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WASHINGTON STATE DEPARTMENT OF LABOR AND INDUSTRIES

**PLUMBING EXAMINATIONS
CANDIDATE INFORMATION BULLETIN**

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

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a Plumber in the state of Washington. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Washington State Department of Labor & Industries (Department) has contracted with PSI to conduct its examination program. PSI provides examinations through a network of examination centers in Washington.

EXAMINATIONS BY PSI SERVICES LLC

Candidates will need to apply for eligibility with the Department before being allowed to take an examination. Eligibilities are good for one year. If candidates fail, candidate must reapply with the Department. Candidate can reapply and test unlimited times during the one year period however they will be required to wait 2 weeks (14 days) from the last failed test date before re-testing. If candidate is absent for an examination, it will be counted as a fail.

Journey Level or Residential Specialty candidates need to pass all 3 portions of the exam. If they fail any portion of the exam then they will have to retake all portions of the exam. The Department will make the determination if the candidate will receive a waived portion based off of previous attempts.

Examination Name	# of Items	Examination Time	Passing Score	Open/Closed Book
Journeyman Exam				
Journey Level code and general trade knowledge	100	90 Minutes	70%	Closed
Waste and Vent Journey Level Drawings	25	90 Minutes	70%	Closed
Water Sizing Journey Level Drawings	25	90 Minutes	70%	Closed
Residential Specialty Exam				
Residential code and general trade knowledge	100	90 Minutes	70%	Closed
Waste and Vents Residential Drawings	25	90 Minutes	70%	Closed
Water Sizing Residential Drawings	25	90 Minutes	70%	Closed
Medical Gas Plumber	100	90 Minutes	70%	Open
Residential Service Plumber	85	90 Minutes	70%	Closed
Backflow Exam	55	90 Minutes	70%	Closed
Domestic Pump or Irrigation Specialty Plumber	45	90 Minutes	70%	Open

The following reference materials are allowed in the examination center for the Open Book Exams

- Medical Gas - NFPA 99C Gas and Vacuum Systems book
- Pump Specialty - 2015 Uniform Plumbing Code with the Washington State Amendments

These materials can be purchased from Washington Associates Building Officials (WABO). They can be reached at 360-628-8669 or <https://www.wabo.org/>.

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. 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.



EXAMINATION ELIGIBILITY REQUIREMENTS

Candidates should go to the Department's web page to begin the process <https://lni.wa.gov/licensing-permits/plumbing/plumber-certification/>.

Washington State Department of Labor & Industries
7273 Linderson Way SW
Tumwater, WA 98501-5414
(360) 902-5800
<https://lni.wa.gov>

Once you pass the examination you have 90 days to pay the certification fee. If you do not meet this criteria, you will need to test again by reapplying with the Department.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Once you are approved by the Department, you will receive an email confirmation from PSI. It is your responsibility to contact PSI to pay and schedule for the examination.

Fee for three portion examination	\$80
Fee for individual portions via retest	\$50

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. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the examination site.
- You will be asked to select the examination. You will then enter your personal and contact information. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE (855) 746-8173)

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available Monday through Friday, between 4:30 am and 7:00 pm or Saturday and Sunday, between 6:00 am and 2:30 pm, Pacific Time .

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) 340-3910.

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

RETAKE A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting results. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (855) 746-8173.



MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Are not checked in by your scheduled 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. However, you may check the status of your examination schedule by calling (855) 746-8173. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

EXAMINATION SITE LOCATIONS

Following are the examination centers where you may take the Washington licensing examinations. Washington candidates can only test at the examination centers listed below.

Arlington

Arlington Flight Services at Arlington Municipal Airport
18810 59th Dr NE, Bldg 44A
Arlington, WA 98223

Bremerton

Avian Flight Center at Bremerton National Airport
8900 State Hwy 3 SW, Suite 101
Bremerton, WA 98367

Ellensburg

Ellensburg - Central Washington University
400 E University Way
Ellensburg, WA 98926

Everett

1010 S.E. Everett Mall Way, Suite 208
Everett, WA 98208

Kennewick

Kennewick, Washington (HRB)
4018a W. Clearwater Ave.
Kennewick, WA 99336

Lakewood

Lakewood, Washington (HRB)
9132 Veterans Dr. SW
Lakewood, WA 98498

Liberty Lake

Liberty Lake - Tactix
22910 E Appleway Ave
Liberty Lake, WA 99019

Olympia

3435 Martin Way E, Suite 1
Olympia, WA 98501

Puyallup

SpanaFlight at Pierce County Airport
16705 103rd Ave., Court E
Pierce County Airport
Puyallup, WA 98374

Seattle (Bellevue)

Newport Place
4122 Factoria Blvd. S.E, Suite 303
Bellevue, WA 98006

Snohomish

Snohomish Flying Service at Harvey Airfield
9900 Airport Way
Snohomish, WA 98296

Spokane

920 N Argonne Road, Suite 202
Spokane Valley, WA 99212

Tacoma

Spanaway, Washington (HRB)
15633 Pacific Ave South
Tacoma, WA 98444

Vancouver

9013 N.E. Highway 99, Suite F
Vancouver, WA 98665
From the South: merge onto I-5 N toward Seattle.

Yakima

3611 River Rd Suite 120
Yakima, WA 98902

For out-of-state testing follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.



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 1 form of VALID (not expired) identification. It 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.

PRIMARY IDENTIFICATION (with photo) - Choose one or two from this list:

- 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.

You must present the Examination Notice/Cerification from the department on the day of testing. The proctor will verify the certificate and return it to you.

All identification provided must match the legal name that you registered under to take the examination. If the name in the PSI system does not match the name on your government-issued ID and certificate, you will not be permitted to take the examination and the examination fee will be forfeited.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will be provided a piece of scratch paper and a pencil. These must be returned to the proctor at the end of the examination.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- All personal belongings of candidates 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, 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.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- 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.
- 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.

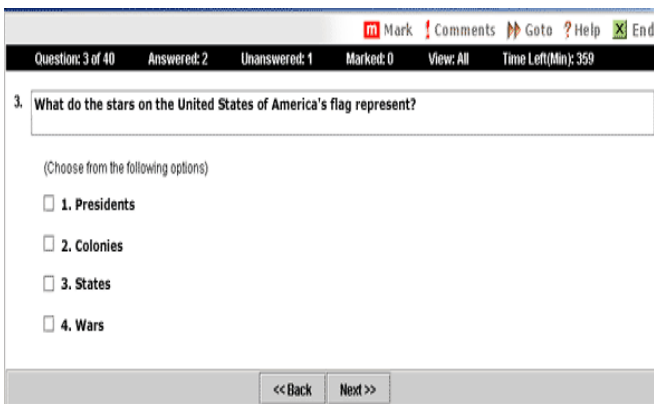
TUTORIAL

Before you start your examination, an introductory tutorial 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 following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

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



The screenshot shows a computer interface for a test. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar displaying: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, 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 is a text input field. Underneath the input field, 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 screen, there are two buttons: "<< Back" and "Next >>".

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 Department, 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 using the comments key on the keyboard. 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.

Your results will be given to you immediately following completion of the examination.

- If you **pass**, you will receive an examination result report which will indicate "PASS".
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 340-3910.

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 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.



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 REGISTERED FOR THE EXAMINATION BEFORE
REQUESTING EXAMINATION ACCOMMODATIONS**

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