



**PSI EXAMINATION SERVICES**  
 100 West Broadway, Suite 1100  
 Glendale, CA 91210  
 www.psiexams.com

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

# STATE OF MISSISSIPPI HEAVY CONSTRUCTION CONTRACTORS

## CANDIDATE INFORMATION BULLETIN

FOR EXAMINATIONS BEGINNING AUGUST 2003

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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, corporate or individual, along with any other necessary forms, and return to the Board.
- The Board will mail you the PSI Candidate Information Bulletin containing the instructions for registering and scheduling an examination.

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

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

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

- Complete the registration form on line, at [www.psiexams.com](http://www.psiexams.com), and send it to PSI via the Internet or;
- Completely fill out the PSI Registration Form (see page 2) and mail or fax to PSI or;
- Call (800) 733-9267 to register.
- Send online \_\_\_\_\_ (no wait for scheduling the examination date).
- Mailed on \_\_\_\_\_ (allow 2 weeks for processing before scheduling the examination date).
- Faxed on \_\_\_\_\_ (allow 4 business days for processing before scheduling the examination date).
- Phoned on \_\_\_\_\_ (no wait for scheduling the examination date).

### **Schedule your examination(s):**

- Once you have paid, you are responsible for calling PSI to schedule an appointment to take the examination at (800) 733-9267.
- Scheduled for:  
Examination Date: \_\_\_\_\_  
Examination Time: \_\_\_\_\_  
Test Center Location: \_\_\_\_\_
- To change scheduled date, call back by \_\_\_\_\_

### **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 quarterly basis. Successful candidates will receive their Certificate of Responsibility or Residential Builder's License approximately one week after approval by the Board.
- Board meetings currently are held in January, April, July, and October.





Check this box if you do not want PSI to share your information with third parties. Please note that PSI will NOT release social security numbers to 3<sup>rd</sup> parties.

## EXAMINATIONS BY PSI EXAMINATION SERVICES

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 Examination Services (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:**  
**215 Woodline Drive, Suite B**  
**Jackson, Mississippi 39232**  
**(601) 354-6161 · Fax: (601) 354-6715**  
**[www.msbc.state.ms.us](http://www.msbc.state.ms.us)**
2. Complete the appropriate application and return it to the Board.
3. The Board will mail you the PSI Candidate Information Bulletin containing the instructions for registering and scheduling an examination.  
Note: The Board meets quarterly to approve completed applications (Jan/April/July/Oct).
4. The Board will determine which examinations the candidate needs to take. Residential Builders must take the Residential Builder examination only.
  - Each company seeking a Certificate of Responsibility is required to designate a qualifying individual to take the examinations.
  - 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 within 30 days.
  - A new qualifying individual must be designated and must successfully complete the required examinations within 180 days after departure of the previous qualifying individual.

5. You may take the examination an unlimited number of times.

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

**PSI Examination Services**  
**100 West Broadway, Suite 1100**  
**Glendale, CA 91210**  
**(800) 733-9267 · Fax (818) 247-3853**  
**[www.psiexams.com](http://www.psiexams.com)**

## 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.





## FEES AND ELIGIBILITY

The following fee table lists the applicable fee for each portion. The fee is for each portion, whether you are taking the examination for the first time or repeating.

Each Examination Portion	\$75
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**NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE**

### INTERNET REGISTRATION

The Examination Registration Form is available at PSI's website, [www.psiexams.com](http://www.psiexams.com). You may register and schedule for an examination via the Internet 24 hours a day.

1. Complete the registration form on line and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your examination.

### STANDARD MAIL REGISTRATION

1. Complete the PSI registration Form (found on page 2), and appropriate examination fee(s) to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your social security number on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.**

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BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

2. If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.
3. Please allow 2 weeks to process your registration. After 2 weeks, you may call PSI to schedule the examination(s) after 8:00 a.m., CT, (800) 733-9267.

### TELEPHONE REGISTRATION

For telephone registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you

will be prepared with all of the information needed to register by telephone.

2. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 8:00 a.m. and 7:00 p.m., CT, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

### FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (818) 247-3853. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your Registration. After 4 business days, you may call PSI to schedule the examination(s), (800) 733-9267.

### 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 your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 8:00 a.m. and 7:00 p.m., CT. 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. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system, or call PSI and speak to a Customer Service Representative.**

As indicated earlier, **testing fees are not refundable for cancelled appointments.** However, 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 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.

### **SPECIAL EXAMINATION ARRANGEMENTS**

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should contact PSI to make alternative arrangements. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and requests must include supporting documentation from a licensed professional. **All requests for special testing arrangements must be made when the candidate registers for the examination.**

### **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.

### **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**  
1050 Northpark Dr, Suite C  
Ridgeland, MS 39157

*From 55 going North, take the Countyline Road exit and turn right. Turn left on Pear Orchard. Turn right on Northpark Dr. Continue on Northpark Dr for about 1 mile. The site is a L-shaped brick building on the left.*

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 submit a written request to PSI so that preparation can be made to accommodate you at the facility. Please contact PSI for other sites that may be located near you.

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 or a complete physical description. 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.*

After you sign-in and present the required identification, the proctor will issue you the following examination materials.

- Scratch paper
- Test question review sheet
- Figure booklet(s)
- Set of plans

### **SECURITY PROCEDURES**

The following security procedures will apply during the examination:



- Cell phones, pagers, and children are not allowed in the examination site.
- 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.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of security regulations and Mississippi State Law. Either one may result in the disqualification of examination results and may lead to legal action.

## EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:

## SAMPLE QUESTION DISPLAY

The screenshot shows a web-based examination interface. At the top, there are navigation icons for 'Mark', 'Comments', 'Goto', 'Help', and 'End'. Below this is a status bar: 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main content area displays 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)' and lists four options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the interface, there are '<< Back' and 'Next >>' buttons.

**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. You may submit your comments by either (1) typing them by using the desktop computer's "Comment" button on the keyboard or (2) by writing (printing) the comments on a Test Question Review Sheet available from the test center proctor. When submitting comments, please provide as much detail as possible describing what you feel is problematic about the test question.

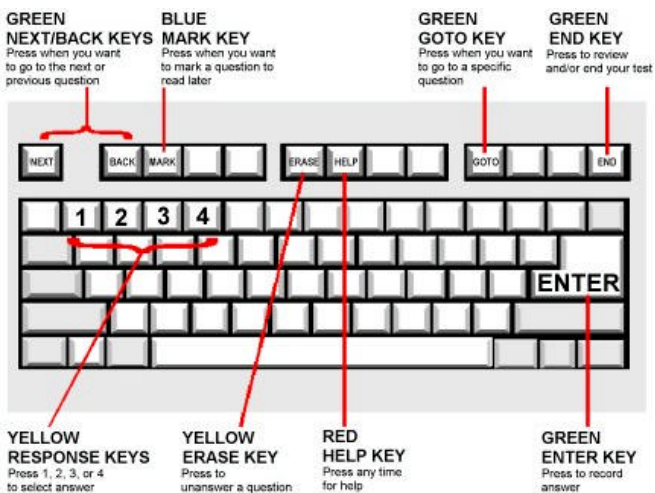
PSI regularly collects all comments from its test centers and reviews every comment within 20 business days from the date the comment was submitted. If your comments result in the editing or removal of one of your test questions, PSI will re-score your test results to determine if your grade status has 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

## **TAKING THE EXAMINATION BY COMPUTER**

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.



## 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 to the computer and keyboard 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 as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

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.



questions or answers that they feel should be eliminated, changed, or given credit.

The fee for reviewing your examination is the same as your initial examination fee. 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 pressing the "Comment" button on the keyboard. 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. The examination review fee is \$75 for one or both portions.

## 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 can write to PSI to request a duplicate of your score report for up to 1 year after your examination. The fee for a

duplicate score report is \$15. *Money Order or cashier's check ONLY.*

## 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.

## EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINES

### 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



## REFERENCE LIST

The reference materials listed below were 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 use later editions of references as they become available. For Code questions, the examination 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:**

- Business and Project Management for Contractors - Mississippi State Board of Contractors Edition, First Edition, 2003 published by NASCLA. ISBN #1-889834-51-3

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. 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.

**NOTE: ALL CONTRACTORS MUST PASS A BUSINESS AND LAW EXAMINATION AND A TRADE EXAMINATION**

## CONTRACTOR EXAMINATIONS

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

Professional Booksellers  
www.pro-book.com  
615-383-0044 or 800-572-8878

Bookmark, Inc.  
www.bookmarki.com  
800-642-1288

Builders Book Depot  
www.buildersbookdepot.com  
800-284-3434

Construction Training Bookstore  
[www.constructiontrainingbookstore.com](http://www.constructiontrainingbookstore.com)  
203-753-7910 or 800-342-6315

Contractors Library  
Toll Free: 1-800-571-4777  
www.contractorslibrary.com

## 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 materials listed below were 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 use later editions of references as they become available. For Code questions, the examination 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:**

- Pipe and Excavation Contracting, 1987, Dave Roberts, 0-934041-22-9, 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 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, <http://bookstore.gpo.gov/> **OR** Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
- State of Mississippi Regulation of Excavation, Chapter 13 Regulation of Excavations near Underground Utility Facilities
- Mississippi Standard Specifications for Road and Bridge Construction, 1990, Mississippi State Highway Department, Mississippi State Highway Department, Jackson, Mississippi
- Mississippi Supplemental Specifications to the 1990 Standard Specifications for Road and Bridge



Construction, Traffic Signals and Lighting, 1991, Mississippi State Highway Department, Mississippi State Highway Department, Jackson, Mississippi

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

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, annotated, and/or indexed prior to the examination session. However, references may not be written in during the examination session. 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.

## 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

The reference materials listed below were 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 use later editions of references as they become available. For Code questions, the examination 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.

- Placing Reinforcing Bars - Seventh Edition, Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd Schaumburg, IL 60173, 8475171200, <http://www.crsi.org/>
- Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, <http://bookstore.gpo.gov./> **OR** Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
- Installation Guide for Ductile Iron Pipe, 2000, 0-9642194-0-9, Ductile Iron Pipe Research Association, 245 Riverchase Parkway, Suite 0, Birmingham, Ala 35244-1856, <http://www.dipra.org>
- Pipe and Excavation Contracting, 1987, Dave Roberts, 0-934041-22-9, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, [www.craftsman-book.com/cbcstore/](http://www.craftsman-book.com/cbcstore/)
- 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 ISBN: 9992147407
- 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
- Handling and Erection of Steel Joists and Joist Girders, Technical Digest No. 9, 1987, Steel Joist Institute, 3127 10th Avenue North, Myrtle Beach, SC 29577, [www.steeljoist.com](http://www.steeljoist.com)
- ASME B31.8 - Gas Transmission and Distribution Systems, 1999, American Society of Mechanical Engineers, 22 Law Drive, PO Box 2900, Fairfield NJ 07007-2900
- Instructional Manual for Training and Certification of Steel Personnel for Unbonded Post-Tensioning. April 1999. Post Tensioning Institute. 1717 West Northern Avenue, Ste 114 Phoenix, AZ 85021 602.870.7540
- Concrete Pipe Installation Manual, 1995, American Concrete Pipe Association, 683 Grigsby Way, Cedar Hill, TX 75104
- Mississippi Standard Specifications for Road and Bridge Construction, 1990, Mississippi State Highway Department, Mississippi State Highway Department, Jackson, Mississippi



- Design and Control of Concrete Mixtures, 1994, Steven H. Kosmatka, William C. Panarese, 0-89312-087-1, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077-1083, www.portcem.org
- Formwork for Concrete - Sixth Edition, 1995, M.K. Hurd, Library of Congress # 95-78585, American Concrete Institute, PO Box 9094 Farmington Hills, MI 48333, 2488483700, http://www.aci-int.org/

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- Hot-Mix Asphalt Paving Handbook (MAPH-2), 2000, AASHTO, 444 North Capitol Street NW, Ste 249, Washington DC 20001. ISBN 9992147407
- Pipe and Excavation Contracting, 1987, Dave Roberts, 0-934041-22-9, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, www.craftsman-book.com/cbcstore/
- Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, http://bookstore.gpo.gov./ **OR** Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
- Mississippi Standard Specifications for Road and Bridge Construction, 1990, Mississippi State Highway Department, Mississippi State Highway Department, Jackson, Mississippi
- State of Mississippi Regulation of Excavation, Chapter 13 Regulation of Excavations near Underground Utility Facilities
- Placing Reinforcing Bars - Seventh Edition, Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd Schaumburg, IL 60173, 8475171200, http://www.crsi.org/
- Instructional Manual for Training and Certification of Steel Personnel for Unbonded Post-Tensioning. April 1999. Post Tensioning Institute. 1717 West Northern Avenue, Ste 114 Phoenix, AZ 85021 602.870.7540
- Design and Control of Concrete Mixtures, 1994, Steven H. Kosmatka, William C. Panarese, 0-89312-087-1, Portland Cement Association, 5420 Old Orchard Road, Skokie, IL 60077-1083, www.portcem.org
- Formwork for Concrete - Sixth Edition, 1995, M.K. Hurd, Library of Congress # 95-78585, American Concrete Institute, PO Box 9094 Farmington Hills, MI 48333, 2488483700, 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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# 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
Underground Utilities-Concrete Pipe Installation	7
Underground Utilities-Ductile Pipe Installation	7
MS One-Call	3

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This examination is OPEN BOOK.

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

- The Contractor's Guide to Quality Concrete Construction - 2nd edition, 1998, ACI/ASCC-1, American Concrete Institute, PO Box 9094 Farmington Hills, MI 48333, 2488483700, <http://www.aci-int.org/>
- Placing Reinforcing Bars - Seventh Edition, Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd Schaumburg, IL 60173, 8475171200, <http://www.crsi.org/>
- Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, <http://bookstore.gpo.gov/> **OR** Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See

order form at the end of the PSI Candidate Information Bulletin.)

- Installation Guide for Ductile Iron Pipe, 2000, 0-9642194-0-9, Ductile Iron Pipe Research Association, 245 Riverchase Parkway, Suite 0, Birmingham, Ala 35244-1856, <http://www.dipra.org>
- Concrete Pipe Installation Manual, 1995, American Concrete Pipe Association, 683 Grigsby Way, Cedar Hill, TX 75104
- Pipe and Excavation Contracting, 1987, Dave Roberts, 0-934041-22-9, Craftsman Book Company, P.O. Box 6500, Carlsbad, CA 92018, [www.craftsman-book.com/cbcstore/](http://www.craftsman-book.com/cbcstore/)
- Formwork for Concrete - Sixth Edition, 1995, M.K. Hurd, Library of Congress # 95-78585, American Concrete Institute, PO Box 9094 Farmington Hills, MI 48333, 2488483700, <http://www.aci-int.org/>
- Instructional Manual for Training and Certification of Steel Personnel for Unbonded Post-Tensioning. April 1999. Post Tensioning Institute. 1717 West Northern Avenue, Ste 114 Phoenix, AZ 85021 602.870.7540
- Handling and Erection of Steel Joists and Joist Girders, Technical Digest No. 9, 1987, Steel Joist Institute, 3127 10th Avenue North, Myrtle Beach, SC 29577, [www.steeljoist.com](http://www.steeljoist.com)
- State of Mississippi Regulation of Excavation, Chapter 13 Regulation of Excavations near Underground Utility Facilities, 1990, Mississippi State Highway Department, Mississippi State Highway Department, Jackson, Mississippi

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# 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

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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:**

- National Electrical Safety Code (C2-1997), Institute of Electrical Electronics Engineers, Inc., 345 East 47th Street, New York, NY 10017-2394
- National Electrical Code, NEC, 2002, National Fire Protection Association, 1 Batterymarch Quincy, MA 02269-9101, 6177703000, [www.nfpa.org](http://www.nfpa.org) OR National Electrical Code Handbook, 2002, NFPA
- Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2002 or later (OSHA), Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, 888-293-6498, <http://bookstore.gpo.gov/> **OR** Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI, (800) 733-9267, (See order form at the end of the PSI Candidate Information Bulletin.)
- The Lineman's and Cableman's Handbook -10th edition, 2002, 0-07-136240-1, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)
- Ugly's Electrical References, 2002, Burleson Distributing Corp., 3501 Oak Forest Drive, Houston, TX 77018, 800-531-1660

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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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- Installation Guide for Ductile Iron Pipe, 2000, 0-9642194-0-9, Ductile Iron Pipe Research Association, 245 Riverchase Parkway, Suite 0, Birmingham, Ala 35244-1856, <http://www.dipra.org>
- Concrete Pipe Installation Manual, 1995, American Concrete Pipe Association, 683 Grigsby Way, Cedar Hill, TX 75104
- Pipe and Excavation Contracting, Craftsman Book Company, 6085 Corte del Cedro, Carlsbad CA 92009. ISBN 0934041229
- State of Mississippi Regulation of Excavation, Chapter 13 Regulation of Excavations near Underground Utility Facilities
- ASME Code for Pressure Piping - B31.8 - Gas Transmission and Distribution Piping Systems, 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, 1973, Industrial Press, 200 Madison Ave., New York, NY 10016 by Rampaul

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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.**

**MISSISSIPPI CONTRACTOR  
Order Form for Reference Material**

ITEM	PRICE	QUANTITY	AMOUNT
Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI	\$19.50	_____	_____
Business and Project Management for Contractors	\$45.00	_____	_____
Shipping and Handling (\$7.50)			_____
<b>TOTAL</b>			=====

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*To expedite delivery of your ordered materials, you may include a FedEx or UPS Account number, and PSI will send out your materials via FedEx or UPS using the account number you had provided. Please note however, that Shipping and Handling Costs will still apply.*



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