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**NEW JERSEY STATE BOARD OF EXAMINERS OF  
 HEATING, VENTILATING, AIR CONDITIONING AND  
 REFRIGERATION (HVACR) CONTRACTOR**



**MASTER HVACR CONTRACTOR  
 LICENSURE EXAMINATION  
 CANDIDATE INFORMATION BULLETIN**

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# New Jersey State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors Examination Procedure Checklist

**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 Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors (the Board) to take your initial examination. Go to <http://www.njconsumeraffairs.gov/hvacr/Pages/applications.aspx> for the application process. If you have additional questions call (973) 504-6250.
- Upon approval from the Board, you will be sent an Examination Eligibility Notice, along with instructions for paying and scheduling the examination.
- If you are taking an examination for the first time, you will be required to take both examinations on the same day.
- You must pass the HVACR Trade and Business and Law examinations to qualify to be licensed as a New Jersey HVACR Contractor.
- If you fail the examination, you make retest on an unlimited basis. However you must wait 6 months between each attempt.

## **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 [www.psiexams.com](http://www.psiexams.com), 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.



## EXAMINATIONS BY PSI SERVICES LLC

The New Jersey State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors (the Board) has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI provides these examinations through a network of computer examination centers in New Jersey.

## GUIDELINES FOR EXAMINATION QUALIFICATION

You must get authorization from the New Jersey State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors (the Board) to take your initial examination. Go to <http://www.njconsumeraffairs.gov/hvacr/Pages/application.aspx> for the application process. If you have additional questions call (973) 504-6250.

Upon approval from the Board, you will be sent an Examination Eligibility Notice, along with instructions for paying and scheduling the examination.

If you fail the examination, you make retest on an unlimited basis. However you must wait 6 months between each attempt.

## EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

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

Examination	Fee
HVACR Trade	\$43
Business and Law	\$83

**NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.**

### ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information DPS has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**.
2. You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to 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 (855) 340-3713 for help.

See **step-by-step instructions on the following page.**

### 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.

### 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 at (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.

### EMAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at [examschedule@psionline.com](mailto:examschedule@psionline.com). Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

### STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (VISA, MasterCard, American Express or Discover), company check, money order or cashier's check, made payable to PSI. Print your name in the memo section of the company check, money order or cashier's check so we can ensure the payment is applied to your registration. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule 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. You may 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 and speak directly to a Customer Service Representative.**

### MISSED APPOINTMENT OR LATE CANCELLATION

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

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

### EXAM 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 must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

### 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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## **Internet Registration: instructions for scheduling an examination online at [www.psiexams.com](http://www.psiexams.com)**

1. Go to [www.psiexams.com](http://www.psiexams.com) and select "Create an Account".

If you have already registered and created an account, type in your email address and password.

**New Users**

You can:

- » [Create an account](#)
- » [Register for an examination](#)
- » [Schedule an examination](#)

**Returning Users**

**Sign in**

Email Address:

Password:

Start in:

Remember me

[\[ Forgot Password? \]](#)

[\[ Update email address \]](#)

If you do not have an account, please click the below link.

[\[ Create an Account \]](#)

2. **VERY IMPORTANT STEP.** You must put in your email address and the spelling of your name **EXACTLY** as it was submitted to the Board.
3. Be sure to **check the box** "Check here to attempt to locate existing records for you in the system" and select **Submit**.

Fields indicated with an asterisk (\*) are mandatory.

**Step 1**

**Your Details**

Email Address:\*

First Name:\*  Last Name:\*

If you have previously contacted a PSI Customer Support representative and paid for an e you believe that your licensing or certification agency has provided PSI with eligibility info Please check the box below:

Check here to attempt to locate existing records for you in the system.

**Step 2**

**Enter a password for your account and select your security question and answer.**

Create a password:\*  (The password must contain at least five characters. It is case sensitive and can contain letters and numbers only. Spaces are not allowed.)

Retype your password :\*  Retype to confirm your password.

Choose a Security Question: :\*

Security Answer :\*

4. Select the organization, state, and account (as seen below). Enter your SS # and select *Submit*.

<b>Select Organization</b>
Government/State Licensing Agencies
<b>Select Jurisdiction</b>
New Jersey
<b>Select Account</b>
NJ HVAC Contractors
<b>License Name</b>
NJ HVACR

5. If your eligibility has been sent, the system will find your imported record. You are now ready to pay and schedule for the examination. Select *"Pay for a test."*

<a href="#">Find My Records</a>				
Registered records				
Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
				<a href="#">Pay for a test</a>

6. Type in your credit card information and select *Submit*.

<b>Registration Fee</b>	<b>Cost (\$)</b>
Exam Fee	
<b>Total</b>	
<b>Payment</b>	
You will be charged <b>75.00</b> .	
<input checked="" type="radio"/> <b>Credit Card</b>	
Card Type: *	Select <input type="text"/>
Card Number: *	<input type="text"/>
Expiration Date: *	January <input type="text"/> <input type="text"/>
Name on Card: *	<input type="text"/>
ZIP Code: *	<input type="text"/> Card ID Number: * <input type="text"/> <a href="#">What is Card ID no?</a>

7. Select *Schedule for a Test*. Enter your zip code or the city where you live and select *Search*. You will get a list of the testing sites closest to you. Select the desired *Test center* and select *Continue*.

<b>Test Center Selection</b>		
Country:	USA <input type="text"/>	Zip or City: 08034 <input type="text"/> <a href="#">Search</a>
<b>Choose one or more test centers, then click the 'Continue' button to view available dates for scheduling:</b>		
Distance	Testcenter Name	Address
<input type="checkbox"/> 2.2 miles	CHERRY HILL	950 N. Kings Highway,Suite 301,Cherry Hill,New Jersey,08034
<input type="checkbox"/> 27.7 miles	HAMILTON TOWNSHIP	3525 Quakerbridge Rd,Suite 1000,Mercerville,New Jersey,08619-1266
<input type="checkbox"/> 45.9 miles	NORTH BRUNSWICK	The Shoppes at North Brunswick,980 Shoppes Blvd, 2nd floor,North Brunswick,New Jersey,08902

8. You will now see the availability. Click on the date and time of your choice and select *Schedule*.

<b>Available Sessions</b>			Page: 1 of 1
Test Center	Available Date	Start Time	
CHERRY HILL, New Jersey	12/15/2014	10:00 AM	
CHERRY HILL, New Jersey	12/15/2014	2:30 PM	
CHERRY HILL, New Jersey	12/15/2014	7:00 PM	
CHERRY HILL, New Jersey	12/16/2014	7:00 PM	
CHERRY HILL, New Jersey	12/17/2014	7:00 PM	

9. A confirmation will appear that you can print out, and you will receive an email confirmation

Dear John Calendar,

Thank you for scheduling your examination with PSI.

The following are the details of your scheduled examination:

Examination Name: NJ Electrical Contractor  
 Examination Date: January 26, 2015  
 Examination Start Time: 9:30 AM (hh:mm)  
 Confirmation Number: J7454766

Test Center Name: CHERRY HILL  
 950 N. Kings Highway  
 Suite 301 Cherry Hill New Jersey 08034

Test Center Directions: FROM THE NEW JERSEY TPKE S, TAKE EXIT #34B/CHERRY HILL/CAMDEN ONTO MARLTON

Required Documents to bring to the Test Center:  
 Identification: 2 forms of identification



## EXAMINATION SITE LOCATIONS

### BRICK

260 CHAMBERS BRIDGE ROAD, FIRST FLOOR

BRICK, NJ 08723

TAKE ON I-95 S TOWARD NEW JERSEY TURNPIKE SOUTH/NEWARK (US-46). TAKE EXIT #11/GARDEN STATE PARKWAY (US-9)/WOODBIDGE ONTO GARDEN STATE PKY S TOWARD GARDEN STATE PARKWAY SOUTH/RT-440. CONTINUE ON DRISCOLL BRG. CONTINUE ON GARDEN STATE PKY S. TAKE EXIT #91/LAKEWOOD/BRICK TWP. ONTO LANES MILL RD (CR-549) TOWARD LAKEWOOD/BRICK TWP. CONTINUE ON CHAMBERS BRIDGE RD(CR-549).

### CHERRY HILL

950 N. KINGS HWY, SUITE 301

CHERRY HILL, NJ 08034

FROM THE NEW JERSEY TPKE S, TAKE EXIT #4/ PHILADELPHIA/ CAMDEN ONTO RT-73 N TOWARD CAMDEN/PHILADELPHIA. TAKE RAMP ONTO I-295 S TOWARD DEL MEM BR. TAKE EXIT #34B/ CHERRY HILL/ CAMDEN ONTO MARLTON PIKE (RT-70 W). TURN RIGHT ON KINGS HWY N (RT-41). NOTE BUILDING 950 IS BEHIND BUILDINGS #900 AND #1030.

### HAMILTON SQUARE AREA

IBIS PLAZA SOUTH

3525 QUAKERBRIDGE ROAD, SUITE 1000

HAMILTON TOWNSHIP, NJ 08619

FROM I-95 S, TAKE EXIT #9/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.

### NEW BRUNSWICK - GEORGES ROAD

825 GEORGES ROAD, SUITE 2A

NORTH BRUNSWICK, NJ 08902

FROM NJ-18 N, MERGE ONTO US-1 S/US HIGHWAY 1 TOWARD TRENTON. TAKE THE NJ-171 N RAMP TOWARD US-130 S/CAMDEN/NEW BRUNSWICK. KEEP RIGHT AT THE FORK IN THE RAMP. TURN RIGHT ONTO GEORGES ROAD.

### 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 ONTO MOUNTAIN AVENUE. TURN LEFT AT THIRD LIGHT, SOUTH STREET. TURN LEFT AT THE NEXT TRAFFIC LIGHT ONTO 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.

### NORTH BRUNSWICK

THE SHOPPES AT NORTH BRUNSWICK

980 SHOPPES BLVD, 2ND FLOOR

NORTH BRUNSWICK, NJ 08902

TAKE THE NEW JERSEY TURNPIKE LEFT EXIT ONTO I-95 S TOWARD TURNPIKE SOUTH. TAKE EXIT #9/NEW BRUNSWICK (US-1)/EAST BRUNSWICK ONTO RT-18 N TOWARD NEW BRUNSWICK. TAKE RAMP ONTO US-1 TOWARD TRENTON. TAKE RAMP TOWARD RT-130/171 N. STAY RIGHT TOWARD 171. TURN LEFT AT TRAFFIC LIGHT AND STAY IN THE MIDDLE LANE. AFTER 2<sup>ND</sup> TRAFFIC LIGHT, TURN RIGHT INTO THE SHOPPING CENTER. THE SITE IS LOCATED IN THE REMAX BLDG, NEAR TABLOTS.

### NORTHFIELD AREA (LINWOOD)

CENTRAL PARK EAST

222 NEW ROAD, SUITE 301

LINWOOD, NJ 08221

FROM THE NORTH, TAKE THE GARDEN STATE PKY SOUTH TO EXIT # 36 NORTHFIELD/MARGATE ONTO TILTON RD(CR-563). IN JUST UNDER 2 MILES MAKE A RIGHT ONTO NEW RD (US-9). DRIVE 1.5 MILES SOUTH, TILL YOU WILL SEE THE SIGN ON THE LEFT FOR # 222 (CENTRAL PARK EAST) , JUST PAST CENTRAL AVE. (IF YOU REACH THE GULF STATION YOU HAVE TRAVELED A LITTLE BIT TO FAR). TURN LEFT INTO THE PROFESSIONAL PARK AT THE FLOWER BED WITH THE 222 SIGN IN IT. USE THE FIRST PARKING LOT ON YOUR RIGHT, AND LOOK FOR THE LARGE PSI SIGN NEXT TO OUR FRONT DOOR (SUITE 301).

FROM THE SOUTH, TAKE THE GARDEN STATE PKY NORTH TO EXIT # 29 SOMERS POINT. THIS WILL PUT YOU ON NEW RD (US-9). AFTER DRIVING NORTH FOR A LITTLE MORE THAN 4 MILES, YOU WILL FIRST SEE A GULF STATION. NUMBER 222 NEW RD (CENTRAL PARK EAST) IS JUST PAST THE GULF STATION (0.1 MILES) AND ON THE SAME SIDE. TURN RIGHT INTO THE PROFESSIONAL PARK AT THE FLOWER BED WITH THE 222 SIGN IN IT. USE THE FIRST PARKING LOT ON YOUR RIGHT, AND LOOK FOR THE LARGE PSI SIGN NEXT TO OUR FRONT DOOR (SUITE 301).

FROM THE WEST, USE THE BLACK HORSE PIKE (US -40 W/ US-322 W) WHEN YOU REACH HARBOR SQUARE MALL (SHORE MALL) KEEP TO THE RIGHT. JUST PAST THE MALL YOU WILL SEE A SIGN FOR TILTON ROAD/ MARGATE CITY/OCEAN CITY DIRECTING YOU TO MAKE A SLIGHT RIGHT ONTO TILTON RD (CR-563). ONCE YOU ARE ON TILTON RD, DRIVE EAST APPROXIMATELY 2 MILES TILL YOU REACH NEW RD (US-9), TURN RIGHT AND THEN FOLLOW THE DIRECTIONS GIVEN FOR COMING FROM THE NORTH.

### ROCHELLE PARK

365 W. PASSAIC ST, STE 180

ROCHELLE PARK, NJ 07662

FROM NJ-4W - TAKE THE PARAMUS ST. EXIT. MERGE ONTO PARAMUS ROAD. 365 W PASSAIC ST IS ABOUT ¾ OF A MILE DOWN THE ROAD ON THE RIGHT. WHEN ENTERING THE PARKING LOT, GO TOWARDS THE SOUTH SIDE OF THE BUILDING AND GO AROUND TO THE BACK AND PARK IN THE BACK PARKING LOT. WHEN WALKING TOWARDS THE BUILDING, THERE IS AN ENTRANCE ON THE RIGHT SIDE. TAKE THAT ENTRANCE, THEN TAKE A LEFT. THE PSI TEST CENTER SHOULD BE THE FIRST DOOR ON THE LEFT.

### PARSIPPANY

239 NEW ROAD, SUITE A-203

PARSIPPANY, NJ 07054

FROM I-280 WEST: TAKE EXIT #1/NEW RD TOWARDS US-46. MAKE A SLIGHT RIGHT ONTO NEW ROAD.

CONTINUE TO 239 NEW ROAD ON THE RIGHT. PSI IS LOCATED IN BUILDING A (FIRST BUILDING ON RIGHT), SUITE 203.

FROM I-280 EAST: TAKE EXIT #1/NEW RD. AT STOPLIGHT (AT END OF RAMP) TURN LEFT ONTO NEW ROAD.

CONTINUE TO 239 NEW ROAD ON THE RIGHT. PSI IS LOCATED IN BUILDING A (FIRST BUILDING ON RIGHT), SUITE 203.





## SECAUCUS

110-B MEADOWLANDS PARKWAY, SUITE 204

SECAUCUS, NJ 07094

FROM I-95 N, TAKE THE RT-3 EXIT, EXIT 16W, TOWARD SECAUCUS/RT-120/LINCOLN TUNNEL. TURN RIGHT ONTO S SERVICE ROAD. MERGE ONTO RT-3 E. TAKE THE MEADOWLAND PARKWAY EXIT.

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by following the instructions on the Out-Of-State Request Form at the end of this Candidate Information Bulletin.

## REPORTING TO THE EXAMINATION SITE

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

### 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.

### 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 test 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, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, and Time Left(Min): 359. The main question area contains the text: "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.

### 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. Comments may be entered by clicking the Comments link on 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](mailto:scorereport@psionline.com) or by calling (855) 340-3713.

### EXPERIMENTAL 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

### HVACR TRADE EXAMINATION

Scope - "Heating, ventilating, air conditioning, and refrigeration contracting" means undertaking or advertising to undertake, for a fixed price, fee, commission, or gain of whatever nature, the planning, laying out, installation, construction, maintenance, service, repair, alteration, or modification to any portion of any system, product, or equipment, or appurtenances used for the environmental needs or control of any heating, ventilating, air conditioning, and refrigeration system.

# of Questions	% Required to Pass	Time Allowed
50	70% (35 correct)	130 Minutes

### CONTENT OUTLINE

Subject Area	# Items Test
Electrical Knowledge, Motors, and Controls	7
Piping - Refrigeration, Hydronic, Steam, Process	7
Heating and Cooling Principles, Theory, and Equipment	8
Refrigerants and Refrigeration	8
Fuel and LP Gas	5
Combustion Air, Chimneys, Flues and Vents	5
Ducts, Ventilation and Exhaust	5
Load Calculations	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.

A handheld ductulator is allowed in the examination center.

This examination is OPEN BOOK.

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

*International Mechanical Code*, 2015, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org) Starting 6/10/2020 the 2018 code can be used. As of 9/1/2020 only the 2018 version can be used.

*International Fuel Gas Code*, 2015, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org) Starting 6/10/2020 the 2018 code can be used. As of 9/1/2020 only the 2018 version can be used.

**The following reference material is not allowed in the examination center:**

*Modern Refrigeration and Air Conditioning*, 19th or 20<sup>th</sup> Edition, The Goodheart-Willcox Company, (800)323-0440, [www.goodheartwillcox.com](http://www.goodheartwillcox.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)

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

*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)

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.

## BUSINESS AND LAW EXAMINATION

# of Questions	% Required to Pass	Time Allowed
50	70% (35 correct)	130 Minutes

## CONTENT OUTLINE

Subject Area	# Items Test
Business Organization	2
Licensing	5
Estimating and Bidding	7
Contract Management	8
Project Management	5
Risk Management	4
Safety	4
Labor Law	4
Financial Management	5
Tax Law	3
Lien Law	3

## 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:**

*NASCLA Contractors' Guide to Business, Law and Project Management*, Basic 11th Edition, [www.nascla.org](http://www.nascla.org)  
*New Jersey Permanent Statutes, Title 45 Professions and Occupations, New Jersey Uniform Enforcement Act, NJSA 45:1.1 through 45:1.53*; latest available.

*New Jersey Permanent Statutes, Title 2A Administration of Civil and Criminal Justice, Construction Lien Law, NJSA 2A:44-1 through 2A:44-38*; latest available.

### State Site for Statutes:

[http://lis.njleg.state.nj.us/cgi-bin/om\\_isapi.dll?clientID=24593734&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC\\_Frame\\_Pg42](http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=24593734&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_Pg42)

### State web page:

[http://lis.njleg.state.nj.us/cgi-bin/om\\_isapi.dll?clientID=24593770&Depth=2&depth=2&expandheadings=on&headingswithhits=on&hitsperheading=on&infobase=statutes.nfo&record={12DE3}&softpage=Doc\\_Frame\\_PG42](http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=24593770&Depth=2&depth=2&expandheadings=on&headingswithhits=on&hitsperheading=on&infobase=statutes.nfo&record={12DE3}&softpage=Doc_Frame_PG42)

### Other websites that provide access:

<http://www.nj.gov/lps/ca/HVACR/>



<http://www.lienitnow.com/new-jersey-property-lien-statutes.asp>

<http://njlaw.rutgers.edu/cgi-bin/njstats/showsections.cgi?title=2A&chapt=44A>

<http://www.thelegalassistant.com/tools/statutes/statutes-nj.php?title=2A&chapter=44A>

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.



# NEW JERSEY HVACR EXAMINATION REGISTRATION FORM

Social Security Number \_\_\_\_\_

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Residence Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Contact Phone Number (including area code) \_\_\_\_\_  
(       )

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

### EXAMINATIONS

<u>Name of Examination</u>	<u>Examination Fee</u>
<input type="checkbox"/> HVACR Trade	\$43
<input type="checkbox"/> Business and Law	\$83

Examination fees payable to PSI may be made by cashier's check, company check, or money order. Please note your Social Security Number on your check or money order. **Cash and personal checks are NOT accepted. Registration fees are not refundable or transferable.**

Or you may pay with credit card:

Check One:  VISA  MasterCard  American Express  Discover

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

Card Verification No: \_\_\_\_\_ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

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

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

### EXAM ACCOMMODATION REQUEST:

I am submitting the Exam Accommodations Request Form (on the following page) and required documentation.  Yes  No

### 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.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail this Registration Form, along with the examination fee to PSI, 3210 E Tropicana, Las Vegas, NV 89121 ATTN: NJ HVACR  
You may also fax it to 702-932-2666 or email to [examschedule@psionline.com](mailto:examschedule@psionline.com).





## EXAM ACCOMMODATIONS REQUEST FORM OR OUT-OF-STATE TESTING REQUEST INSTRUCTIONS

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 should request for alternative arrangements by [Clicking Here](#).

### 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 uploaded 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

**MAKE SURE YOU ARE ELIGIBLE FOR THE EXAMINATION BEFORE  
REQUESTING EXAMINATION ACCOMMODATIONS**



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<input type="checkbox"/>	International Mechanical Code
<input type="checkbox"/>	International Fuel Code
<input type="checkbox"/>	Modern Refrigeration and Air Conditioning

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



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