NEW JERSEY STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

ELECTRICAL CONTRACTOR LICENSURE EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at https://test-takers.psiexams.com/njel

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Updated 11/10/2022
Before registering for an examination, make sure that you have reviewed the following checklist.

- You must get authorization from the New Jersey State Board of Examiners of Electrical Contractors (the Board) to take your initial examination. Go to http://www.njconsumeraffairs.gov/elec/Pages/applications.aspx for the application process. If you have additional questions call (973) 504-6410.
- Upon approval from the Board, you will be sent an Examination Eligibility Notice, along with instructions for paying and scheduling the examination.
- You must pass the Electrical Contractor, Alarm Systems Electrical Contractor, and Business and Law examinations to qualify to be licensed as a New Jersey Electrical Contractor.

If you are approved to test prior to March 16, 2015 the following rules apply to you:
- If you fail one or more portions, you must wait 6 months between attempts.

If you are approved to test on or after March 16, 2015, the following rules apply to you:
- If you are taking an examination for the first time, you will be required to take all three examinations on the same day. You must take the first attempt within 2 years from the eligibility date.
- If you fail one or more examinations, you only need to retake the failed examination(s).
- If you fail one or more examinations on the first or second attempt, you must wait 6 months from the previous testing date before taking the next attempt.
- You must pass all 3 required examinations within three attempts.
- If you do not pass the 3 required examinations within 5 years from the eligibility date, you will need to re-apply with the Board.

Schedule for your examination:

- Upon approval from the Board, you are responsible for contacting PSI to pay for and schedule for the examination. You may either schedule via the Internet at https://test-takers.psiexams.com/njel, or schedule over the telephone at (855) 340-3713.

Take your examination:

- Must bring one form of identification, which bears your signature and has 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.
- Please arrive 30 minutes prior to appointment.

After your examination:

- You will receive your results upon completion.
- Your results will be transmitted to the Board.
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▪ You must pass all 3 required examinations within three attempts.
▪ If you do not pass the 3 required examinations within 5 years from the eligibility date, you will need to re-apply with the Board.

**EXAMINATION PAYMENT AND SCHEDULING PROCEDURES**

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

<table>
<thead>
<tr>
<th>Examination</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Contracting</td>
<td>$84</td>
</tr>
<tr>
<td>Business and Law</td>
<td>$47</td>
</tr>
<tr>
<td>Alarm Systems</td>
<td>$49</td>
</tr>
</tbody>
</table>

**NOTE:** EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.
ONLINE (https://test-takers.psiexams.com/njel)

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI’s registration Website: Click Here or on the email confirmation you received from PSI.

1. Select TESTS to create an account.

2. Select the examination and you are ready to create an account. Select LOGIN/REGISTER.

3. You will be prompted to CREATE AN ACCOUNT with PSI. Enter the NJ_Trades_ID_Number for the ID. The first and last name must match exactly with your current, valid, government-issued ID.

   ID *

   First Name *

   Middle Name

   Email *

   Password *

   Confirm Password *

   Last Name *

   Generation

   Your password must contain:
   • At least one capital letter A-Z
   • At least one lower case letter a-z
   • At least one number 0-9
   • At least one special character !@#$%^&*()_+
   • At least 8 and up to 32 characters
4. Enter the “City or Postal Code” and select FIND.

5. Select a date and time to book an appointment.

6. You are now ready to pay.

7. Once payment has been made you will receive a message confirming the test center, booked date, and booked time.
**TELEPHONE**

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

PSI registrars are available at (855) 340-3713, 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.

**RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT**

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. Please use the PSI Website or call PSI at (855) 340-3713.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

**MISSING APPOINTMENT OR LATE CANCELLATION**

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

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

**REASONABLE ACCOMMODATIONS (ADA)**

All PSI 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here.

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

**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 via telephone and email. However, you may check the status of your examination schedule by calling (855) 340-3713. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

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**EXAMINATION SITE LOCATIONS**

Candidates must test at a PSI site in New Jersey.

**BRICK**

260 CHAMBERS BRIDGE ROAD, FIRST FLOOR
BRICK, NJ 08723

**CHERRY HILL**

950 N. KINGS HWY, SUITE 301
CHERRY HILL, NJ 08034

**HAMILTON SQUARE AREA**

IBIS PLAZA SOUTH
3525 QUAKER BRIDGE ROAD, SUITE 1000
HAMILTON TOWNSHIP, NJ 08619
FROM I-95 S, TAKE EXIT #9/NJ/NEW BRUNSWICK (US-1)/EAST BRUNSWICK ONTO RT-18 N TOWARD NEW BRUNSWICK (US-1)/PRINCETON/TRENTON/TOWER CENTER BLVD. TAKE RAMP ONTO US-1 TOWARD TRENTON. TAKE RAMP ONTO CR-533 S TOWARD PROVINCE LINE RD/(QUAKER BRIDGE RD)/(QUAKER BRIDGE RD.

**NORTH BRUNSWICK**

1440 HOWE LANE, SUITE 2E
NORTH BRUNSWICK TOWNSHIP, NJ 08902
FROM US-130 S., TAKE ADAMS LN AND NJ-91 N/JERSEY AVE TO HOW LN IN NEW BRUNSWICK.

**NEW PROVIDENCE**

MURRAY HILL OFFICE CENTER
571 CENTRAL AVENUE, SUITE 117
NEW PROVIDENCE, NJ 07974
FROM: ROUTE 78 WESTBOUND. TAKE EXIT 43 ONTO DIAMOND HILL ROAD. AT THE SECOND STOPLIGHT, TURN RIGHT ON MOUNTAIN AVENUE. TURN LEFT AT THIRD LIGHT, SOUTH STREET. TURN LEFT AT THE NEXT TRAFFIC LIGHT ON CENTRAL AVENUE. THE MURRAY HILL OFFICE CENTER, 571 CENTRAL AVENUE, WILL BE ON YOUR RIGHT.

FROM: ROUTE 78 EASTBOUND. TAKE EXIT 44 TO TRAFFIC LIGHT. TURN LEFT ONTO GLENSIDE AVENUE PROCEED TO THE NEXT LEFT TURN UNDER ROUTE 78 TOWARD NEW PROVIDENCE, AS THE ROAD BECOMES SOUTH STREET. CONTINUE TO THE SECOND LIGHT AND TURN LEFT ONTO CENTRAL AVE. THE MURRAY HILL OFFICE CENTER, 571 CENTRAL AVENUE, WILL BE ON YOUR RIGHT.

FROM: NEW JERSEY TURNPIKE. TAKE EXIT 14, STAY TO THE LEFT THROUGH THE TOLL. FOLLOW SIGNS FOR ROUTE 78 - EXPRESS WESTBOUND. FOLLOW SAME AS ABOVE FOR ROUTE 78 WESTBOUND.

FROM: GARDEN STATE PARKWAY SOUTH. TAKE EXIT 142 AND FOLLOW THE SIGNS FOR ROUTE 78 WEST. FOLLOW SAME AS ABOVE FOR ROUTE 78 WESTBOUND.

FROM: GARDEN STATE PARKWAY NORTH. TAKE EXIT 142B AND FOLLOW THE SIGNS FOR ROUTE 78 WEST. FOLLOW SAME AS ABOVE FOR ROUTE 78 WESTBOUND.
On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.

REQUIRED IDENTIFICATION

Candidates need to provide one (1) form of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFICATION (with photo) - Choose One

- State issued driver’s license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

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

If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will have access to an online calculator.
- You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates 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. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. In the event you are asked to remove the outerwear, appropriate
attire, such as a shirt or blouse should be worn underneath.
- 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.

**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**

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

**EXAMINATION REVIEW**

PSI, in cooperation with the Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the top of the test question screen.

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

**SCORE REPORTING**

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

- If you pass, you will receive a successful score report.
- If you do not pass, you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report.

**DUPLICATE SCORE REPORTS**

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or call (855) 340-3713.

**NON-SCORED QUESTIONS**

Your examination contains non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored and time to answer them has been added to the total time allowed.

The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.
EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINES

ELECTRICAL CONTRACTOR EXAMINATION

Scope - An Electrical Contractor may engage in the business of contracting to install, erect, repair or alter electrical equipment for the generation, transmission or utilization of electrical energy.

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Total Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>70% (70 correct)</td>
<td>*260 Minutes</td>
</tr>
</tbody>
</table>

*Effective June 1, 2017, the number of experimental items will decrease; total time allowed will also decrease to 255 minutes.

CONTENT OUTLINE

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># Items Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Electrical Knowledge</td>
<td>10</td>
</tr>
<tr>
<td>Raceways and Enclosures</td>
<td>10</td>
</tr>
<tr>
<td>Services, Feeders, and Branch Circuits</td>
<td>10</td>
</tr>
<tr>
<td>Overcurrent Protection</td>
<td>5</td>
</tr>
<tr>
<td>Conductors and Cables</td>
<td>9</td>
</tr>
<tr>
<td>Grounding and Bonding</td>
<td>16</td>
</tr>
<tr>
<td>Equipment for General Use</td>
<td>9</td>
</tr>
<tr>
<td>Special Occupancies</td>
<td>5</td>
</tr>
<tr>
<td>Special Equipment and Conditions</td>
<td>5</td>
</tr>
<tr>
<td>Motors and Controls</td>
<td>12</td>
</tr>
<tr>
<td>Low Voltage and Communications Circuits</td>
<td>6</td>
</tr>
<tr>
<td>Safety</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

NFPA 70 National Electrical Code, 2020 Edition. This code book will be provided to you at the test center. You may not write, highlight, underline, and/or index on the reference. You may not use your copy of the NEC reference book.

BUSINESS AND LAW EXAMINATION

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Total Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>70% (35 correct)</td>
<td>130 Minutes</td>
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</tbody>
</table>

CONTENT OUTLINE

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># Items Test</th>
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</thead>
<tbody>
<tr>
<td>Business Organization</td>
<td>2</td>
</tr>
<tr>
<td>Licensing</td>
<td>5</td>
</tr>
<tr>
<td>Estimating and Bidding</td>
<td>7</td>
</tr>
<tr>
<td>Contract Management</td>
<td>8</td>
</tr>
<tr>
<td>Project Management</td>
<td>5</td>
</tr>
<tr>
<td>Risk Management</td>
<td>4</td>
</tr>
<tr>
<td>Safety</td>
<td>4</td>
</tr>
<tr>
<td>Labor Law</td>
<td>4</td>
</tr>
<tr>
<td>Financial Management</td>
<td>5</td>
</tr>
<tr>
<td>Tax Law</td>
<td>3</td>
</tr>
<tr>
<td>Lien Law</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

This examination is OPEN BOOK.

The following reference material will be allowed in the examination center:


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 Committee. 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.
ALARM SYSTEMS CONTRACTOR EXAMINATION

Scope - An Alarm Systems Contractor may contract to install, repair, maintain, place, and connect equipment and wiring for fire detection and alarm and intrusion alarm systems. Connection to the power source shall be by cord and plug only, to receptacles installed by the holder of the appropriate license.

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Total Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>70% (35 correct)</td>
<td>165 Minutes</td>
</tr>
</tbody>
</table>

CONTENT OUTLINE

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># Items Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Electrical Knowledge</td>
<td>5</td>
</tr>
<tr>
<td>Application of Fire Alarm Systems</td>
<td>12</td>
</tr>
<tr>
<td>Application of Intrusion and Security Systems</td>
<td>12</td>
</tr>
<tr>
<td>Installation Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Wiring Methods and Materials</td>
<td>6</td>
</tr>
<tr>
<td>Special Occupancies and Conditions</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

NFPA 70 National Electrical Code, 2020 Edition. This code book will be provided to you at the test center. You may not write, highlight, underline, and/or index on the reference. You may not use your copy of the NEC reference book.

The remaining references will not be provided at the test center; you will need to bring your own copy.


NTC Yellow Book: Video Security Systems Handbook, 2020 or 2022, National Training Center http://www.nationaltrainingcenter.net/index.xml. (Starting 12/20/2022 only the 2022 version will be used).


OR


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 Board. 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.

If you download a reference from the Internet, it must be spiral bound or hole-punched and placed in a binder, or stapled in the left hand corner.
To place an order for one or more of the following items listed, you may:

- Order online at [www.psionlinestore.com](http://www.psionlinestore.com)
- Call the PSI Online store toll-free at (866) 589-3088

**Note:** Prices are available online at [www.psionlinestore.com](http://www.psionlinestore.com)

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<thead>
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<tbody>
<tr>
<td></td>
<td>NASCLA Contractors’ Guide to Business, Law and Project Management - New Jersey</td>
</tr>
<tr>
<td></td>
<td>NFPA 70 - National Electrical Code</td>
</tr>
<tr>
<td></td>
<td>NFPA 72 - National Fire Alarm Code</td>
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</tbody>
</table>

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