



Ohio Construction Industry Licensing Board Examinations

Candidate Information Bulletin

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General Testing Information

The Ohio Construction Industry Licensing Board (OCILB) oversees the licensing process for contractors. The State has contracted with Prov, Inc. to develop and administer its licensing examination program for contractors. This information bulletin has been developed to help explain the rules and processes candidates will need to undertake to complete the testing requirement for a contractor’s license in the State of Ohio.

Candidates are required to complete the OCILB’s application process prior to testing. The license qualification process and the requirements to qualify to test are posted on the OCILB’s website. After you are approved, the Board will notify you that you are eligible to contact Prov to schedule your examination. You will be eligible to take the exam within one (1) year of the approval date. If you fail an examination, you must wait 60 days before retesting. You can retest up to 5 times in a year. Candidates should be advised that once your application is approved, you are required to obtain a BCI and FBI background check prior to sitting for the examination.

Prov is not authorized to make the determination of which examination candidates must take. If you are unsure which exam is needed for the license being sought, resolve this question with the Board before scheduling. The examination fee is non-refundable.

Contact Information

For questions not addressed in this bulletin contact:

For Licensing Questions -
**Ohio Construction Industry
 Examining Board**
 6606 Tussing Road
 Reynoldsburg, Ohio 43068
 Ph: (614) 644-3493
 Fax: (614) 728-1200
[http://www.com.ohio.gov
 /dico/ocilb/.](http://www.com.ohio.gov/dico/ocilb/)

For Testing Questions -
Prov
 13614 Progress Blvd.
 Alachua, FL 32615
 Ph: (866) 720-7768
 Fax: (386) 518-6419
www.provexam.com
 Hours: 8 a.m. to 6 p.m.

Examination Categories

The following is a list of the examinations administered by Prov for licensing through the Ohio Contractor Industry Licensing Board. All exams are open book and are timed. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

- Contractor’s Business & Law
- Electrical Contractor
- HVAC Contractor
- Hydronics Contractor
- Plumbing Contractor
- Refrigeration Contractor

Each examination costs \$69.00.

Exam Administration Methods

Computer-Based Testing

Prov has taken every effort to make its computer testing system as easy to use as possible. No specific computer experience or typing skills are needed to take the test. Candidates who take a computer-based test will be given verbal and written instructions and will complete an interactive tutorial prior to testing.

The written instructions for computerized exams are included in this bulletin. Please refer to the CBT Candidate Notice for these instructions and a visual of the screen layout.

For an opportunity to preview Prov’s computer-based testing system before arriving at the test center, candidates can watch a demonstration video by visiting <https://www.provexam.com/Movies/CBT2.swf>. This short movie provides a basic demonstration of how to take a test on Prov’s computer system.

Accepted Methods of Payment

Candidates paying for their examinations or any other services provided by Prov can use the following methods of payment:

- Money Orders
- Cashier’s Checks
- Certified Checks

- Credit Cards (American Express, Discover, Master Card, Visa)

No personal or company checks will be accepted and all registrations that include personal or company checks will be returned without processing.

Test Center Locations

Prov has established eleven (11) testing centers within Ohio where candidates can take their examinations.

1. Cleveland State University
2124 Chester Avenue
Rhodes West Room #215
Cleveland, OH 44115
2. Columbus State Community College
315 Cleveland Avenue
Community & Professional Testing - Center for Workforce Development - 2nd Floor, Rm 223
Columbus, OH 43215
3. Columbus State Community College
7233 Northgate Way
Westerville, OH
4. Columbus State Community College
6190 Shamrock Court, Suite 100
Dubin, OH
5. Shawnee State University
Student Success Center
Massie Hall, 1st Floor
940 Second Street
Portsmouth, OH 45662
6. University of Akron
277 East Buchtel Avenue
Simmons Hall 304
Akron, OH 44325-4303
7. University of Cincinnati Testing Services
102 University Pavilion, ML 0078
Cincinnati, OH 45221
8. University of Toledo
Scott Park Campus
2225 Nebraska Ave., Room AS1200
Toledo, OH 43607

9. University of Northwestern Ohio
1441 North Cable Road
Lima, Ohio 45805
10. Washington County Career Center
21740 State Route 676
Marietta, OH 45750
11. Youngstown State University
One University Plaza
243 Meshel Hall
Youngstown, OH 44555

For most testing locations in Ohio candidates must complete the scheduling process by **four** business days prior to testing.

Scheduling Methods

Online Scheduling

If you have any difficulties with online scheduling, give us a call at (866) 720-7768.

To schedule online, Candidates must go to Prov’s home page at www.provexam.com. Then they must select the CANDIDATE LOGIN link found under the Test Taker heading (left-side of home-page). Once candidates have accessed Arkiv (Prov’s information management system), they must select Ohio as their Program Name and click NEXT STEP.

Scheduling Process

Once you have been approved to test by the Ohio Construction Industry Licensing Board, you can then schedule your test session. Candidates are required to schedule in advance for their examinations in order to ensure that a testing seat will be available. There are a limited number of seats at each testing facility and seating availability is based on a first-come, first-served basis.

To schedule an examination, candidates must first confirm and select the test they were approved to take. Next, the candidates must **find available seats** in their area. During this second step candidates will select the date and location where they wish to test. The third and final step is to **make payment** for those examinations. The scheduling process is not complete until payment has been made to Prov. Once the scheduling process is complete, candidates will be sent an appointment letter which includes their testing session details.

Advance Scheduling

Prov offers several convenient methods to allow candidates to schedule their examination(s). Candidates may use any of these methods to schedule their testing appointments and there are no extra fees charged for use of any of these methods.

The scheduling methods available are:

- Online
- Over the phone
- By Mail
- By Fax

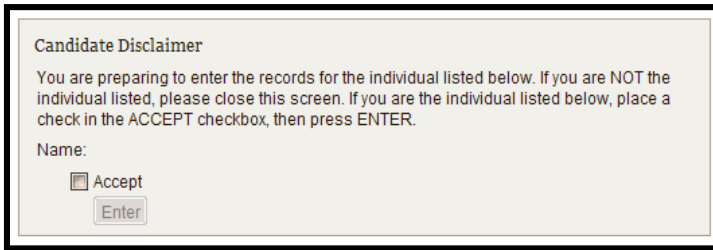
Login

Candidates should enter their USER ID (provided by the Ohio Contractor Industry Licensing Board on your approval letter). Candidates logging in for the first time should enter their pre-assigned password which is the first three letters of their last name and the last four numbers of their User ID. The first letter of their last name should be an upper case letter and the other two letters are lower case.

Example: An individual named John Tucker, with a User ID of TUCK12345 would enter the following as a password: Tuc2345.

If you are a returning user enter the password that was created the last time the candidate entered. Then press NEXT STEP.

Before entering Arkiv the Candidate should confirm that they are entering the correct account and then click the ENTER button.



Password

To access the candidate information inside of Arkiv, the candidate will need to set up a password. If candidates have forgotten their Arkiv password, they may press the FORGOT PASSWORD button and their passwords will be emailed to the email address the candidates have provided when their testing profile was initially created. If candidates still encounter difficulties, they must contact Prov staff during business hours to receive help.

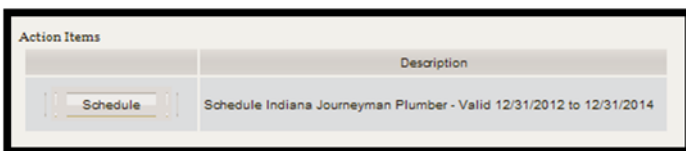
Schedule a Testing Session

It is recommended that all candidates read their candidate information bulletin prior to scheduling. If they have not yet read the candidate bulletin, they may access it by selecting the PROGRAM DOCUMENTS tab.

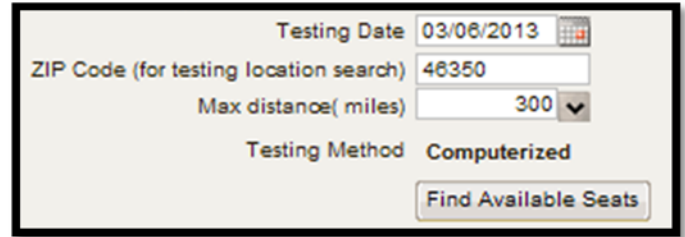
Once a candidate is logged into Arkiv, they should select the SCHEDULE button listed in the Action Items next to their exam name.

On the next page Candidates will be asked to complete four steps in order to select a testing session.

Step 1: Select Examination - Use the mouse to select an unscheduled exam from the list to the left. (Note: If only one exam is shown, it will automatically be the selected exam.)



Step 2: Enter Search Criteria – Enter the date when the candidate would like to test. Enter a ZIP Code where the candidate would like to search from. Select the maximum distance the candidate will travel to a testing center. Select or confirm the testing method. Then press FIND AVAILABLE SEATS.



Step 3: Select Testing Dates, Times and Location – Using the mouse, click on one of the rows listed containing the testing date, time and location wanted and the press SELECT SEAT. If the candidate only has one exam to schedule they will automatically be taken to the payment screen. If the candidate has more exams to schedule return to step 1 and select the next test.



Step 4: Click the PAY FOR EXAM button

Paying Online

To pay for a specific registration event, select the invoice number on the left. If the billing address or name on the card is different from the information previously provided, press the USE DIFFERENT BILLING ADDRESS checkbox to enter the new information. Finally, enter the credit card or debit card payment information, and press SUBMIT PAYMENT.

Candidates can choose not to pay for the exam immediately by clicking the EXIT WITHOUT PAYMENT button. The seat will be held until midnight. At that time the seat will be released for anyone to schedule. When returning to the website to make a payment before the end of the day the candidate should select the MAKE PAYMENT tab.

Once payment is received the testing session is reserved. Candidates should print or email their confirmation letters for their own reference.

If a mistake is made, a candidate can unschedule an exam by selecting the VIEW MY SCHEDULE link from the

candidate console, then requesting to cancel the selected test.

If you have any problems with online scheduling, give us a call at (866) 720-7768.

Phone Scheduling

To schedule for an examination by phone, candidates should contact Prov toll free at 866-720-7768. Prov scheduling staff is available 8:00 a.m. through 6:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, User ID, and their ZIP code. Once Prov confirms the candidate's identity, Prov staff will search the database for the next available testing session at the candidate's preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

Cancel/Rescheduling Policy

If candidates need to change or cancel their testing appointment, they must contact Prov at least three business days prior to their scheduled date. Changes will be made at no cost if candidates notify Prov by the deadline.

If candidates fail to appear for their test or fail to cancel or reschedule their testing session by the close of business three days prior to their scheduled test date, they will forfeit their exam fees.

Retesting Policy

Once a candidate receives approval from the board for testing, the candidate becomes eligible to test or re-test (if necessary) for one year following their approval. If candidates fail their initial exam, they must wait 60 days before they can retake the exam and may not retest more than 5 times in one year. Candidates must pay the exam fee for each test they schedule. Candidates cannot retake an exam once they have passed that exam unless required by the State of Ohio. If a candidate does not pass the exam within one year from the approval date, they must reapply with the Ohio Department of Industry Licensing Board for new eligibility.

Results Reporting

Each test will be uniformly graded following the completion of the testing process. Grades will be distributed to you based on the information found in the subsequent sections.

If you receive a PASSING grade, this means that you have been deemed to be competent in a particular trade or craft by means of successful test completion. It does not, however, mean that you are licensed to practice. Licensure is typically awarded by a governmental board or agency that will require these testing results as one component of the licensure process. Upon successful test completion you should contact your local licensing agency regarding any additional steps necessary to complete the licensure process.

Computer Testing Results

When you complete your test, the proctor will print out and provide you with a score report. This score report will be your official score letter although passing candidates can return to Prov's scoring website to print additional copies of score results from the following web link:

www.provexam.com

To access your passing results, you will need to provide your User ID and your password. Your User ID will be your ID provided on your original score letter.

Scoring Detail

Candidates that are **successful** in passing their examinations will be provided with a score letter that indicates a **PASS** status. No numerical grade or subject area breakdown is provided to passing candidates.

The reason behind the non-disclosure of numeric grades to passing candidates is that Prov's tests are designed to merely assess whether an individual is above or below a designated competency level (cut-point). Thus passing a test by a huge margin or passing by a small margin has no impact on Prov's decision of whether you have satisfied the minimum requirements for certification. Hence, providing numeric scores might mistakenly lead some to conclude that the scores provide a means of ranking the passing candidates, which it does not. Given this rationale, any requests for providing details

regarding a numeric grade for passing candidates will be denied.

Candidates that are **unsuccessful** in passing their tests will receive a **numeric** grade as well as a **subject area breakdown** of the test that describes the areas where the candidate performed well or poorly.

Candidates that would like duplicate copies of their passing score result may log onto Prov's registration site and print a duplicate copy at no cost.

Reviews

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed on the most recently taken exam. Prov encourages those taking reviews to comment upon questions they feel were unfairly graded or which they feel may be incorrect. All comments from reviews will be analyzed by Prov staff with summary results distributed following the expert analysis of your comments.

To be eligible for a review, you must have **failed** an examination and have scored within **10 points** of the required passing score. Reviews must be scheduled no more than **ninety (90)** days following your most recent testing session.

During the review you will be provided with a copy of the test questions you missed and the answer you provided for those questions. You will also be provided with a comment form that you can use to challenge any test question. You will not be able to change any answers on the exam.

The cost of the review is \$80.00 for each test reviewed. You will request or schedule a review using the same methods described earlier for Test Registration or Scheduling.

Exam Challenge Process

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment form to Prov detailing why they feel the question is in error.

Candidates testing on computer may make their comments in the testing system. Candidates who are reviewing an exam will automatically be provided with an Exam Comment form.

Prov staff will review each comment within two weeks of receipt by Prov and will make scoring adjustments should any comment result in a change to a test question. Candidates will be notified by mail if their comments result in a score change. Candidates can also check for a score change online through their candidate account. Candidates can log into Arkiv by going to our website at www.provexam.com and entering their User ID and password. When candidates reach the candidate home page inside of Arkiv, they can select the MY ACCOUNT Tab and then the EXAM HISTORY button and see the results of all the exams they have taken with Prov.

Any changes made to a grade will be reflected on the score result within two weeks of submitting the Exam Comment form. Detailed answers to questions or comments are not provided for security purposes.

Test Day Rules and Procedures

General Testing Rules

In addition to the other rules described in this bulletin general testing policies for this program are:

- You **may not retake** a test you have already **passed**.
- You are **not** permitted to **communicate** with anyone other than your proctor during the testing event.
- You may **not share** reference books with another candidate.
- You may **not bring highlighters, pens** or **note paper** into the testing room.
- You may **not write** in your reference materials during the test.
- You may **not copy** any test questions during the test, nor may you recall and give Prov's questions to any individual outside the testing room.
- You are **not** permitted to **leave** the building during the testing session.
- You are **not** permitted to **call** or talk to anyone if you are taking a break during the testing session.
- You will **not** be given any **additional time** for time spent outside of the testing room while on a break.
- Only **one** (1) individual at a time may take a **break** during the testing session.

Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported directly to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

Check-in Deadline

The doors to each testing center will open at least 30 minutes before all scheduled testing appointments in order to check candidates into the testing center. Candidates should plan to arrive early to make sure they are seated by the time the testing begins. If candidates are late in arriving, AND the testing session has already begun, CANDIDATES WILL BE TURNED AWAY and will forfeit their exam fees and will be required to reschedule for a future testing date.

Proof of Identity

Upon arriving at the testing center, candidates will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Candidates will also be required to sign a test center log, and will be photographed by the test center staff. If candidates cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, they will be dismissed from the testing center and forfeit all testing fees for that testing session.

Prohibited Items

No cameras, recorders, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Approved Items

Candidates may bring the following approved items into the testing center:

- **Calculator.** Only simple 4-function calculators are permitted. PDAs, cell phones or other special calculators (i.e. ElectriCalc, etc.) are NOT permitted.
- **Approved References.** (See information below).

Reference Material Rules

All examinations are designed to allow candidates to use **authorized** references while taking their exams. For a list of what reference materials are authorized for the exams, please refer to the exam description for the candidate's exam. All candidates' reference materials will be checked by the Prov test administrator prior to the candidates being permitted access to the testing room.

Candidates should prepare their reference materials using ONLY the following methods.

- Highlighting
- Attaching permanent tabs

Reference materials which do not meet the following guidelines will not be allowed in the testing room. These guidelines are in place to ensure that every candidate is tested fairly and that no candidate has access to unapproved resources.

- Handwritten notes are NOT allowed in any portion of a reference book.
- Moveable tabs are NEVER permitted in a reference book (**Temporary tabs, such as Post-it notes, paper taped or glued in your books are not allowed and must be removed from the reference books before the exam will begin**).
- A reference book CANNOT contain Post-it notes.
- Photocopied documents CANNOT be added to a reference book.
- Photocopied versions of a reference are only allowed when listed as permitted in the exam description.

Prov asks that candidates leave all unauthorized materials in their vehicle. If candidates are caught using unauthorized materials during testing, these materials will be confiscated, their testing will be terminated with fees forfeited, and the Board will be notified of their actions. During the testing process candidates MUST NOT:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information in their reference materials during testing.

Visitor Policy

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

Prov's Non-Discrimination Statement

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to: Prov, Inc., 13614 Progress Blvd. Alachua, FL 32615

Special Accommodations

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (866) 720-7768. When prompted by the automated attendant, candidates may press #3 to be transferred directly to Prov staff that will handle their request. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

Preparing for Your Exams

Studying for your Exam

The examination you will take is designed to test what qualified individuals should know as they begin

operations in the plumbing field at the particular skill level being tested (i.e. Contractor or Journeyman). The test questions used on your examination have been prepared by practitioners like yourself and cover the wide range of topics you would normally encounter as you work in your particular field.

If you have worked in your field for some period in a variety of different settings, you likely have experienced much of what will be found on your examination. On the other hand, if your experience is limited (not only in years but also in the variety of work performed), then it is likely you may want to spend time increasing your knowledge by studying areas in which you are less familiar. For all candidates, the reality is that you forget those things you do not use and over time your knowledge in some areas may have decreased.

In preparation for your examinations, we recommend that you study the recommended references so that you are familiar with them prior to testing. While the tests are OPEN BOOK for certain references, there generally is insufficient time to learn what is in the reference book while testing. You are encouraged to place permanent tabs in your references and highlight those areas with which you are less familiar. These simple steps will help you better prepare for their use while the testing is underway.

Purchasing Reference Materials and Study Guides

Candidates can refer to the Exam Descriptions section of this document for a list of reference books for the exam they wish to take. Most reference books can also be purchased through the following companies.

- Prov, Inc.: 866-720-7768
- Architectural Center Bookstore: 317-634-3871
- Indiana Plumbing and Heating Contractors Association: 317-575-9292
- International Code Council: 800-786-4452
- Home Prep, Inc.: 800-952-0910
- AAA Construction School, Inc.: 904-722-9994
- American Contractors Exam Services: 800-992-1910
- Builder's Book Depot: 800-284-3434
- North American Contractors Assoc.: 336-540-0149

If candidates need assistance in ordering any study materials, they may contact Prov at 866-720-7768.

Exam Descriptions

Electrical Contractor

Electrical Contractors must have the knowledge and skill to install, alter, add or change any electrical wires, fixtures, appliances, apparatus, raceways, conduit or any part thereof that generates, transmits, transforms or utilizes electrical energy in any form for light, heat, power or communications.

Number of Questions	100
Time allowed (hours)	4
Subject Area	# Quest.
General Electrical Knowledge	10
Transformers & Equipment	12
Service Feeders and Branch Circuits	16
Raceways, Boxes and Panelboards	10
Conductors & Cables	12
Control Devices	8
Motors and Generators	12
Utilization Equipment	8
Special Occupancy & Equipment	12

References

- **Electrical Field Reference Handbook: Revised for the NEC 2008**, 2008. ISBN: 978-1418073466. Delmar Cengage Learning, 10650 Toebben Drive, Independence, KY 41051. Available at www.amazon.com. The previously reference, IBEW-NECA Field Reference Book, may be used as a substitute for this reference.
- **NFPA70 - National Electrical Code AND/OR NFPA70 - National Electrical Code Handbook**, 2014. ISBN: 978-1455906727 AND/OR 978-1455905447. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 021697471. Available at www.nfpa.org. Either reference on its own is sufficient; however, candidates are permitted to use both references.
- **Ugly's Electrical References**, 2014. ISBN: 978-1449690779. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776. Available at www.uglys.net.

HVAC Contractor

HVAC Contractors are those who are qualified to install, maintain, repair, fabricate, alter or extend central air conditioning, heating and ventilating, including ductwork within a complete system and all appurtenances, apparatus, piping vessels, ducts and insulation used in connection therewith.

Number of Questions	100
Time allowed (hours)	4
Subject Area	# Quest.
General Knowledge and Requirements	10
Warm Air Heating and Air Distribution	25
Ventilation and Exhaust Systems	15
Air Conditioning	10
Piping Systems	10
Equipment and Appliances	20
Testing and Inspection	10

References

- **International Fuel Gas Code**, 2009. ISBN: Item #:3600S09. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org or www.provbookstore.com.
- **Modern Refrigeration and Air Conditioning**, 19th Edition. ISBN: 978-1-61960-199-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. Available at www.g-w.com.
- **Ohio Mechanical Code 2011**, 2011. ISBN: Item #:3300L110H. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

Hydronics Contractor

Hydronics Contractors must have the knowledge and skill to construct, install, alter, repair, maintain or service any steam and hot-water heating or chilled-water refrigeration system.

Number of Questions	50
Time allowed (hours)	2.5
Subject Area	# Quest.
General Knowledge	16
Heating Equipment	10
Piping, Pumps, Valves	10
Fuel Gas and Oil	1
Venting	5
Controls	5
Testing and Inspection	3

References

- **Boiler Operator's Guide**, 4th edition. ISBN: 978-0070365742. McGraw Hill Glencoe Order Services, P.O. Box 545, Blacklick, OH 43004. Available at www.amazon.com.
- **Ohio Administrative Code, Chapter 4101:4 Boiler and Unfired Pressure Vessel Rules**. Ohio Division of Industrial Compliance, 6606 Tussing Road, P.O. Box 400, Reynoldsburg, OH 43068. Available at <http://www.com.ohio.gov/dico/> or www.provbookstore.com. Candidate printed versions permitted in testing room if exam is open book.
- **Ohio Mechanical Code 2011**, 2011. ISBN: Item #:3300L11OH. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

Ohio Business & Law

Tests a candidate's knowledge of payroll taxes, workers' compensation, unemployment compensation, lien laws and other laws or subjects that will affect their daily operations as contractors.

Number of Questions 50
Time allowed (hours) 2

Subject Area	# Quest.
Business Organization	2
Licensing	3
Estimating & Bidding	8
Contract Management	5
Project Management	4
Insurance and Bonding	5
OSHA Recordkeeping and Safety	5
Personnel Regulations	5
Financial Management	6
Tax Laws	5
Lien laws	2

References

- **Ohio Business and Law Study Guide for Contractors**, 1st edition. Prov Bookstore, 13614 Progress Blvd, Alachua, FL 32615. Available at provbookstore.com. The Ohio – NASCLA Contractor's Guide to Business, Law, and Project Management, 1st or 2nd Edition, may be used as a substitute for this reference until 12/31/15.

Plumbing Contractor

A Plumbing Contractor works with the practice, materials and fixtures utilized in the installation, maintenance, extension and alteration of all

pipng, fixtures, plumbing appliances and plumbing appurtenances, within or adjacent to any structure, in connection with sanitary drainage or storm drainage facilities; venting systems; and public or private water supply systems.

Number of Questions 100
Time allowed (hours) 4

Subject Area	# Quest.
General Knowledge	8
General Regulations	20
Plumbing Fixtures	6
Water Supply Systems	10
Drainage, Waste and Sanitary Vents	24
Indirect Waste	3
Roof Drain Piping	4
Specialty Plumbing	5
Isometric Analysis	20

References

- **International Fuel Gas Code**, 2009. ISBN: Item #:3600S09. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org or www.provbookstore.com.
- **Mathematics for Plumbers and Pipefitters**, 8th edition. ISBN: 978-1-111-64260-0. Delmar/Thomson, P.O. Box 6904, Florence, KY 41022. Available at <http://www.cengage.com/us/>
- **Modern Plumbing**, 7th edition. ISBN: 978-1605252377. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. Available at www.amazon.com.
- **Ohio Plumbing Code 2011**, 2011. ISBN: Item #:3200L11OH. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

Refrigeration Contractor

A Refrigeration Contractor must have the knowledge to install, maintain, repair or alter any system of refrigeration unlimited to tons or horsepower provided, however, that such refrigeration is intended to be used for the purpose of food and product preservation and is not to be used for comfort systems.

Number of Questions 67
Time allowed (hours) 3

Subject Area	# Quest.
General Knowledge and Requirements	25

Refrigeration Piping	12
Refrigerants	6
Refrigeration Systems & Controls	15
Testing and Inspection	9

References

- **Modern Refrigeration and Air Conditioning**, 19th Edition. ISBN: 978-1-61960-199-4. Goodheart-Wilcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243. Available at www.g-w.com.
- **Ohio Mechanical Code 2011**, 2011. ISBN: Item #:3300L11OH. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at www.iccsafe.org.

Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then please let your proctor know. Failure to follow these testing rules can have serious consequences.

Be advised, the testing center and testing room may be under video surveillance.

Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.



Reference Rules for Open Book Exams

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book. **EXCEPTION: The AL HACR client allows handwritten formulas written in PEN ONLY to be written in a reference book. No other notes of any kind can be written in the reference books.**
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

In the next few days, Prov will email you a link to our candidate experience survey; please let us know how we did!

Computer Testing Navigation



Total number of questions	Indicated in the upper left-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when Time Remaining reaches 0:00.
Selecting your answer	Use your mouse to select a letter (A , B , C , or D). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Resizing images	Occasionally a question may refer to a graphic onscreen. Use the four resizing features to zoom in (Zoom +) or out (Zoom -) and use the scroll bars to move up, down, left or right when needed.
Tracking difficult questions	Press the Mark Question (or Mark for Review) button to help you keep track of questions you wish to return to at a later time. Marking questions has no impact in scoring. Press the button again to unmark the question. You may see which questions have been marked by clicking Show Question List .
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to ProV's Test Development Department by clicking the Make Comment (or Question Comment) button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the Next or Previous buttons. Press Next to move forward. Press Previous to move backward. When you want to move to a specific question, use your keyboard to type the question number into the Jump to Question field and click Go .
Reviewing your progress	Press Show Question List (or Review and Navigate) button to see a table indicating which questions are unanswered or which you have marked.
Ending the test early	Press End Test (or Finish) button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.