COLUMBUS/BARTHOLOMEW
Department of Technical Code Enforcement
440 Third St., Room 302 • Columbus, IN 47201

MASTER ELECTRICIAN EXAM INFORMATION PACKET

IMPORTANT -- **THE DATE AUTHORIZED SECTION OF THE EXAMINATION SPONSOR INFORMATION AREA MUST BE COMPLETED PRIOR TO SENDING IN THE REGISTRATION FORM.**

Candidate Information Bulletin
Construction Catalog Program

PROMETRIC

CONTRUCTION TRADE EXAMINATION

Your state, local board, or licensing department utilizes Prometric Inc. to conduct its construction examination program. A list of exam dates and locations begins on Page 8.

This bulletin is your guide to the process of taking a construction catalog exam. The steps below summarize the process. For information about a step, go to the page listed.

To take a construction catalog exam:

1. Have your local board or licensing department complete the Sponsor Information section of the Exam Registration Form on Page 10.
2. Submit your completed Exam Registration Form and exam fees to Prometric—Page 2.

   The easiest and fastest way to register for an exam is online at **Online Candidate Application Form.**
3. Once your exam registration is complete, Prometric will send you an admission letter providing you with the exact location, time and date of your exam—Page 3.
4. Present the required identification and admission letter and take the exam—Page 5.
5. An exam score report will be sent to your examination sponsor or to you depending on your sponsor's preference. Licenses or certifications are issued by your local board or licensing department—Page 6.

To get answers not provided in this bulletin:

Prometric
ATTN: National Construction Program
7941 Corporate Dr.
Nottingham, MD 21236
Phone: 800.280.3926
Fax: 800.813.6670
www.prometric.com

Note Passing an exam is no guarantee a certificate of qualification will be issued by the licensing board. If you take an exam without receiving prior sponsor approval or are found unqualified, your sponsor may reject your application.

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Registering for an exam

Once your local board or licensing department completes the Sponsor Information section of the Exam Registration Form on Page 10, you should:

1. Complete the rest of the Exam Registration Form.

   You are required to provide your Social Security number as this will become your applicant number. Your registration will **not** be processed without your Social Security number. Prometric will treat your Social Security number as **confidential**. It will be used only as an identification number in maintaining your record and reporting your score to your sponsoring entity. You are also required to provide an email address to allow multiple options to contact you.

2. Submit the Exam Registration Form **and** the appropriate fees to Prometric using one of the methods below.

   You must test **within six months** of the "Date Authorized" by your sponsor in the Sponsor Information section of the Exam Registration Form. If you do not test within six months from the date authorized, you will have to return to your sponsor with a new Exam Registration Form and obtain a new authorization date.

   Note Prometric will not prevent you from testing if you do not provide a new authorization date for each attempt. However, we strongly advise that you do not apply without having received an authorization for your next attempt.

Submitting the Exam Registration Form

You are encouraged to submit your completed Exam Registration Form and exam fees at one time using the Prometric Online Application Processing system. If you prefer, you can register by fax or by mail, but be aware that processing by paper will take longer than the online registration system.

To register online

1. Go to **www.prometric.com/Construction**. Under "Construction Candidates" click on information link.

2. Under "Online application" heading, click on **Click here to apply now** and follow the prompts. If you request a date that is not available, you will be scheduled for the event date closest to your request.

To register by mail or fax

Mail the completed Exam Registration Form and appropriate fees to Prometric at the address shown on the form. When registering by mail, you may pay the exam fee by including Visa or MasterCard information, cashier's check, certified check or money order. **Personal checks, company checks and cash are not accepted.**

If you are paying by credit card, you may fax your completed Exam Registration Form to Prometric at 800.813.6670. You must include the Visa or MasterCard information and the cardholder's signature along with the form.

Exam dates and registration cutoff dates

Exams are offered at several locations each month. A list of exam dates and locations begins on Page 8. These locations are subject to change. Be sure to check your admission letter for the exact location of your exam site.

Prometric must receive your registration form and fee on or before the cutoff date. No exceptions will be made to this policy. Seating is not guaranteed and is on a first-come, first served basis, so register as early you can. If your registration form is received after the deadline, you will be scheduled for the next available date at the selected site.

Out-of-state testing. Prometric will not prevent you from testing in another state, but you should ask your sponsor whether you can test elsewhere.

Admission letter

If your registration form and payment are received by the cutoff date and you are scheduled, Prometric will email you an admission letter. This letter provides information regarding the specific date, time and location of your exam. You **must** present this letter at the test center or you will not be allowed to test.

Prometric will then send your admission letter to your email address. If you do not have an email address, your application will be returned.

If you lose your admission letter or have not received it **ten days** before the exam, call Prometric immediately at 800.280.3926.

Important If you do not appear for your exam on the date and at the time shown on your admission letter, your authorization is still valid for the remainder of the period. However, you forfeit all fees.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.280.3926 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Rescheduling an appointment

Once your exam has been scheduled, you must take it on the scheduled date or you will forfeit your exam fees. With enough advance notice, though, you may be able to reschedule your exam.

Up to the cutoff date for your currently scheduled date, you can call 800.280.3926 to reschedule if space is available on the new date. The exam can only be rescheduled once. The rescheduling fee is $25.

If not enough candidates are registered for a scheduled exam, Prometric reserves the right to cancel that exam administration. Candidates will be rescheduled for another exam date without a rescheduling fee.

Note Once the cutoff date for your scheduled date has passed, Prometric is unable to reschedule your exam.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone and e-mail. If the site is closed, your exam will be rescheduled for the next available date without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, you will forfeit your fee. You must then reschedule your exam and pay another full exam fee.

Preparing for your exam

Preparing can help you pass your exam and possibly save time and money needed to take it again.

Exams consist of multiple-choice questions and are electronically scored. There is no penalty for guessing. You should mark an answer for every question.

Bulletin of Information (BOI)

A Bulletin of Information (BOI) has been prepared for each exam offered. All BOIs are available online at **www.prometric.com/CICO+General.htm**.

Each BOI contains:

- The total number of questions on the exam, the maximum time allowed to take the exam and the percentage needed to pass the exam.
- The scope of the exam.
- A content outline that lists all areas covered in the exam and the approximate number of questions drawn from each area.
- A list of references that were used to develop the exam in accordance with the requirements of local jurisdictions, including those references that may be used during the exam.

Note With the exception of Code books, you may use older or newer editions of references than are listed on the BOI. However, different editions may or may not contain applicable information to the content on the exam. You assume the risk of using a more current reference than that listed on the BOI. With regard to Code books, **only** the edition of the Code book listed on the BOI will be allowed into the test site.

Online practice exams

Practice exams are available at **www.prometric.com/Construction**. Practice exams contain code-based construction questions. They are created using the same question types as the actual exams.

During the practice exam, you will get immediate feedback to correct and incorrect responses as well as overall feedback at the end of the session. You may even print out the final practice exam results to help you with further test preparation.

The fee for each practice exam is $30 and is payable online at the time you purchase the practice exam.

Practice exams are available in the following trades:

- Business and Law
- General Construction

- Journeyman Electrical
- Journeyman Plumbing
- Journeyman Plumbing with Gas
- Master Electrical
- Master Plumber
- Master Unlimited Air Conditioning
- Residential Construction
- Unlimited Boiler

What to bring on exam day

Exams begin promptly at the time shown on the admission letter. Test centers open 30 minutes before testing begins. You should arrive on time to check in. If you arrive late, you will not be allowed to test.

Bring all the following items with you to your exam appointment:

- Your admission letter from Prometric.
- A current, valid, government-issued photo identification card, such as a driver's license or passport.
- Two sharpened No. 2 pencils with erasers.
- Any references approved for use during your exam.
- A silent, cordless, nonprinting, nonprogrammable calculator (calculators capable of alphabetic entry **cannot** be used).

Important Failure to provide appropriate identification and your admission letter at the time of the exam is considered a missed appointment. If you miss an appointment, you forfeit your fees.

Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and policies will be enforced at each test center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any exam session and to investigate each incident of misconduct or irregularity.

You will be given an exam booklet and answer sheet. You **must** record your answers in the bubbles on your answer sheet and not in the exam booklet. If you do not record your responses on the answer sheet, Prometric **will not** score your exam. You **will not** receive a refund or free rescheduling.

References

- Only approved Code books specifically stated as allowed on the Bulletin of Information (BOI) are allowed during the exam. For other allowed references, you may use the edition listed on the BOI or a newer edition at your discretion. You must have hard copies of the references, you cannot bring a printed version. Under no circumstances are handbooks allowed.
- No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in any reference materials. Any reference material that has been written in during the exam will be confiscated. Highlighting and permanent tabbing added before your arrival at the test center are acceptable. Post-it® notes are not considered permanent tabbing and are not allowed. Sharing reference materials is not allowed.

- No other reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Calculators

- You may bring a silent, handheld, solar or battery-operated, nonprogrammable calculator (without paper tape-printing capabilities or alphabetic keypads). If you are unsure whether your calculator is appropriate, bring an additional simple six-function calculator.

Personal items

- You **must not** bring any personal/unauthorized items into the test center. Such items include but are not limited to: cell phones, PDAs, tablets, pagers, cameras, recording devices, photographic equipment, watches, outerwear, hats, food, drinks, purses, briefcases, backpacks, and notebooks.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors or family members are allowed in the testing area.

Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the test center.

Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Your exam results

A score report will be mailed to your exam sponsor approximately 10 business days after your exam date. To ensure confidentiality, scores will **not** be disclosed over the phone or faxed.

Passing score. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

Once you pass your exam, contact your local board or licensing department for more information about obtaining your license or certification. If you take an exam without first receiving approval from your sponsor, your sponsor may reject your application, even if you have passed the exam.

Retake information. Your sponsor will determine the requirements for retakes. We recommend that you contact your sponsor for information about how to schedule a new exam if you need to take it again.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal by visiting **www.prometric.com/contactus**.

The Appeals Committee will review your concern and send you a written response within 20 business days of receipt.

Optional services

Some jurisdictions allow Prometric to offer optional services for an additional fee. Please check with your examination sponsor about the services described below. Where allowed, candidates may select any or all of these options when completing the registration form.

Duplicate score report

This service enables you to obtain duplicate score reports at any time within **three years** of your examination date. To request a duplicate of your score report, call or write to Prometric or prepay for this service when submitting your registration form. Be sure to indicate the examination code and title of the exam for which you are requesting a duplicate score report. There is a $30 processing fee per test result.

Certificate of achievement

Candidates passing their exams deserve recognition for their accomplishment. Prometric has prepared a beautifully designed 8.5"×11" certificate of achievement. This certificate is suitable for framing and contains your name and the name of the exam you successfully completed in a calligraphy typeface. The cost is $30. You are able to pre-pay for the certificate when applying online. Please contact customer service to confirm your request after you pass the exam.

2016 National exam schedule

Exams are offered at the following locations. These locations and dates are subject to change.

Delaware

Dover-Harrington		Newark	
Cutoff	Exam	Cutoff	Exam
12/14/15	01/09/16	02/01/16	02/20/16
03/14/16	04/02/16	06/06/16	06/25/16
07/18/16	08/06/16	10/10/16	10/29/16
11/21/16	12/10/16		

Indiana

Columbus		Ft. Wayne		Indianapolis	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
02/15/16	03/05/16	02/08/16	02/27/16	12/14/15	01/09/16
10/24/16	11/12/16	07/18/16	08/06/16	03/14/16	040/2/16
		10/10/16	10/29/16	06/06/16	06/25/16
				08/29/16	09/17/16
				11/21/16	12/10/16

Kansas

Manhattan		Wichita	
Cutoff	Exam	Cutoff	Exam
02/15/16	03/05/16	020/1/16	02/20/16
09/12/16	10/1/16	04/25/16	05/14/16
		07/18/16	08/06/16
		10/10/16	10/29/16
		11/21/16	12/10/16

Missouri

Cape Girardeau		Columbia		St. Louis	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
03/28/16	04/16/16	01/04/16	01/23/16	02/01/16	02/20/16
10/17/16	11/05/16	06/20/16	07/09/16	04/25/16	05/14/16
		10/24/16	11/12/16	08/29/16	09/17/16
				11/28/16	12/17/16

Kansas City		Springfield	
Cutoff	Exam	Cutoff	Exam
12/14/15	01/09/16	01/04/16	01/23/16
02/01/16	02/20/16	02/15/16	03/05/16
03/14/16	04/02/16	03/28/16	04/16/16
04/25/16	05/14/16	05/09/16	05/28/16
06/06/16	06/25/16	06/20/16	07/09/16
07/18/16	08/06/16	08/01/16	08/20/16
08/29/16	09/17/16	09/12/16	10/01/16
10/10/16	10/29/16	10/24/16	11/12/16
11/21/16	12/10/16		

Nebraska

Omaha	
Cutoff	Exam
12/21/15	01/16/16
02/08/16	02/27/16
03/21/16	04/09/16
05/02/16	05/21/16
07/25/16	08/13/16
10/07/16	11/05/16

New York

White Plains	
Cutoff	Exam
12/21/15	01/16/16
03/21/16	04/09/16
07/05/16	07/23/16
10/31/16	11/19/16

Tennessee

Knoxville		Memphis		Nashville	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
02/22/16	03/12/16	02/01/16	02/20/16	12/14/15	01/09/16
09/05/16	09/24/16	04/25/16	05/14/16	06/06/16	06/25/16
		08/01/16	08/20/16	11/21/16	12/10/16
		11/14/16	12/03/16		

Exam Registration Form
National Construction Catalog Exams

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Note: Some local licensing departments require a new registration eligibility form every time you test; this includes retaking a failed exam. Please check with your licensing department.

Once completed, submit this form and exam fees: 1) Online at **www.prometric.com/Construction**
2) By Mail: Prometric, Attn: National Construction Program, 7941 Corporate Dr., Nottingham, MD 21236; or
3) By Fax (if paying by credit card): 800.813.6670.

Print or type clearly and neatly. Incomplete or illegible forms will not be processed.

Candidate Information

Social Security Number	Last Name	Middle Initial	First Name
___ ___ ___-___ ___-___ ___ ___ ___			
Street Address (including Apt. number or P.O. Box, if applicable)			
City	State	ZIP Code	
Date of Birth		Daytime Phone Number (including area code) ( )	
E-mail address (Required)		Evening Phone Number (including area code)	

Sponsor Information (To be completed by Sponsoring Entity only.)

Catalog Exam Code: 20113-75%	Exam Number: 912954	Full Exam Name: Master Electrical
Catalog Exam Code:	Exam Number:	Full Exam Name:
Sponsor Code IN33	**Sponsoring Entity** Columbus/Bartholomew County Code Enforcement	
Signature and Title of Authorizing Sponsor Representative Brian Thompson Chief Code Enforcement Officer		**Date Authorized**
Printed Name Brian Thompson		

Exam Selection and Fees

Catalog Exam Code	Exam Fee	Total
___ ___ ___ ___ ___	$100	$
___ ___ ___ ___ ___	$100	$
New York State-Specific Exams	**Exam Fee**	**Total**
Journeyman Plumbing	$130	$
Master Plumbing with Gas	$130	$

Exam Date and Location Selection

Catalog Exam Code	Exam Date & Location – 1st Choice	Exam Date & Location – 2nd Choice

Payment: Fee may be paid by cashier's check, money order, MasterCard or Visa, payable to Prometric. Please include your full name on the check. **Personal checks and cash are not accepted. Fees are nonrefundable.** To pay by credit card, complete the Credit Card Payment Form on the following page.

By signing and submitting this form, I certify that I am the candidate named above, the information entered is correct, and I agree to comply with all examination rules and regulations.

Signature:		Date:	

Credit Card Payment Form

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Card Type (Check One)

☐ MasterCard ☐ Visa

Card Number	Expiration Date
Amount $ ___ ___ ___ . ___ ___	
Name of Cardholder (Print)	
Signature of Cardholder	

Print or type clearly and neatly. Incomplete or illegible forms will not be processed.

Optional Services Form
National Construction Catalog Exams

PROMETRIC

Once completed, submit this form and exam fees: 1) Online at **www.prometric.com/Construction**
2) By Mail: Prometric, Attn: National Construction Program, 7941 Corporate Dr., Nottingham, MD 21236; or
3) By Fax (if paying by credit card): 800.813.6670.

Print or type clearly and neatly. Incomplete or illegible forms will not be processed.

Candidate Information

Last Name	First Name	Middle Initial	Social Security Number
Street Address (including Apt. number or P.O. Box, if applicable)			
City	State	ZIP Code	Email Address (applications without an email address may experience delays)
Daytime Phone Number (including area code) ( )		Business Phone Number (including area code) ( )	

Exam Selection and Fees

Optional Services	Fee	Total
Duplicate Score Report (exam title and date: _____)	$30	$
Certificate of Achievement	$30	$
	Total Fee	**$**

Payment: Fee may be paid by cashier's check, money order, MasterCard or Visa, payable to Prometric. Please include your full name on the check. **Personal checks and cash are not accepted. Fees are nonrefundable.** To pay by credit card, complete the Credit Card Payment Form on the following page.

By signing and submitting this form, I certify that I am the candidate named above, the information entered is correct, and I agree to comply with all examination rules and regulations.

Signature:		Date:	

Credit Card Payment Form

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Card Type (Check One)

☐ MasterCard ☐ Visa

Card Number	Expiration Date
Amount $ ___ ___ ___ . ___ ___	
Name of Cardholder (Print)	
Signature of Cardholder	

Print or type clearly and neatly. Incomplete or illegible forms will not be processed.

Master Electrical

Catalog Number: C20113
Exam Number: 912954
Effective Date: 08/12/08

License Information

Scope – Tests a candidate's knowledge of the design, plan, installation, repair, alteration, and maintenance of electric conductors, raceways, and equipment for light, heat, and power.

Examination Outline

Open Book
100 Questions - Four-hour time limit
75% Correct required to pass

Exam Topic	%
General Electrical Knowledge	10
Wiring and Protection	25
Wiring Methods and Materials	20
Equipment for General Use	20
Special Occupancies	10
Special Equipment	5
Special Conditions	5
Communication Systems	5

References

The following reference **is allowed** in the testing center.

1. *NFPA 70 National Electrical Code*, 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

The following references were used to create exam questions but **are not allowed** in the testing center.

1. *Alternating Current Fundamentals*, Seventh Edition, 2006, Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
2. *Mike Holt's Illustrated Guide to Basic Electrical Theory*, Third Edition, 2008, Mike Holt Enterprises, Inc., 3604 Parkway Boulevard, Suite 3, Leesburg, FL 34748, www.NECcode.com.
3. *Printreading Based on the 2008 National Electrical Code (NEC),* 2008 Edition, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.

For information on how to obtain exam references, please call toll-free 877.624.2562.

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