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 Las Vegas, NV 89121  
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**COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF PROFESSIONAL AND  
 OCCUPATIONAL REGULATION**

**INDIVIDUAL LICENSE AND CERTIFICATION  
 CANDIDATE INFORMATION BULLETIN**

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Please refer to <https://test-takers.psiexams.com/vacon> for the latest updates to this bulletin.

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a tradesman, or certified as a backflow prevention device worker, or a certified accessibility mechanic, or an elevator mechanic in the Commonwealth of Virginia. To be licensed or certified, you must pass an examination to confirm that you have attained a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Department of Professional and Occupational Regulation (the Department) has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Virginia. PSI works closely with the Department and its Examination Review Committee to be certain that examinations meet local, national and international requirements in basic principles and examination development standards.

This Candidate Information Bulletin provides you with information on how to acquire licenses or certifications for the subcategories below. NOTE: Candidates are required to take the specific examination for each license subcategory they are applying for:

Journeyman Electrician  
Master Electrician  
Journeyman HVAC  
Master HVAC  
Journeyman Plumber  
Master Plumber  
Journeyman Gasfitter  
Master Gasfitter  
Master LP Gasfitter  
Journeyman LP Gasfitter  
Master Natural Gasfitter  
Journeyman Natural Gasfitter  
Backflow Prevention Device Worker  
Elevator Mechanic  
Certified Accessibility Mechanic  
Limited Use/Limited Application Elevator Endorsement

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

PSI  
3210 E Tropicana  
Las Vegas, NV 89121  
(855) 340-3910 • Fax (702) 932-2666  
<https://test-takers.psiexams.com/vacon>

The Board approves all applications for testing. Go to <http://www.dpor.virginia.gov/Boards/Tradesmen/> for more information.

Questions about applications for licensure or certification should be directed to the:

Commonwealth of Virginia  
Department of Professional and  
Occupational Regulation  
Board for Contractors  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233  
(804) 367-8511  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)  
email: [contractor@dpor.virginia.gov](mailto:contractor@dpor.virginia.gov)

## EXAMINATION REFERENCE MATERIALS

The following is a list of possible reference materials for the license and certificate examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the Virginia Department of Professional and Occupational Regulation.

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. You can use any edition of references and Code books as they become available. However for Code questions, the examination will be based only on the edition of the Code book that is listed.

NOTE: All examinations are open book. You must bring your own references as they are not provided at the test site. No study guides are permitted.

No loose papers or unbound references are permitted. 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.

References may be highlighted, underlined, and/or indexed prior to the exam. Reference materials containing any writing will not be allowed into the examination. You may not write in reference materials during the examination session. A candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Department.

References may be tabbed with permanent tabs only. NO REMOVABLE TABS are allowed.

The following list of tabs may be used. These items may be purchased at local office supply stores.

### Acceptable Tabs:

Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs  
Redi-Tag Self-Stick Permanent Adhesive Index Tabs

### Unacceptable Tabs:

Post-It Index Flags  
Post-It Flags

The URL listed for each reference is generated from the most current searches. However, placement of material on websites may be modified resulting in some discrepancies. If you are unable to find the reference under the URL listed, it is recommended that you search online via a search engine (i.e., Google).

### Regulatory Reference for all Tradesman Examinations:

Virginia Board for Contractors, *Individual License and Certification Regulations*,  
<https://www.dpor.virginia.gov/sites/default/files/boards/Tradesman/A501-27TRADEREGS.pdf>

### Electrician only:

- **National Electrical Code**, NFPA 70, 2017, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, <https://catalog.nfpa.org/NFPA-70-National-Electrical-Code-NEC-Handbook-2017-Edition-P17822.aspx>
- **American Electricians' Handbook**, 16<sup>th</sup> edition, Croft, Hartwell & Summers, <http://www.amazon.com/American-Electricians-Handbook-Sixteenth-Edition/dp/0071798803>

### HVAC only:

- **Modern Refrigeration and Air Conditioning**, 21st edition (2021), Goodheart-Willcox Company, [www.g-w.com](http://www.g-w.com)
- **International Mechanical Code**, 2018, International Code Council, (800) 786-4452, <https://codes.iccsafe.org/content/IMC2018>
- **NFPA 31: Standard for the Installation of Oil-Burning Equipment**, 2011, National Fire Protection Association, 800-344-3555; <http://catalog.nfpa.org/NFPA-31-Standard-for-the-Installation-of-Oil-Burning-Equipment-P1167.aspx?icid=D729>

### Plumber only:

- **International Plumbing Code, 2015 or 2018**, International Code Council, (800) 786-4452, <https://www.psonlinestore.com/2018-international-plumbing-code/>
- **International Plumbing Code**, 2018, International Code Council, (800) 786-4452, <https://www.psonlinestore.com/2018-international-plumbing-code/>

### Gasfitter only:

- **International Fuel Gas Code, 2015 or 2018**, International Code Council, 800-786-4452, <http://shop.iccsafe.org>
- **International Fuel Gas Code, 2018 Edition**, International Code Council, 800-786-4452, <http://shop.iccsafe.org>
- **International Fuel Gas Code**, 2018, International Code Council, (800) 786-4452, <https://codes.iccsafe.org/content/IFGC2018>
- **NFPA-58 Liquid Petroleum Gas Code**, 2014, National Fire Protection Association, 800-344-3555, <https://catalog.nfpa.org/NFPA-58-Liquefied-Petroleum-Gas-Code-P1187.aspx>

### Backflow Prevention Device Worker only:

- **International Plumbing Code**, 2015 or 2018, International Code Council, (800) 786-4452, <https://www.psonlinestore.com/2018-international-plumbing-code/>
- **International Plumbing Code**, 2018, International Code Council, (800) 786-4452, <https://www.psonlinestore.com/2018-international-plumbing-code/>
- **Cross-Connection Control Professional Qualifications**

**Standard**, ASSE/IAMP/ANSI Standard Series 5000 - 2009; <http://www.icontractor.net/products/asseiampansi-standard-series-5000-2009?sku=ASSE5000>

- **Backflow Prevention Theory and Practice**, 2004, Center for Training, Research, and Education for Environmental Occupations, University of Florida, TREEO Center, <http://www.directtextbook.com/isbn/9780757515101>
- **Manual of Cross-Connection Control**, 2009, 10<sup>th</sup> edition; Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California, KAP-200 University Park, MC-2531, Los Angeles, California 90089-2531; (213) 740-2032, <http://www.amazon.com/Manual-Cross-Connection-Control-October-Edition/dp/0963891219>

### Elevator Mechanic only:

- **National Electrical Code**, NFPA 70, 2014, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, <https://www.amazon.com/NFPA-70-National-Electrical-Code/dp/1455906727>
- **ASME A17.1 - Safety Code for Elevators and Escalators**, 2010, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, [https://www.asme.org/products/codes-standards/safety-code-for-elevators-and-escalators-\(1\)](https://www.asme.org/products/codes-standards/safety-code-for-elevators-and-escalators-(1))
- **ASME A17.3: Safety Code for Existing Elevators and Escalators**, 2011, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, <http://files.asme.org/Catalog/Codes/PrintBook/31342.pdf>
- **ASME A17.5: Elevator and Escalator Electrical Equipment**, 2011, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, <http://files.asme.org/Catalog/Codes/PrintBook/31342.pdf>
- **ASME A18.1 - Safety Standard for Platform Lifts and Stairway Chairlifts**, 2011, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, [https://www.asme.org/products/codes-standards/a181-2011-safety-standard-platform-lifts-stair-\(1\)](https://www.asme.org/products/codes-standards/a181-2011-safety-standard-platform-lifts-stair-(1))
- **ASME B20.1 Safety Standard for Conveyors and Related Equipment**, 2012, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, <http://files.asme.org/Catalog/Codes/PrintBook/32401.pdf>
- **ICC A117.1 - Accessible and Usable Buildings and Facilities**, 2009, American National Standards Institute, 1819 L Street NW, Washington, DC 20036, (212) 642-4980, [www.amazon.com](http://www.amazon.com)
- **Modern Welding**, 11<sup>th</sup> Edition, 2013, Althouse/Turnquist/Bowditch /Bowditch, The Goodheart-Willcox Company, (800) 323-0440, <https://www.g-wonlinetextbooks.com/modern-welding-2013/>

### Certified Accessibility Mechanic only:

- **National Electrical Code**, NFPA 70, 2014, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, <https://www.amazon.com/NFPA-70-National-Electrical-Code/dp/1455906727>
- **ASME A17.1 - Safety Code for Elevators and Escalators**, 2010, American Society of Mechanical Engineers, Three



Park Avenue, New York, NY 10065, (800) 843-2763,  
[https://www.asme.org/products/codes-standards/safety-code-for-elevators-and-escalators-\(1\)](https://www.asme.org/products/codes-standards/safety-code-for-elevators-and-escalators-(1))

- **ASME A17.3: Safety Code for Existing Elevators and Escalators**, 2011, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763,  
<http://files.asme.org/Catalog/Codes/PrintBook/31342.pdf>
- **ICC A117.1 - Accessible and Usable Buildings and Facilities**, 2009, American National Standards Institute, 1819 L Street NW, Washington, DC 20036, (212) 642-4980,  
[www.amazon.com](http://www.amazon.com)
- **ASME A18.1 - Safety Standard for Platform Lifts and Stairway Chairlifts**, 2011, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763,  
[https://www.asme.org/products/codes-standards/a181-2011-safety-standard-platform-lifts-stair-\(1\)](https://www.asme.org/products/codes-standards/a181-2011-safety-standard-platform-lifts-stair-(1))
- **Modern Welding**, 11<sup>th</sup> Edition, 2013, Althouse/Turnquist/Bowditch/Bowditch, The Goodheart-Willcox Company, (800) 323-0440, <https://www.g-wonlinetextbooks.com/modern-welding-2013/>
- **Elevator Maintenance Manual**, Zack McCain, 1999, Elevator World, Inc., P.O. Box 6507, Mobile, AL 36660,  
<https://www.elevatorbooks.com/shop/maintenance-modernization/elevator-maintenance-manual-handbook-set-pdf/>
- **Elevator Industry Field Employees' Safety Handbook**, 2015, Elevator World, Inc., P.O. Box 6507, Mobile, AL 36660, (251) 479-7043,  
<https://www.elevatorbooks.com/shop/safety/2015-field-employees-safety-handbook/>
- **Code of Federal Regulations - 29 CFR Part 1926 (OSHA)**, with latest available amendments, (866) 512-1800,  
[https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
OR  
**Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI**, with latest available amendments, (866) 589-3088, <https://www.psonlinestore.com/29-cfr-part-1926-selections-2013/>

**Limited Use/Limited Application**  
**Elevator Endorsement only:**

- **Code of Federal Regulations - 29 CFR Part 1926 (OSHA)**, with latest available amendments, (866) 512-1800,  
[https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
OR  
**Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI**, with latest available amendments, (866) 589-3088, <https://www.psonlinestore.com/29-cfr-part-1926-selections-2013/>
- **ASME A17.1 - Safety Code for Elevators and Escalators**, 2010, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763,  
[https://www.asme.org/products/codes-standards/safety-code-for-elevators-and-escalators-\(1\)](https://www.asme.org/products/codes-standards/safety-code-for-elevators-and-escalators-(1))

**International Code Council Bookstores**

Central Regional Office (CH)	4051 Flossmoor Road Country Club Hills, IL 60478 888-ICC-SAFE (888-422-7233)
Western Regional Office (LA)	3060 Saturn Street, Suite 100 Brea, California 92821 888-ICC-SAFE (888-422-7233)
ICC Distribution Center	11711 W 85th Street Lenexa, KS 66214 [F] (913) 888-4526

**EXAMINATION CONTENT OUTLINES**

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list overrides information from other sources or persons.

The Examination Content Outlines have been approved by the Virginia Department of Professional and Occupational Regulation. These outlines reflect the minimum knowledge required by tradesmen, backflow prevention device workers and elevator mechanics to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

**JOURNEYMAN ELECTRICIAN PORTION**  
**70 Items**  
**Passing Score: 49**

**210 Minutes to complete this portion.**

- A. Standards of Practice (3 Items)
- B. Standards of Conduct (2 Items)
- C. Renewal and Reinstatement (2 Items)
- D. Definitions (1 Item)
- E. Qualification for Licensure (1 Item)
- F. Revocation of Licensure (1 Item)
- G. General Electrical Knowledge (3 Items)
- H. Requirements for Electrical Installations (3 Items)
- I. Electrical-Electronic Fundamentals (2 Items)
- J. Services, Feeders, and Branch Circuits (7 Items)
- K. Service and Feeder Requirements (2 Items)
- L. Grounding and Bonding (7 Items)



- M. Conductors and Cables (7 Items)
- N. Raceways and Boxes (8 Items)
- O. Special Occupancies (3 Items)
- P. Special Equipment (2 Items)
- Q. Electrical Signs and Outline Lighting (1 Item)
- R. Motors and Controls (5 Items)
- S. Utilization Equipment (5 Items)
- T. Lighting (2 Items)
- U. General Low Voltage Requirements (1 Item)
- V. Communication Systems (1 Item)
- W. Fire Detection and Alarm Systems (1 Item)

**MASTER ELECTRICIAN PORTION**  
**90 Items**  
**Passing Score: 63**

**270 Minutes to complete this portion.**

- A. Standards of Practice (3 Items)
- B. Standards of Conduct (2 Items)
- C. Renewal and Reinstatement (2 Items)
- D. Definitions (1 Item)
- E. Qualification for Licensure (1 Item)
- F. Revocation of Licensure (1 Item)
- G. General Electrical Knowledge (4 Items)
- H. Requirements for Electrical Installations (4 Items)
- I. Electrical-Electronic Fundamentals (5 Items)
- J. Services, Feeders, and Branch Circuits (9 Items)
- K. Service and Feeder Requirements (6 Items)
- L. Grounding and Bonding (9 Items)
- M. Conductors and Cables (7 Items)
- N. Raceways and Boxes (8 Items)
- O. Special Occupancies (4 Items)
- P. Special Equipment (2 Items)
- Q. Electrical Signs and Outline Lighting (2 Items)
- R. Motors and Controls (8 Items)
- S. Utilization Equipment (6 Items)
- T. Lighting (2 Items)
- U. General Low Voltage Requirements (1 Item)
- V. Communication Systems (1 Item)
- W. Fire Detection and Alarms Systems (2 Items)

**JOURNEYMAN/MASTER PLUMBER PORTION**  
**80 Items**  
**Passing Score: 60**

**210 Minutes to complete this portion.**

- A. Standards of Practice (3 Items)
- B. Standards of Conduct (2 Items)
- C. Renewal and Reinstatement (2 Items)
- D. Definitions (1 Item)
- E. Qualification for Licensure (1 Item)
- F. Revocation of Licensure (1 Item)
- G. Drainage Waste and Vents (24 Items)
- H. Water Supply Systems (10 Items)
- I. Backflow Prevention (10 Items)
- J. Storm Drainage Systems (10 Items)
- K. Plumbing Fixtures (7 Items)
- L. General Regulations (5 Items)
- M. Interceptors and Traps (4 Items)

**JOURNEYMAN/MASTER HVAC PORTION**  
**85 Items**  
**Journeyman Passing Score: 60**  
**Master Passing Score: 64**

**210 Minutes to complete this portion.**

- A. Standards of Practice (3 Items)
- B. Standards of Conduct (2 Items)
- C. Renewal and Reinstatement (2 Items)
- D. Definitions (1 Item)
- E. Qualification for Licensure (1 Item)
- F. Revocation of Licensure (1 Item)
- G. Warm Air Heating (8 Items)
- H. Ventilation Systems (8 Items)
- I. Air Conditioning Systems (8 Items)
- J. Duct Systems (6 Items)
- K. Chimneys, Flues, and Vents (6 Items)
- L. Boilers (5 Items)
- M. Hot Water Piping (4 Items)
- N. Combustion Air (4 Items)
- O. Controls/Low Voltage (4 Items)
- P. Fuel Oil Piping and Storage (3 Items)
- Q. Insulation (3 Items)
- R. Commercial Kitchen Venting (5 Items)
- S. Refrigerants (3 Items)
- T. Refrigerant Piping (3 Items)
- U. Chilled and Condenser Water Piping (3 Items)
- V. Firestopping/Penetration Inspection (2 Item)



**JOURNEYMAN/MASTER GASFITTER PORTION**

**50 Items**

**Journeyman Passing Score: 35**

**Master Passing Score: 37**

**150 minutes to complete this portion.**

- A. Standards of Practice (3 Items)
- B. Standards of Conduct (2 Items)
- C. Renewal and Reinstatement (2 Items)
- D. Definitions (1 Item)
- E. Qualification for Licensure (1 Item)
- F. Revocation of Licensure (1 Item)
- G. Natural and LP Gas Piping (12 Items)
- H. Pipe Sizing (11 Items)
- I. LP-Gas Tanks (9 Items)
- J. Gas Piping Controls (5 Items)
- K. Testing (3 Items)

**JOURNEYMAN/MASTER LP GASFITTER PORTION**

**50 Items**

**Journeyman Passing Score: 35**

**Master Passing Score: 37**

**150 minutes to complete this portion.**

- A. Standards of Practice (3 Items)
- B. Standards of Conduct (2 Items)
- C. Renewal and Reinstatement (2 Items)
- D. Definitions (1 Item)
- E. Qualification for Licensure (1 Item)
- F. Revocation of Licensure (1 Item)
- G. Natural and LP Gas Piping (12 Items)
- H. Pipe Sizing (11 Items)
- I. LP-Gas Tanks (9 Items)
- J. Gas Piping Controls (5 Items)
- K. Testing (3 Items)

**JOURNEYMAN/MASTER NATURAL GASFITTER PORTION**

**50 Items**

**Journeyman Passing Score: 35**

**Master Passing Score: 37**

**150 minutes to complete this portion.**

- A. Standards of Practice (3 Items)
- B. Standards of Conduct (2 Items)
- C. Renewal and Reinstatement (2 Items)
- D. Definitions (1 Item)
- E. Qualification for Licensure (1 Item)
- F. Revocation of Licensure (1 Item)

- G. Natural and LP Gas Piping (18 Items)
- H. Pipe Sizing (14 Items)
- I. Gas Piping Controls (5 Items)
- J. Testing (3 Items)

**BACKFLOW PREVENTION DEVICE WORKER PORTION**

**40 Items**

**Passing Score: 30**

**150 Minutes to complete this portion.**

- A. Standards of Practice (3 Items)
- B. Standards of Conduct (2 Items)
- C. Renewal and Reinstatement (2 Items)
- D. Definitions (1 Item)
- E. Qualification for Licensure (1 Item)
- F. Revocation of Licensure (1 Item)
- G. Testing/Troubleshooting (16 Items)
- H. Assemblies/Devices (4 Items)
- I. General Subject Knowledge (6 Items)
- J. Maintenance and Repair (2 Items)
- K. Laws and Rules (1 Item)
- L. Safety (1 Item)

**ELEVATOR MECHANIC PORTION**

**90 Items**

**Passing Score: 63**

**210 Minutes to complete this portion.**

- A. Standards of Practice (3 Items)
- B. Standards of Conduct (2 Items)
- C. Renewal and Reinstatement (2 Items)
- D. Definitions (1 Item)
- E. Qualification for Licensure (1 Item)
- F. Revocation of Licensure (1 Item)
- G. Wire Rope (2 Items)
- H. Clearance and Space Limits (8 Items)
- I. Electrical (9 Items)
- J. Testing (3 Items)
- K. Engineering and Inspection (6 Items)
- L. Safety Devices (10 Items)
- M. Controls (3 Items)
- N. Operating Limitations (2 Items)
- O. Drive Mechanisms (4 Items)
- P. Fire Service (3 Items)
- Q. Maintenance and Repairs (5 Items)



- R. Escalators and Dumbwaiters (2 Items)
- S. Emergency Power (2 Items)
- T. Accessibility Equipment (8 Items)
- U. Elevator Renovation (3 Items)
- V. Conveyors (6 Items)
- W. Welding (4 Items)

**CERTIFIED ACCESSIBILITY MECHANIC**  
**50 Items**  
**Passing Score: 35**

**120 Minutes to complete this portion.**

- A. Wire Rope (4 Items)
- B. Clearance and Space Limitations (5 Items)
- C. NEC Requirements for Elevators, Dumbwaiters, and Lifts (5 Items)
- D. Testing and Inspection (3 Items)
- E. Mechanical (3 Items)
- F. Safety (4 Items)
- G. Controls (3 Items)
- H. Operating Limitations (3 Items)
- I. Fire Service (3 Items)
- J. Maintenance and Repairs (3 Items)
- K. Emergency Power (2 Items)
- L. Accessibility Equipment (4 Items)
- M. Dumbwaiters (2 Items)
- N. Rigging and Hoisting (3 Items)
- O. Welding (3 Items)

**LIMITED USE/LIMITED APPLICATION ELEVATOR ENDORSEMENT**  
**25 Items**  
**Passing Score: 18**

**60 Minutes to complete this portion.**

- A. Mechanical and Wire Rope (3 Items)
- B. Clearance and Space Limitation (7 Items)
- C. Operating Devices and Control Equipment (2 Items)
- D. Machinery Rooms (2 Items)
- E. Use Limitations and Operations Requirements (2 Items)
- F. Emergency Power and Fire Service (4 Items)
- G. Safety (5 Items)

**REGISTRATION AND SCHEDULING PROCEDURES**

All candidates will need to have satisfactorily completed all education and work experience set by the Board for Contractors prior to applying for the examination.

**A notification will be sent to you by the Board upon approval of your application.** When you receive this notification, go to <https://test-takers.psiexams.com/vacon> to pay and schedule your examination. You may also pay and schedule by calling (855) 340-3910 or by mailing in the registration form found at the end of this bulletin.

Examination	Examination Fee
Journeyman Electrician	\$100
Journeyman Gasfitter	\$100
Journeyman HVAC	\$100
Journeyman LP Gasfitter	\$100
Journeyman Natural Gasfitter	\$100
Journeyman Plumber	\$100
Master Electrician	\$125
Master Gasfitter	\$125
Master HVAC	\$125
Master LP Gasfitter	\$125
Master Natural Gasfitter	\$125
Master Plumber	\$125
Backflow Prevention Device	\$100
Elevator Mechanic	\$100
Certified Accessibility Mechanic	\$100
Limited Use/Limited Application Elevator Endorsement	\$100

***ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE.***

Be sure the registration form is complete, accurate, and signed. Be sure that you include all attachments and the correct fees. Your registration is valid for one examination only. The examination fee is valid for one year from the date you are approved by the board. You must first register for an examination and then schedule an appointment.

**ON-LINE ([HTTPS://TEST-TAKERS.PSIEXAMS.COM/VACON](https://test-takers.psiexams.com/vacon))**

For the fastest and most convenient examination scheduling process, PSI recommends that you pay and register for your examination using the Internet. You pay and register online by accessing PSI's registration website at <https://test-takers.psiexams.com/vacon>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and 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.

**TELEPHONE REGISTRATION**

PSI registrars are available at (855) 340-3910. PSI registrars are available 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 payment and to schedule your appointment for the examination.



To register by phone, you will need a valid credit card (VISA, MasterCard, American Express or Discover.)

### STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees can be made by credit card (VISA, MasterCard, American Express or Discover), company check, money order or cashier's check. Make your check or money order payable to PSI and print your name on it to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule 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 (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.

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security or DMV Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. You **MUST** provide your Social Security or DMV number to the state to complete the licensing process.

### EXAM ACCOMMODATIONS

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.

### CANCELING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two 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 or use the PSI Website.

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

### SCHEDULING A RE-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 scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register and follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone, by fax, or by mail. Once registered, you can schedule for your re-examination.

### MISSED APPOINTMENT OR LATE CANCELLATION

*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 two days before the scheduled examination date; or
- Do not appear for your examination appointment; or
- Arrive after Examination Start Time; or
- Do not present proper identification when you arrive for the examination.

### EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of an examination center 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) 340-3910. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

## **COMPUTER EXAMINATION CENTER LOCATIONS**

**Following are the examination centers where you may take the Virginia licensing examinations. Virginia candidates can only test at the examination centers listed below. They are not allowed to test out-of-state.**

#### **ALEXANDRIA AREA**

205 S. Whiting St  
The Landmark Building, Suite 608  
Alexandria, VA 22304

#### **FREDERICKSBURG AREA**

2020 Lafayette Blvd  
Fredericksburg, VA 22401

#### **HARRISONBURG AREA**

2322 Blue Stone Hills Drive, Suite 280  
Harrisonburg, VA 22801

#### **CHARLOTTESVILLE**

2114 Angus Road, Suite #105-B  
Charlottesville, VA 22901

#### **SALISBURY AREA**

1322 Belmont Avenue, Bldg #2, Suite 203





Salisbury, MD 21801

**JOHNSON CITY**

904 Sunset Drive, Ste 7A  
Johnson City, TN 37604

**RICHMOND**

Moorefield VI Building  
620 Moorefield Park Drive  
Suite 205  
Richmond, VA 23236

**ROANOKE**

5115 Bernard Dr, Suite 104  
Roanoke, Virginia 24018

**STAFFORD**

1010 Corporate Drive, Suite 103  
Stafford, VA 22554

**TAZEWELL**

165 Chamber Drive  
Tazewell, VA 24651

**VIENNA AREA**

1919 Gallows Rd, Suite 360  
Vienna, VA 22182

**VIRGINIA BEACH**

484 Viking Dr, Suite 105  
Virginia Beach, VA 23452

## REPORTING TO THE EXAMINATION CENTER

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

### REQUIRED IDENTIFICATION

You must provide 2 forms of **VALID (not expired) 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. The second ID must have your signature and preprinted legal name. **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 2<sup>nd</sup> form of ID, you will not be permitted to take the examination and the examination fee will be forfeited.**

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 at that time.

### SECURITY PROCEDURES

- You will be given an LCD Writing tablet at check-in that will

be returned at check-out. This is to be used for notes.

- Candidates may bring reference books. However, no study guides are allowed. Reference books may be highlighted, underlined, and/or indexed prior to the exam. They must be otherwise UNMARKED (not written in). Sample examinations are not allowed.
- 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.
- Candidates are allowed to bring a word-to-word translation dictionary. Word-to-word language translation dictionaries are not to contain pictures or definitions.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the



examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.

- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers.

### TEST QUESTION SCREEN

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

**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.

### EXPERIMENTAL ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored, and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

### EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **This is the only review of the examination available to candidates.**

## SCORE REPORTING

In order to pass the examination, you must achieve the minimum score shown on each part of the examination.

Examination Name	Number Correct
Journeyman Electrician	49
Journeyman Gasfitter	35
Journeyman HVAC	60
Journeyman LP Gasfitter	35
Journeyman Natural Gasfitter	35
Journeyman Plumber	60
Master Electrician	63
Master Gasfitter	37
Master HVAC	64
Master LP Gasfitter	37
Master Natural Gasfitter	37
Master Plumber	60
Backflow Prevention Device	30
Elevator Mechanic	63
Certified Accessibility Mechanic	35
Limited Use/Limited Application	
Elevator Endorsement	18

If you take the examination by computer, your result will be given to you immediately following completion of the examination. Examination results are confidential and will be reported only to you and the Virginia Department of Professional and Occupational Regulation.

The following summary describes the score reporting process:

**On screen** - Your result will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination.

If you **pass**, you will immediately receive a successful notification.

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 center.

**On Paper** - An official result report will be printed at the examination center.

### 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) 340-3910.



# VIRGINIA INDIVIDUAL LICENSE AND CERTIFICATION REGISTRATION FORM

*Before you begin ...*

*Be sure to read the Candidate Information Bulletin before filling out this registration form. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed.*

1. LEGAL NAME

Last Name	(Jr/III)
First Name	Middle Name

2. SOCIAL SECURITY NUMBER OR DMV NUMBER

*YOU MUST USE THE SAME NUMBER (SS OR DMV) WHEN SCHEDULING FOR THE EXAMINATION, AND WHEN APPLYING FOR LICENSURE.*

3. MAILING ADDRESS

Number, Street	Apt No
City	State    Zip Code - <span style="border-bottom: 1px solid black;"></span>

4. PHYSICAL ADDRESS (must complete)

Number, Street	Apt No
City	State    Zip Code - <span style="border-bottom: 1px solid black;"></span>

5. TELEPHONE    Cell  -  -     Office  -  -

6. EMAIL \_\_\_\_\_ @ \_\_\_\_\_

7. BIRTH DATE

		-			-		
M	M		D	D		Y	Y

8. EXPERIENCE AND EDUCATION    Years of Experience \_\_\_\_\_    Hours of Education \_\_\_\_\_

9. EXAMINATION: (Check one)     First Time     Retake
- |   |       |   |       |
|---|-------|---|-------|
| <input type="checkbox"/> Journeyman Electrician           | \$100 | <input type="checkbox"/> Master Gasfitter                                     | \$125 |
| <input type="checkbox"/> Journeyman Gasfitter             | \$100 | <input type="checkbox"/> Master HVAC  | \$125 |
| <input type="checkbox"/> Journeyman HVAC                  | \$100 | <input type="checkbox"/> Master LP Gasfitter                                  | \$125 |
| <input type="checkbox"/> Journeyman LP Gasfitter          | \$100 | <input type="checkbox"/> Master Natural Gasfitter                             | \$125 |
| <input type="checkbox"/> Journeyman Natural Gasfitter     | \$100 | <input type="checkbox"/> Master Plumber                                       | \$125 |
| <input type="checkbox"/> Journeyman Plumber               | \$100 | <input type="checkbox"/> Backflow Prevention Device                           | \$100 |
| <input type="checkbox"/> Master Electrician               | \$125 | <input type="checkbox"/> Elevator Mechanic                                    | \$100 |
| <input type="checkbox"/> Certified Accessibility Mechanic | \$100 | <input type="checkbox"/> Limited Use/Limited Application Elevator Endorsement | \$100 |

Total Fee \$\_\_\_\_\_. You may pay by credit card, money order, company check or cashier's check only. Cash and personal checks are not accepted.

If paying by credit card, check one:     VISA     MasterCard     American Express     Discover

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

Card Verification No: \_\_\_\_\_

*The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*



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

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

10. I am submitting the Exam Accommodations Request Form (at the end of this bulletin) and required documentation.  Yes  No

11. **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 Candidate Information Bulletin.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete and forward this registration form with the applicable examination fee to:  
PSI \* ATTN: Examination Registration VA TR  
3210 E Tropicana Ave \* Las Vegas, NV\* 89121  
Fax (702) 932-2666 \* (855) 340-3910 \* TTY (800) 735-2929 \* <https://test-takers.psiexams.com/vacon>



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## EXAM ACCOMMODATIONS REQUEST FORM INSTRUCTIONS

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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**