations Near Underground Utility Facilities, <http://www.ms1call.org/excavation.html>
- Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals, 2003, 3<sup>rd</sup> Edition. Post Tensioning Institute. 1717 West Northern Avenue, Ste 114 Phoenix, AZ 85021 248.848.3180
- 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)
- Placing Reinforcing Bars, Recommended Practices, 2011, 9th edition, Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd, Schaumburg, IL 60173, Phone (800) 328-6306, [www.crsi.org/index.cfm/placingbook](http://www.crsi.org/index.cfm/placingbook)

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## NASCLA-ACCREDITED EXAMINATION - COMMERCIAL GENERAL BUILDING CONTRACTOR

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	5 hours and 30 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

### 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.

- *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, 4th 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)
- NASCLA Contractors' Guide to Business, Law and Project Management, Basic 10<sup>th</sup> or 11<sup>th</sup> Edition, [www.nascla.org](http://www.nascla.org)
- *Carpentry and Building Construction*, 2010 or 2016 (Student Edition), John L. Feirer and Mark D. Feirer, McGraw-Hill, [www.mheducation.com](http://www.mheducation.com)
- Erectors' Manual - Standards and Guidelines for the Erection of Pre Cast Concrete Products, 1999, 2nd Edition, 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, 1717 W. Northern Avenue, Suite 114, Phoenix, AZ 85021, Phone (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, Author-Dave Roberts, Publisher- 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).
- 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, Author- Concrete Reinforcing Steel Institute, Publisher- Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd, Schaumburg, IL 60173, Phone (800) 328-6306, [www.crsi.org](http://www.crsi.org)

- Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders, 3rd Edition, 2008, Steel Joint Institute, 234 W. Cheves Street, Florence, SC 29501, Phone: (843) 407-4091, Fax (843) 407-4044, [www.steeljoist.org](http://www.steeljoist.org).
- 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, Author- Cameron K. Andres and Ronald C. Smith, Publisher- Pearson Education, Inc., One Lake Street, Upper Saddle River, NJ 07458, Phone (201) 236-7000, [www.pearsoned.com](http://www.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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
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- 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, ISBN-10: 0-13-511108-0, 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).

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## CABINETS AND MILLWORK

### SCOPE OF WORK

Cabinet construction and installation, millwork and associated finish carpentry work.

# of Questions	% Required to Pass	Time Allowed
30	70	1 hour and 30 minutes

## CONTENT OUTLINE

Subject Area	# of Items
Fabrication	6
Installation	5
Materials	5
Finishing	4
Hand tools	3
Safety	3
Machines	2
Plans and Estimating	2

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This examination is OPEN BOOK.

*The following reference materials are allowed in the examination center:*

- Finish Carpenter's Manual, Jim Tolpin, 1993, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com](http://www.craftsman-book.com)
- The Complete Illustrated Guide to Furniture and Cabinet Construction, 2001, Andy Rae, 1-56158-402-9, The Taunton Press, 63 South Main St., P.O. Box 5506, Newtown, CT 06470-5506
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
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## CARPENTRY

### SCOPE OF WORK

Unlimited Carpentry, formwork and related specialties.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Safety	6
Insulation	1
Windows and Doors	3
Rough Carpentry and Formwork	27
Finish Carpentry	14
Drywall	7
Siding	2

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- 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)
- 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)
- Finish Carpenter's Manual, Jim Tolpin, 1993, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com](http://www.craftsman-book.com).





- International Building Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
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## COMMUNICATION SYSTEMS

### SCOPE OF WORK

Low voltage electrical systems, except for alarms.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Sound and Communications	23
Services, Feeders, Branch Circuits and Overcurrent Protection	6
Conductors, Raceways and Enclosures	6
General Knowledge and Calculations	8
Grounding and Bonding	4
Power Supplies	3

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- Code of Federal Regulations, 47-Telecommunications, Latest Edition, U.S. Government Printing Office, (866) 512-1800, <http://www.gpo.gov/>
- Telecommunications Wiring - 3rd edition, 2001, Clyde Herrick, 0-13-028696-6, Prentice-Hall PTR, Upper Saddle River, New Jersey 07458, [www.phprt.com](http://www.phprt.com)
- Live Sound Reinforcement: A Comprehensive Guide to P.A. and Music Reinforcement Systems and Technology, **-OR-** Live Sound Reinforcement, Bestseller Edition, Scott Hunter Stark, [www.amazon.com](http://www.amazon.com)
- Lineman's and Cableman's Handbook, Shoemaker and Mack, 12th Edition, 2011, McGraw Hill, 800-262-4729, [shop.mcgraw-hill.com](http://shop.mcgraw-hill.com)

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## CONCRETE

### SCOPE OF WORK

Unlimited concrete work.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Safety	6
Concrete-Earthwork	3
Concrete	15
Concrete-Reinforcement	10
Concrete-Formwork	12
Concrete - Cutting	4

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OR  
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Formwork for Concrete, 2014, 8th Edition, M.K. Hurd American Concrete Institute, 38800 International Way/ Country Club Drive, PO Box 9094, Farmington Hills, MI 48333
- Design and Control of Concrete Mixtures, 15<sup>th</sup> Edition, 2011, Steven H. Kosmatka, William C. Panarese, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077-1083, 847-966-6200, <http://members.cement.org/EBiz55/Bookstore/BookstoreHome.aspx>
- Sawcutting Joints in Concrete, Bruce A. Suprenant, 1995, Concrete Construction Magazine, (773) 824-2400, [http://www.concreteconstruction.net/Images/Sawcutting%20Joints%20in%20Concrete\\_tcm45-346934.pdf](http://www.concreteconstruction.net/Images/Sawcutting%20Joints%20in%20Concrete_tcm45-346934.pdf)
- Sawcutting Concrete Flatwork, Rosalie Johnston, 1994, Concrete Construction Magazine, (773) 824-2400, [http://www.concreteconstruction.net/Images/Saw%20Cutting%20Concrete%20Flatwork\\_tcm45-342760.pdf](http://www.concreteconstruction.net/Images/Saw%20Cutting%20Concrete%20Flatwork_tcm45-342760.pdf)
- Taking the Tedium Out of Cutting, 1981, Concrete Construction Magazine, (773) 824-2400, [http://www.concreteconstruction.net/Images/Taking%20the%20Tedium%20Out%20of%20Cutting\\_tcm45-345991.pdf](http://www.concreteconstruction.net/Images/Taking%20the%20Tedium%20Out%20of%20Cutting_tcm45-345991.pdf)
- Tips for Cutting Concrete, 1987, Concrete Construction Magazine, (773) 824-2400, [http://www.concreteconstruction.net/Images/Tips%20on%20Cutting%20Concrete\\_tcm45-346570.pdf](http://www.concreteconstruction.net/Images/Tips%20on%20Cutting%20Concrete_tcm45-346570.pdf)
- International Building Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)

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## CONVEYOR SYSTEMS

### SCOPE OF WORK

Installation, maintenance and repair of all types of conveying equipment.

# of Questions	% Required to Pass	Time Allowed
40	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Installation	12
Systems and Equipment	8
Tools and Fasteners	5
Safety	4
Maintenance and Troubleshooting	4
Electrical	3
Welding	4

### 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:

- Contren Learning Series - Conveyors, 0-13-873761-4, Prentice-Hall PTR, Upper Saddle River, New Jersey 07458, (800) 922-0579, [www.phptr.com](http://www.phptr.com), [www.phdirect.com](http://www.phdirect.com)
- Contren Learning Series - Troubleshooting and Repairing Conveyors, 0-13-874025-9, Prentice-Hall PTR, Upper Saddle River, New Jersey 07458, (800) 922-0579, [www.phptr.com](http://www.phptr.com), [www.phdirect.com](http://www.phdirect.com)
- Modern Welding, 2013, 11th Edition, Althouse/Turnquist/Bowditch/Bowditch/Bowditch, 978-1-60525-795-2, The Goodheart-Willcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243, (800) 323-0440, [www.g-w.com](http://www.g-w.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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)

- Specification for Structural Joints Using ASTM A325 or A490 Bolts, 2004, Research Council on Structural Connections, C/O American Institute of Steel Construction, Inc., One East Wacker Drive, Suite 3100, Chicago, IL 60601-2001, [www.boltcouncil.org](http://www.boltcouncil.org)
- ASME B20.1-2003 Safety Standard for Conveyors and Related Equipment 2012

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- Sheet Metal, 1995, Leo A Meyer, 0-8269-1907-3, American Technical Publishers, Inc., 1115 W 175th St. Homewood, IL 60430
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psiionlinestore.com](http://www.psiionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- International Mechanical Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, 2011 National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)

## DUCTWORK FOR HEATING, A/C AND VENTILATION

### SCOPE OF WORK

Unlimited Ductwork for Heating A/C and Ventilation.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Ducts	39
Hoods and Ventilation Equipment and Devices	6
General Knowledge	10
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:*

- HVAC Duct Construction Standards, Metal and Flexible, 2005, 3<sup>rd</sup> Edition, Sheet Metal and Air Conditioning Contractors' National Association, Inc., (703) 803-2980, [www.smacna.org](http://www.smacna.org)

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## ELEVATORS AND ESCALATORS

### SCOPE OF WORK

Installation and repair of elevators and escalators.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Wire Rope	2
Clearance and Space Limits	8
Electrical	9
Testing	3
Engineering and Inspection	6
Safety Devices	10
Controls	3
Operating Limitations	2
Drive Mechanisms	4
Fire Service	3
Maintenance and Repairs	6
Escalators and Dumbwaiters	2
Emergency Power	2



## REFERENCE LIST

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This examination is OPEN BOOK.

*The following reference materials are allowed in the examination center:*

- ASME A17.1 - Safety Code for Elevators and Escalators, 2010, American Society of Mechanical Engineers, Three Park Avenue New York, NY 10065, 8008432763, [www.asme.org](http://www.asme.org)
- ASME A17.3: Safety Code for Existing Elevators and Escalators, 2011, National Fire Protection Association, 11 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- ASME A17.5: Elevator and Escalator Electrical Equipment, 2014, National Fire Protection Association, 11 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- National Electrical Code, NEC, 2014, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org) OR National Electrical Code Handbook, 2014.
- National Elevator Manufacturing Industry's Installation Manual, 2000, Elevator World, 356 Morgan Avenue, Mobile, Ala 36660
- ASME A17.1b 2003 Addenda to ASME A17.1-2000, Safety Code for Elevators and Escalators, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)

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## EXCAVATION AND GRADING

### SCOPE OF WORK

Clearing, grading and excavating.

# of Questions	% Required to Pass	Time Allowed
40	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
General Regulations and One Call	15
Excavating and Grading	20
Safety - Code of Federal Regulations	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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*The following reference materials are allowed in the examination center:*

- Pipe and Excavation Contracting, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com/products](http://www.craftsman-book.com/products).
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- State of Mississippi Regulation of Excavation, Chapter 13 Regulation of Excavations Near Underground Utility Facilities, <http://www.ms1call.org/excavation.html>
- Mississippi Standard Specifications for Road and Bridge Construction, 2004, Mississippi Department of Transportation - Construction Division, (601) 359-7301, [www.gomdot.com](http://www.gomdot.com) (

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## **FIRE SPRINKLERS**

### **SCOPE OF WORK**

Unlimited Fire Suppression Systems.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### **CONTENT OUTLINE**

Subject Area	# of Items
Fire Sprinkler Systems	23
Fire Sprinkler -- Wet and Dry Chemical Systems	12
Fire Sprinkler -- Standpipe	10
Inspection, Testing and Maintenance	7
General Knowledge and Regulations	8

### **REFERENCE LIST**

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This examination is OPEN BOOK.

*The following reference materials are allowed in the examination center:*

- NFPA 13: Installation of Sprinkler Systems, 2016, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 14: Installation of Standpipe, Private Hydrant, and Hose Systems, 2013, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 17: Standard for Dry Chemical Extinguishing Systems, 2013, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 11: Standard for Low-, Medium-, and High-Expansion Foam, 2016, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 12 Standard on Carbon Dioxide Extinguishing Systems, 2015, NFPA, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)

- NFPA 25: Inspection, Testing and Maintenance of Water-Based Fire Protection Systems, 2014, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 17A: Standard for Wet Chemical Extinguishing Systems, 2013, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 2001: Standard for Clean Agent Fire Extinguishing Systems, 2015, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)

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## **FUELING SYSTEMS**

### **SCOPE OF WORK**

Installation of fuel dispensing systems and storage facilities.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### **CONTENT OUTLINE**

Subject Area	# of Items
Excavation	16
Tank Installation and Testing	14
Piping, Pumps, and Controls	5
Troubleshooting and Maintenance	4
Safety and Fire Prevention	8
Leak Detection and Monitoring Systems	3

### **REFERENCE LIST**

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This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- NFPA 30, Flammable and Combustible Liquids Code, 2015, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 30A, Code for Motor Fuel Dispensing Facilities and Repair Garages, 2015, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- RP100 UST Installation Recommended Practices for Installation of Underground Liquid Storage Systems Petroleum Equipment Institute P.O. Box 2380, Tulsa, OK 74101-2380, USA [info@pei.org](mailto:info@pei.org) Tel: (918) 494-9696 Fax: (918) 491-9895
- RP200 AST Installation Recommended Practices for Installation of Aboveground Storage Systems for Motor Vehicle Fueling, 2013, Petroleum Equipment Institute P.O. Box 2380, Tulsa, OK 74101-2380, USA [info@pei.org](mailto:info@pei.org) Tel: (918) 494-9696 Fax: (918) 491-9895
- RP400 Electrical Continuity Recommended Procedure for Testing of Electrical Continuity of Fuel-Dispensing Hanging Hardware. 2012, Petroleum Equipment Institute P.O. Box 2380, Tulsa, OK 74101-2380, Email: [info@pei.org](mailto:info@pei.org), Tel: (918) 494-9696, Fax: (918) 491-9895
- Petroleum Equipment Lexicon: The definitive dictionary of terms used in petroleum marketing operations. Petroleum Equipment Institute P.O. Box 2380, Tulsa, OK 74101-2380, Email: [info@pei.org](mailto:info@pei.org), Tel: (918) 494-9696, Fax: (918) 491-9895
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Pipe and Excavation Contracting, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com/products](http://www.craftsman-book.com/products).

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## GLASS, GLAZING, WINDOWS AND SKYLIGHTS

### SCOPE OF WORK

Limited to flat glass work in residential or commercial settings

# of Questions	% Required to Pass	Time Allowed
45	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
General Glazing	12
Glass Systems	10
Plastics/Acrylics	4
Sealant Installations	4
Safety	5
Code Requirements	10

### 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:

- *Guide to Glass & Glazing Requirements of the Model Building Codes*, 5<sup>th</sup> edition, 2016 or earlier, National Glass Association, (866)-342-5642 Ext. 127, [www.glass.org](http://www.glass.org)
- *Glass Association of North America Glazing Manual*, <http://www.syracuseglass.com/E-DOCS/Technical%20Literature/EDOCS/GANA%20Publications.pdf>
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)

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## HEAVY CONSTRUCTION

### SCOPE OF WORK

Sewer, water and gas pipelines, grading and excavation, paving and plant construction.

# of Questions	% Required to Pass	Time Allowed
100	70	4 hours

### CONTENT OUTLINE

Subject Area	# of Items
Water and Sewer	16
Gas	8
Paving	12
Excavation, Compaction and Grading	12
Safety	7
Steel	12
Piles	4
Concrete	17
Traffic Control	3
Welding	6
MS One-Call	3

### REFERENCE LIST

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This examination is OPEN BOOK.

*The following reference materials are allowed in the examination center:*

- Placing Reinforcing Bars, Recommended Practices, 2011, 9th edition, Concrete Reinforcing Steel Institute, (800) 328-6306, [www.crsi.org/](http://www.crsi.org/)
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psi.onlinestore.com](http://www.psi.onlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)

- DIPRA Installation Guide for Ductile Iron Pipe, 2015, Ductile Iron Pipe Research Association, [www.dipra.org](http://www.dipra.org)
- Pipe and Excavation Contracting, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com/products](http://www.craftsman-book.com/products).
- Pipe Welding Procedures, 1973, Hoobasar Rampaul, 0-8311-1100-3, Industrial Press, 200 Madison Avenue, NEW York, NY 10016, [www.industrialpress.com](http://www.industrialpress.com)
- Hot Mix Asphalt Paving Handbook (MAPH-2), AASHTO, 444 North Capitol Street NW, Ste 238, Washington DC 20001.
- Pipefitter's Handbook, 3rd Edition, 1967, Forest R Lindsey, Industrial Press, Inc., 200 Madison Ave., New York, NY 10016
- State of Mississippi Regulation of Excavation, Chapter 13 Regulation of Excavations Near Underground Utility Facilities, <http://www.ms1call.org/excavation.html>
- Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders, 3rd Edition, 2008, Steel Joint Institute, 234 W. Cheves Street, Florence, SC 29501, Phone: (843) 407-4091, Fax (843) 407-4044, [www.steeljoist.org](http://www.steeljoist.org).
- ASME Code for Pressure Piping - B31.8 - Gas Transmission and Distribution Piping Systems, 2014, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, [www.asme.org](http://www.asme.org)
- Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals, 2003, 3<sup>rd</sup> Edition. Post Tensioning Institute. 1717 West Northern Avenue, Ste 114 Phoenix, AZ 85021 248.848.3180
- Concrete Pipe and Box Culvert Installation, 2007, American Concrete Pipe Association, (972) 506-7216, [http://www.concrete-pipe.org/ysk\\_pdfs/installation\\_guide.pdf](http://www.concrete-pipe.org/ysk_pdfs/installation_guide.pdf)
- Mississippi Standard Specifications for Road and Bridge Construction, 2004, Mississippi Department of Transportation - Construction Division, (601) 359-7301, [www.gomdot.com](http://www.gomdot.com)
- Design and Control of Concrete Mixtures, 15<sup>th</sup> Edition, 2011, Steven H. Kosmatka, William C. Panarese, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077-1083, 847-966-6200, <http://members.cement.org/EBiz55/Bookstore/BookstoreHome.aspx>
- Formwork for Concrete, 2014, 8<sup>th</sup> Edition, M.K. Hurd, American Concrete Institute, PO Box 9094 Farmington Hills, MI 48333, 2488483700, [www.aci-int.org/](http://www.aci-int.org/)

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## HIGHWAY

### SCOPE OF WORK

Roads, highways, bridges, excavation and grading.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Paving-Asphalt	19
Piles	3
Excavation and Grading	11
Concrete Paving	7
Safety	5
MS One-Call	3
Traffic Control	2
Concrete	5
Metals	5

### 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:*

- Hot-Mix Asphalt Paving Handbook (MAPH-2), 2000, AASHTO, 444 North Capitol Street NW, Ste 249, Washington DC 20001.
- Pipe and Excavation Contracting, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com/products](http://www.craftsman-book.com/products).
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Mississippi Standard Specifications for Road and Bridge Construction, 2004, Mississippi Department of Transportation - Construction Division, (601) 359-7301, [www.gomdot.com](http://www.gomdot.com)
- State of Mississippi Regulation of Excavation, Chapter 13 Regulation of Excavations Near Underground Utility Facilities, <http://www.ms1call.org/excavation.html>

- Placing Reinforcing Bars, Recommended Practices, 2011, 9th edition, Concrete Reinforcing Steel Institute, (800) 328-6306, [www.crsi.org/](http://www.crsi.org/)
- Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals, 2003, 3<sup>rd</sup> Edition. Post Tensioning Institute. 1717 West Northern Avenue, Ste 114 Phoenix, AZ 85021 248.848.3180
- Design and Control of Concrete Mixtures, 15<sup>th</sup> Edition, 2011, Steven H. Kosmatka, William C. Panarese, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077-1083, 847-966-6200, <http://members.cement.org/EBiz55/Bookstore/BookstoreHome.aspx>
- Formwork for Concrete, 2014, 8<sup>th</sup> Edition, M.K. Hurd, American Concrete Institute, PO Box 9094 Farmington Hills, MI 48333, 2488483700, [www.aci-int.org/](http://www.aci-int.org/)

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## HVAC

### SCOPE OF WORK

All aspects of heating and cooling including fuel gas systems and appliances as well as associated equipment and ductwork.

# of Questions	% Required to Pass	Time Allowed
80	70	4 hours

### CONTENT OUTLINE

Subject Area	# of Items
Piping	4
Insulation	1
Hangers and Supports	3
Sound, Vibration and Seismic Control	1
Heating and Cooling Principles	3
Refrigerants and Refrigeration	6
Load Calculations	10
Testing, Adjusting and Balancing	1
Controls	3
A/C and Heat Pump Equipment	4
Furnaces and Heaters	4
Chimneys, Flues and Vents	3
Combustion Air	2
Fuel Gas Systems	9
LP Gas Systems	5

Ducts	10
Boilers and Hydronics	4
Machine Room	1
Evaporative Cooling	2
Safety	4

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- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
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Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- International Fuel Gas Code, 2012, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)
- HVAC Duct Construction Standards, Metal and Flexible, 2005, 3<sup>rd</sup> edition, Sheet Metal and Air Conditioning Contractors' National Association, Inc., (703) 803-2980, [www.smacna.org](http://www.smacna.org)
- Manual N - Load Calculation for Small Commercial Buildings, Fifth Edition, 2008, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300, Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
- International Mechanical Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- NFPA 58 Liquefied Petroleum Gas Code 2011 Edition, 2001, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
- Manual D, 2009, 3<sup>rd</sup> Ed, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
- Pipefitters Handbook - 3<sup>rd</sup> Edition, 1967, Forrest R. Lindsey, Library of Congress #59-14725, Industrial Press, 200 Madison Avenue, NEW York, NY 10016, [www.industrialpress.com](http://www.industrialpress.com)

- Manual J - Residential Load Calcs, reprinted 2006, Eighth Full Edition, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)

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## INSULATION

### SCOPE OF WORK

Mechanical and Duct insulation work.

# of Questions	% Required to Pass	Time Allowed
30	70	1 hour

### CONTENT OUTLINE

Subject Area	# of Items
Pipe Insulation	12
Duct Insulation	12
Safety	6

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OR

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

- International Mechanical Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org](http://www.intlcode.org)
- Commercial and Industrial Insulation Standards, 7th Edition, 2011, National Insulation Association, 99 Canal Center Plaza, Suite 222 Alexandria, Virginia 22314, (703) 683-6422 | Fax (703) 549-4838.

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- Simplified Irrigation Design, 2<sup>nd</sup> Ed, 1995, Pete Melby, John Wiley and Sons, 605 Third Ave, New York, NY 10158, (201) 748-6000, [www.wiley.com](http://www.wiley.com).

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## IRRIGATION SYSTEMS

### SCOPE OF WORK

Unlimited irrigation systems and related components.

# of Questions	% Required to Pass	Time Allowed
40	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Piping and Valves	14
Layout, Plans and Specifications	10
Sprinkler Heads	6
Controls and wiring	6
Excavation, Compaction and Grading	2
Pumps	2

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**The following reference materials are allowed in the examination center:**

## LANDSCAPING

### SCOPE OF WORK

Unlimited landscaping, planting and groundcover EXCLUDING irrigation.

# of Questions	% Required to Pass	Time Allowed
40	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Trees and Shrubs	8
Grass and Groundcover	10
Drainage and Grading	7
Hardscaping	6
Regional Plants	5
Soils and Amendments	4

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This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- Tough-As-Nails Flowers for the South, 2003 University Press of Mississippi 3825 Ridgewood Road, Jackson, MS 39211-6492, Phone #601-432-6205, 800-737-7788, Fax# 601-432-6217, or email [press@ihl.state.ms.us](mailto:press@ihl.state.ms.us).
- Landscape Construction, 2011, David Sauter, Delmar/Thomson Learning P.O. Box 6904, Florence, KY 41022-6904, [www.delmar.com](http://www.delmar.com)





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## LATHING, PLASTERING AND STUCCO

### SCOPE OF WORK

Installation of lath, plaster, drywall, stucco and associated work.

# of Questions	% Required to Pass	Time Allowed
45	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Safety	5
Surface Preparation and Setup	10
Drywall	5
Stucco	5
Application and Installation	8
Base and Finish Coat	7
Plaster and Lathe	5

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*The following reference materials are allowed in the examination center:*

- Plastering Skills, 1984, F. Van Den Branden and Thomas L. Hartsell, 0-8269-0657-5, American Technical Publishers, Inc., 1115 W 175th St. Homewood, IL 60430
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psiolinestore.com](http://www.psiolinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)

- 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)
- Portland Cement Plaster (Stucco) Manual, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077

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## MASTER ELECTRICIAN

### SCOPE OF WORK

Unlimited Electrical work.

# of Questions	% Required to Pass	Time Allowed
80	70	3 hours

### CONTENT OUTLINE

Subject Area	# of Items
General Electrical Knowledge	6
Service, Feeders, and Branch Circuits	10
Grounding and Bonding	7
Conductors and Cables	10
Raceways and Boxes	7
Special Occupancies and Equipment	7
Electrical Power	6
Motors	6
Low Voltage	2
Lighting	3
Illuminated Signs	2
Fire Detection and Alarm Systems	3
Safety Information	5
Overcurrent Protection	6



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*The following reference materials are allowed in the examination center:*

- National Electrical Code, NEC, 2014, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
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Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, [www.psiolinestore.com](http://www.psiolinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- *Ugly's Electrical References*, George V. Hart, 2008, 2011, or 2014 edition, Jones and Bartlett, (800) 832-0034, [www.uglys.net](http://www.uglys.net)

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## MECHANICAL CONTRACTOR

### SCOPE OF WORK

All aspects of heating, cooling, refrigeration and associated equipment piping and ductwork as well as plumbing work.

# of Questions	% Required to Pass	Time Allowed
100	70	4 hours

## CONTENT OUTLINE

Subject Area	# of Items
Boilers and Hydronics	6
Gas Systems	10
Cleanouts	3
Plumbing Fixtures and Equipment	5
Water Heaters	2
Piping, valves, controls	5
Sheet Metal and Ducts	6
Water Supply	5
Hangers and Supports	4
Drain, Waste, and Vent	5
Backflow	2
Traps and Interceptors	4
Developed length	3
Isometric Analysis	8
Safety	4
Joints and Connections	3
General Plumbing Regulations	3
Fire Sprinklers	4
Refrigerants and Refrigeration	4
Heating and Cooling Principles	4
Load Calculations	5
Testing, Adjusting and Balancing	1
HVAC Equipment	4

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- HVAC Duct Construction Standards, Metal and Flexible, 2005, 3<sup>rd</sup> edition, Sheet Metal and Air Conditioning Contractors' National Association, Inc., (703) 803-2980, [www.smacna.org](http://www.smacna.org)





- Manual N - Load Calculation for Small Commercial Buildings, Fifth Edition, 2008, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300, Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
- International Mechanical Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- International Plumbing Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- NFPA 58: Liquefied Petroleum Gas Code 2011 Edition, 2001, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 13: Installation of Sprinkler Systems, 2002, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- ACCA Ductulator, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
- Manual D, 2009, 3<sup>rd</sup> Ed, Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300. Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
- Pipefitters Handbook - 3rd Edition, 1967, Forrest R. Lindsey, Library of Congress #59-14725, Industrial Press, 200 Madison Avenue, NEW York, NY 10016, [www.industrialpress.com](http://www.industrialpress.com)

Underground Utilities-Concrete Pipe Installation	7
Underground Utilities-Ductile Pipe Installation	7
MS One-Call	3

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- The Contractor's Guide to Quality Concrete Construction - 3rd Edition, 2005, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org).
- Placing Reinforcing Bars, Recommended Practices, 2011, 9th edition, Concrete Reinforcing Steel Institute, (800) 328-6306, [www.crsi.org](http://www.crsi.org)
- Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [http://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](http://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psonlinestore.com](http://www.psonlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- DIPRA Installation Guide for Ductile Iron Pipe, 2015, Ductile Iron Pipe Research Association, [www.dipra.org](http://www.dipra.org)
- Concrete Pipe and Box Culvert Installation, 2007, American Concrete Pipe Association, (972) 506-7216, [http://www.concrete-pipe.org/ysk\\_pdfs/installation\\_guide.pdf](http://www.concrete-pipe.org/ysk_pdfs/installation_guide.pdf)
- Pipe and Excavation Contracting, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com/products](http://www.craftsman-book.com/products).
- Formwork for Concrete, 2014, 8<sup>th</sup> Edition, M.K. Hurd, American Concrete Institute, PO Box 9094 Farmington Hills, MI 48333, [www.aci-int.org](http://www.aci-int.org)
- Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals, 2003, 3<sup>rd</sup> Edition. Post Tensioning Institute. 1717 West Northern Avenue, Ste 114 Phoenix, AZ 85021 248.848.3180
- Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders, 3rd Edition, 2008, Steel Joint Institute, 234 W. Cheves Street, Florence, SC 29501, Phone: (843) 407-4091, Fax (843) 407-4044, [www.steeljoist.org](http://www.steeljoist.org).
- State of Mississippi Regulation of Excavation, Chapter 13 Regulation of Excavations Near Underground Utility Facilities, <http://www.ms1call.org/excavation.html>

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## MUNICIPAL

### SCOPE OF WORK

Water and Sewer pipelines and plants, associated excavation, grading and paving.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Excavation, Compaction and Grading	8
Safety	7
Steel	10
Concrete	15
General Knowledge	3



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## PAINTING AND WALL COVERING

### SCOPE OF WORK

Unlimited wallcovering and surface preparation.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Materials	8
Surface Preparation	12
Application	7
Tools	6
Problems and Prevention	4
Safety	5
Drywall	5
Color	3

### 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:*

- Painting & Decorating Craftsman's Manual and Textbook - Eighth Edition, 1995, 0-915050-00-5, Painting and Decorating Contractors of America, 3913 Old Lee Highway, Suite 33-B, Fairfax, VA 22030
  - 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- 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)

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## PLUMBING

### SCOPE OF WORK

Unlimited commercial and residential plumbing NOT including fuel gas or boiler systems.

# of Questions	% Required to Pass	Time Allowed
70	70	3 hours

### CONTENT OUTLINE

Subject Area	# of Items
General Plumbing Regulations	4
Safety	4
Cleanouts	4
Fixtures and Equipment	5
Water Heaters	2
Piping, valves, controls	3
Water Supply	6
Hangers and Supports	3
Drain, Waste, and Vent	15
Backflow	3
Traps and Interceptors	4
Developed length	2
Isometric Analysis	12
Joints and Connections	3

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**The following reference materials are allowed in the examination center:**

- International Plumbing Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Mathematics for Plumbers and Pipefitters, Lee Smith, 8th Edition, 2013, [www.cengage.com](http://www.cengage.com).

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## PROCESS PIPING

### SCOPE OF WORK

Specialized and industrial piping installation and maintenance, including associated components.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Joining Methods	10
Pipe Fitting	7
Safety	7
Reading Drawings	2
Codes	5
Materials and Components	8
Process Equipment	4
Insulation	2
Pipe Supports	3
Line Labeling	2

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**The following reference materials are allowed in the examination center:**

- ASME A13.1: Scheme for the Identification of Piping Systems, 2015, American Society of Mechanical Engineers Three Park Avenue, New York, NY 10065 (800) 843-2763 [www.asme.org](http://www.asme.org)
- ASME B31.1-2001 Power Piping, ASME Code for Pressure Piping, 2014, American Society of Mechanical Engineers Three Park Avenue, New York, NY 10065 (800) 843-2763 [www.asme.org](http://www.asme.org)
- ASME B31.3-2002 Process Piping, 2014, ASME American Society of Mechanical Engineers Three Park Avenue, New York, NY 10065 (800) 843-2763 [www.asme.org](http://www.asme.org)
- Facility Piping Systems Handbook, 2010, 3<sup>rd</sup> edition, [www.mcgraw-hill.com](http://www.mcgraw-hill.com).
- Modern Welding, 2013, 11th Edition, Althouse/Turnquist/Bowditch 978-1-60525-795-2, The Goodheart-Willcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243, (800) 323-0440, [www.g-w.com](http://www.g-w.com)
- Pipefitters Handbook, 1967, Forrest R. Lindsey, Industrial Press 200 Madison Avenue, New York, NY 10016 8885287852, [www.industrialpress.com/](http://www.industrialpress.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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
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## REFRIGERATION

### SCOPE OF WORK

Unlimited commercial and industrial refrigeration.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Refrigeration and Refrigerants	15
Piping and Tubing	6
Components	10
Controls, Valves and Wiring	9
Tests, Inspections and Maintenance	6
Safety	4

### REFERENCE LIST

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*The following reference materials are allowed in the examination center:*

- International Mechanical Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
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Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, [www.psiionlinestore.com](http://www.psiionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Industrial Refrigeration Handbook, Wilbert F. Stoecker, 1995, McGraw-Hill
- Modern Refrigeration and Air Conditioning, Althouse, Turnquist, Bracciano, 19<sup>th</sup> or 20<sup>th</sup> edition, Goodheart-Willcox, [www.g-w.com](http://www.g-w.com)

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## REMODELING

### SCOPE OF WORK

Unlimited (structural) remodeling and repair work, and roof coverings.

# of Questions	% Required to Pass	Time Allowed
60	70	135 minutes

### CONTENT OUTLINE

Content Area	# Items Test
Safety	6
Windows and Doors	3
Rough Carpentry	11
Finish Carpentry	11
Siding	3
Drywall	2
Concrete	7
Masonry	7
Roofing - Residential and Commercial	10

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**OR**  
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, [www.psiionlinestore.com](http://www.psiionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Carpentry and Building Construction*, 2010 or 2016 (Student Edition), John L. Feirer and Mark D. Feirer, McGraw-Hill, [www.mheducation.com](http://www.mheducation.com)





- Finish Carpenter's Manual, Jim Tolpin, 1993, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com](http://www.craftsman-book.com)
- International Building Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- Design and Control of Concrete Mixtures, 15<sup>th</sup> Edition, 2011, Steven H. Kosmatka, William C. Panarese, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077-1083, 847-966-6200, <http://members.cement.org/EBiz55/Bookstore/BookstoreHome.aspx>
- 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)

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## RESIDENTIAL BUILDER

### SCOPE OF WORK

Residential 1 and 2 family not over 3 stories.

# of Questions	% Required to Pass	Time Allowed
80	70	3 hours

### CONTENT OUTLINE

Subject Area	# of Items
Site work, Footings and Foundations	11
Concrete and Concrete Reinforcement	8
Masonry	8
Carpentry	13
Associated Trades and Drywall	6
Roofing	7
Estimating, Plan Reading and General Code Requirements	18
OSHA Safety	5
Licensing	4

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This examination is OPEN BOOK.

**The following reference materials are allowed in the examination center:**

- International Residential Code, 2012 edition, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psonlinestore.com](http://www.psonlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- The Contractor's Guide to Quality Concrete Construction - 3rd Edition, 2005, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org)
- 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)
- *Carpentry and Building Construction*, 2010 or 2016 (Student Edition), John L. Feirer and Mark D. Feirer, McGraw-Hill, [www.mheducation.com](http://www.mheducation.com)
- 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)
- Pipe and Excavation Contracting, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com/products](http://www.craftsman-book.com/products).
- Roofing Construction & Estimating -, 1995, Daniel Atcheson, 1-57218-007-2, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, [www.craftsman-book.com/cbcstore/](http://www.craftsman-book.com/cbcstore/)
- Rules and Regulations Residential Contractors Mississippi State Board of Contractors P.O. Box 320279, Jackson, MS 39232-0279 215 Woodline Drive, Suite B, Jackson, MS 39232

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## RESIDENTIAL ROOFER

### SCOPE OF WORK

Residential 1 and 2 family not over 3 stories.

# of Questions	% Required to Pass	Time Allowed
60	70%	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Materials	18
Installation of Roof Coverings	21
Roof Drainage	6
Rooftop Structures	9
Safety	6

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- International Residential Code, 2012 edition, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)
- Roofing Construction & Estimating -, 1995, Daniel Atcheson, 1-57218-007-2, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, [www.craftsman-book.com/cbcstore/](http://www.craftsman-book.com/cbcstore/)
- 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\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_stand_group?p_toc_level=1&p_part_number=1926)  
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Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- NRCA Roofing Manual: Steep Slope Roof Systems, 2013 or 2017, The National Roofing Contractors Association, (847) 299-9070, [www.nrca.net](http://www.nrca.net) (Only the 2017 version can be used after 9/1/2018)
- International Building Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)

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## ROOFING, SHEET METAL AND SIDING

### SCOPE OF WORK

Unlimited Roofing and Siding installation and repair.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Safety	6
Roofing - Substrate	8
Roofing - Steep	17
Roofing Repairs	4
Roofing - Elastomeric	7
Roofing - Built - up Bituminous	7
Siding - General Knowledge	8
Sheet Metal and Flashing	3

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- NRCA Roofing Manual: Metal Panel and SPF Roof Systems, 2016, The National Roofing Contractors Association, (847) 299-9070, [www.nrca.net](http://www.nrca.net)



- NRCA Roofing Manual: Membrane Roofing Systems, 2015 The National Roofing Contractors Association, (847) 299-9070, [www.nrca.net](http://www.nrca.net)
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psiolinestore.com](http://www.psiolinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Standard Practice for Installation of Rigid Poly(Vinyl Chloride) (PVC) Siding and Soffit - ASTM D 4756 - 96, 2006, American Society for Testing and Materials, 100 Barr Harbor Drive West Conshocken, PA 194282959, 6108329585, [www.astm.org](http://www.astm.org)
- Roofing Construction and Estimating, Daniel Atcheson, 1995, Craftsman Book Company
- *Carpentry and Building Construction*, 2010 or 2016 (Student Edition), John L. Feirer and Mark D. Feirer, McGraw-Hill, [www.mheducation.com](http://www.mheducation.com)
- International Building Code, 2012, International Code Council, 5203 Leesburg Pike, Suite 600 Falls Church, VA 22041, 7039314533, [www.intlcode.org/](http://www.intlcode.org/)

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## SIGN ERECTION

### SCOPE OF WORK

Sign wiring, installation and erection.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Electrical	30
Safety	10
Installation	10

### REFERENCE LIST

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This examination is OPEN BOOK.

*The following reference materials are allowed in the examination center:*

- National Electrical Code, NEC, 2014, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psiolinestore.com](http://www.psiolinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Engineering Sign Structures: An Introduction to Analysis and Design, 2006, Benjamin Jones, ST Publications, 407 Gilbert Avenue, Cincinnati, OH 45202, [www.stpubs.com](http://www.stpubs.com)
- Neon Installation Guide, 2002, Northeast States Sign Association, Northeast States Sign Council, 532 Ashley Falls Rd., Canaan, CT 06018, [www.neoninstallationguide.com](http://www.neoninstallationguide.com)

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## STRUCTURAL STEEL

### SCOPE OF WORK

Placement and Installation of Structural and Reinforcing Steel.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Post-tensioning	10
Reinforcing Steel	10
Safety - OSHA Subpart R	7
Safety - General	6



Steel Decks	7
Steel Joists and Girders	20

## 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:*

- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psionlinestore.com](http://www.psionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Training and Certification of Field Personnel for Unbonded Post-Tensioning - Level 1 Field Fundamentals, 2003, 3<sup>rd</sup> Edition. Post Tensioning Institute, 1717 West Northern Avenue, Ste 114 Phoenix, AZ 85021 248.848.3180
- Placing Reinforcing Bars, Recommended Practices, 2011, 9th edition, Concrete Reinforcing Steel Institute, (800) 328-6306, [www.crsi.org/](http://www.crsi.org/)
- Technical Digest No. 9 - Handling and Erection of Steel Joists and Joist Girders, 3rd Edition, 2008, Steel Joint Institute, 234 W. Cheves Street, Florence, SC 29501, Phone: (843) 407-4091, Fax (843) 407-4044, [www.steeljoist.org](http://www.steeljoist.org).
- Manual of Construction with Steel Deck, 2006, Steel Deck Institute, P.O. Box 25, Fox River Grove, IL 60021, [www.sdi.org](http://www.sdi.org)

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## SWIMMING POOLS

### SCOPE OF WORK

Unlimited pool and spa installation, maintenance and servicing, except for solar pool heating.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Filtration/Circulation Systems	14
Maintenance and Operation	12
Accessories and Associated Trades	8
Concrete, Shotcrete and Gunite	10
Design	16

### REFERENCE LIST

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This examination is OPEN BOOK.

*The following reference materials are allowed in the examination center:*

- Guide to Shotcrete, American Concrete Institute, PO Box 9094 Farmington Hills, MI 48333, 2488483700, [www.aci-int.org/](http://www.aci-int.org/)
- The Contractor's Guide to Quality Concrete Construction - 3rd Edition, 2005, American Concrete Institute, (248) 848-3700, [www.concrete.org](http://www.concrete.org).
- The Ultimate Pool Maintenance Manual: Spas, Pools, Hot Tubs, Rockscapes and Other Water Features, 2007, Terry Tamminen, 0-07-136239-8, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)
- ANSI/NSPI-1 Standard for Public Swimming Pools, 2014, National Spa and Pool Institute, 2111 Eisenhower Avenue, Alexandria, VA 22314
- ANSI/NSPI-5 American National Standard for Residential Inground Swimming Pools, 2011, National Spa and Pool Institute, 2111 Eisenhower Avenue, Alexandria, VA 22314
- ANSI/NSPI-2 Standard for Public Spas, 1999, National Spa and Pool Institute, 2111 Eisenhower Avenue, Alexandria, VA 22314
- ANSI/NSPI-3 - Standard for Permanently Installed Residential Spas, 2014, National Spa and Pool Institute, 2111 Eisenhower Avenue, Alexandria, VA 22314

- Certified Pool-Spa Operators Handbook, 2006, National Swimming Pool Foundation, 10803 Gulfdale Suite 300, San Antonio, TX 78216, (516) 623-3447, [www.nspf.com](http://www.nspf.com)
- Circulation System Components and related materials for swimming pools, spas/hot tubs, 2015, American National Standards Institute, 1819 L Street NW Washington, DC 20036, 2126424980, [www.ansi.org](http://www.ansi.org)

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- ANSI A108/A118/A136.1:2017, *American National Standard Specifications for the Installation of Ceramic Tile*, 2017, American National Standards Institute, 1899 L Street NW, Washington, DC 20036, 212-642-4980 <https://webstore.ansi.org>
- Craft Training for the Tile Professional - Tub Surrounds, National Tile Contractors Association P.O. Box 13629, Jackson, Mississippi 39236, 601-939-2071 601-932-6117
- Tilesetting Workbook (TILE)

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## TILE AND MARBLE

### SCOPE OF WORK

Surface preparation and application of stone, ceramic or similar materials.

# of Questions	% Required to Pass	Time Allowed
40	70	1 hour and 30 minutes

### CONTENT OUTLINE

Subject Area	# of Items
Surface Preparation	12
Installation and Adhesives	22
Grout and Finishing	6

### 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:*

- Setting Tile, 1995, John Byrne, The Taunton Press 63 South Main St., P.O. Box 5506, Newtown, CT 06470-5506, 2034268171 2034263434
- Builders Guide to Floors, McGraw-Hill P.O. Box 182605, Columbus, OH 43218-2605 8003383937 6147593644

## TRANSMISSION/DISTRIBUTION LINES

### SCOPE OF WORK

Underground and Overhead electrical transmission lines.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Transformers	6
Electrical Knowledge	5
Conductors	5
Overhead Lines	7
Underground Lines	4
Equipment and Safety	8
Grounding Methods	3
Service Drops and Laterals	4
Poles and Structures	4
Electric Supply Stations	4

### REFERENCE LIST

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This examination is OPEN BOOK.



The following reference materials are allowed in the examination center:

- National Electrical Safety Code 2012, Institute of Electrical Electronics Engineers, Inc., 345 East 47th Street, New York, NY 10017-2394
- National Electrical Code, NEC, 2014, National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- 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\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_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, [www.psiionlinestore.com](http://www.psiionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- Lineman's and Cableman's Handbook, Shoemaker and Mack, 12th Edition, 2011, McGraw Hill, 800-262-4729, [shop.mcgraw-hill.com](http://shop.mcgraw-hill.com)
- *Ugly's Electrical References*, George V. Hart, 2008, 2011, or 2014 edition, Jones and Bartlett, (800) 832-0034, [www.uglys.net](http://www.uglys.net)

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## UNDERGROUND UTILITIES

### SCOPE OF WORK

Water, sewer and gas pipelines plus excavation, grading and paving.

# of Questions	% Required to Pass	Time Allowed
50	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Safety-Code of Federal Regulations	6
General Knowledge	4
Underground Utilities-Concrete Pipe Installation	9
Underground Utilities-Ductile Pipe Installation	9
Excavating and Grading	7
Welding	4
Underground Utilities -- Gas	8
MS One-Call	3

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OR  
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, [www.psiionlinestore.com](http://www.psiionlinestore.com), (866) 589-3088 (See order form at the end of the Candidate Information Bulletin.)
- DIPRA Installation Guide for Ductile Iron Pipe, 2015, Ductile Iron Pipe Research Association, [www.dipra.org](http://www.dipra.org)
- Concrete Pipe and Box Culvert Installation, 2007, American Concrete Pipe Association, (972) 506-7216, [http://www.concrete-pipe.org/yks\\_pdfs/installation\\_guide.pdf](http://www.concrete-pipe.org/yks_pdfs/installation_guide.pdf)
- Pipe and Excavation Contracting, Dave Roberts, 2011, Craftsman Book Company, (800) 829-8123, [www.craftsman-book.com/products](http://www.craftsman-book.com/products)
- State of Mississippi Regulation of Excavation, Chapter 13 Regulation of Excavations Near Underground Utility Facilities, <http://www.ms1call.org/excavation.html>
- ASME Code for Pressure Piping - B31.8 - Gas Transmission and Distribution Piping Systems, 2014, American Society of Mechanical Engineers, Three Park Avenue, New York, NY, 10065, 8008432763, [www.asme.org](http://www.asme.org)
- Pipe Welding Procedures, Hoobasar Rampaul, 2003, Industrial Press, 200 Madison Ave., New York, NY 10016

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## WELDING

### SCOPE OF WORK

Unlimited Welding Work.

# of Questions	% Required to Pass	Time Allowed
60	70	2 hours

### CONTENT OUTLINE

Subject Area	# of Items
Oxyacetylene Welding and Cutting	11
Blueprint and Plan Reading	6
Brazing	5
Pipe Welding	6
Materials	10
SMAW	9
GTAW	9
Testing and Inspection	4

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*The following reference materials are allowed in the examination center:*

- Modern Welding, 2013, 11th Edition, Althouse/Turnquist/Bowditch/Bowditch, 978-1-60525-795-2, The Goodheart-Willcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243, (800) 323-0440, [www.g-w.com](http://www.g-w.com)
- Pipe Welding Procedures, 2003, Hoobasar Rampaul, 0-8311-1100-3, Industrial Press, 200 Madison Avenue, New York, NY 10016, [www.industrialpress.com](http://www.industrialpress.com)

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## LICENSE APPLICATION INSTRUCTIONS

- Upon passing the examination and meeting all the licensing requirements, the Board will review applications on a quarterly basis. Successful candidates will receive their Certificate of Responsibility or Residential Builder's License approximately one week after approval by the Board.
- The Board will only review applications that are complete and include the examination scores.
- Board meetings currently are held in January, April, July, and October.

Candidates will not be eligible to receive their certificate or license until the application has been on file with the Board for a minimum of 30 days.



To order go to [www.pSIONlinestore.com](http://www.pSIONlinestore.com)  
Or call the PSI Online Store toll-free at (866) 589-3088

Note: prices are available online at [www.pSIONlinestore.com](http://www.pSIONlinestore.com)

<input type="checkbox"/>	29 CFR Part 1926 Selections
<input type="checkbox"/>	Carpentry and Building Construction
<input type="checkbox"/>	NASCLA Contractors Guide to Business, Law and Project Management - Mississippi
<input type="checkbox"/>	Fire Alarm Signaling Systems
<input type="checkbox"/>	NFPA 70 - National Electrical Code
<input type="checkbox"/>	NFPA 72 - National Fire Alarm Code
<input type="checkbox"/>	NFPA 13: Installation of Sprinkler Systems
<input type="checkbox"/>	NFPA 17: Standard for Dry Chemical Extinguishing Systems
<input type="checkbox"/>	NFPA 25: Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
<input type="checkbox"/>	Landscape Construction
<input type="checkbox"/>	Landscaping Principles and Practices
<input type="checkbox"/>	Lineman's and Cableman's Handbook
<input type="checkbox"/>	The Ultimate Pool Maintenance Manual: Spas, Pools, Hot Tubs, Rockscapes and Other Water Features
<input type="checkbox"/>	Low Voltage Wiring Security/Fire Alarm Systems
<input type="checkbox"/>	American Electricians' Handbook
<input type="checkbox"/>	HVAC Pump Handbook
<input type="checkbox"/>	Modern Hydronic Heating for Residential and Light Commercial Buildings
<input type="checkbox"/>	Modern Masonry - Brick, Block, Stone
<input type="checkbox"/>	Industrial Refrigeration Handbook
<input type="checkbox"/>	Mathematics for Plumbers and Pipefitters
<input type="checkbox"/>	International Building Code
<input type="checkbox"/>	International Plumbing Code
<input type="checkbox"/>	International Mechanical Code
<input type="checkbox"/>	International Fuel Gas Code
<input type="checkbox"/>	International Residential Code
<input type="checkbox"/>	Design and Control of Concrete Mixtures
<input type="checkbox"/>	Pipe and Excavation Contracting
<input type="checkbox"/>	Ugly's Electrical References



# EXAM ACCOMMODATIONS OR OUT-OF-STATE 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.

### 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 or ID#: \_\_\_\_\_

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)
- Extended time  
(Additional time requested: \_\_\_\_\_)
- Reader (as accommodation for learning disability)
- Other \_\_\_\_\_
- Large-print written examination \_\_\_\_\_
- \*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 licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121