



2012 Candidate Information Bulletin Putnam County, New York Plumbing Examinations

At a glance

The Putnam County Department of Plumbing and Mechanical Trades Board (the Board) has contracted with Prometric Inc., to conduct its plumbing examination program.

This bulletin is your guide to the process of obtaining a Putnam County plumber's license. The steps below summarize the process. For information about a step, go to the page listed.



To obtain your license

- 1 Complete and submit the required **signed** and **notarized** license application and the application fee to the Board at the address below.
If approved, you will be provided with an exam registration packet.
- 2 Submit your exam registration form and fee to Prometric.
In return, you will receive an admission letter and exam appointment—Page 2.
- 3 Prepare for your exam using the content outlines in this bulletin and other materials—Page 7.
- 4 Present your admission letter and required identification at the test site; then take the exam—Page 4.
- 5 The Board will issue a license to successful candidates.



To get answers not provided in this bulletin

For questions about exams:

Prometric
ATTN: NY Putnam County Plumbing
1260 Energy Lane
St. Paul, MN 55108
Phone: 800.280.3926
Fax: 800.813.6670
www.prometric.com/newyork

For questions about licensing:

Putnam County Plumbing and Mechanical
Trades Board
110 Old Route 6, Building #3
Carmel, NY 10512
Phone: 845.808.1617, ext. 46026
www.putnamcountyny.com/consumers/plumbing/index.htm

At a glance	1
Submitting your license application ..	2
Registering and scheduling exams	2
Admission letter	2
Special consideration	3
Rescheduling an appointment	3
Emergency closings	3
What to bring on exam day	4
Test center regulations	4
Your exam results	5
Appeals process	6
Optional services	6
Exam content outlines	7
Exam Registration Form	8

Submitting your license application

You are not allowed to schedule your exam until the Board has received and approved your license application and fee. You may obtain an application online at www.putnamcountyny.com/consumers/plumbing/license.html or by contacting the Board.

If your application is approved, you will be sent a packet that includes an exam registration form with an authorization signature and authorization date.



Note Candidates wishing to take the **Master Plumbing with Gas** exam must have nine years working in the trade.

Registering and scheduling exams

Once you receive your exam registration packet from the Board, you should:

- 1 Complete the exam registration form.
When completing the registration form, you must provide your contact information, Social Security number, and exam scheduling preferences. Prometric treats your Social Security number as **confidential**. It is used only as an identification number in maintaining your record and reporting your score to the Board.
- 2 Mail the registration form **and** the appropriate fees to Prometric at the address shown on the form. If you are paying by credit card, you may fax your registration form to Prometric at the fax number shown on the form. Payment can be made by including Visa or MasterCard information or a cashier's check or money order. **Cash and personal checks are not accepted.** Exam registration fees are not refundable or transferable.

Exam location, dates and registration cutoff dates

Exams are given at the Crowne Plaza White Plains, 66 Hale Avenue, White Plains, NY 10601.

Exam and registration cutoff dates

White Plains	
Cutoff	Exam
01/12/12	01/28/12
03/02/12	03/17/12
05/04/12	05/19/12
07/06/12	07/21/12
09/14/12	09/29/12
11/02/12	11/17/12



Note Prometric must receive your registration form and fee on or before the cutoff date. No exceptions will be made to this policy. If your registration form is received after the deadline, you will be scheduled for the next available exam date.

Admission letter

If your registration form and payment are received by the cutoff deadline, Prometric will send 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.

In order to get your admission letter as fast as possible, please provide your email address on the registration form. Prometric will then send your admission letter to that email address. If you do not have an email address, your admission letter will be sent by mail, which will take longer to arrive.

You should receive your admission letter approximately five days before the exam. If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 800.280.3926.

Be sure to notify Prometric and the Board of any change of address.



Important If you do not appear for your exam on the date and at the time shown on your admission letter, 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, you can call 800.280.3926 to reschedule if space is available on the new date. The exam can be rescheduled only once. The rescheduling fee is \$25.



Note Once the cutoff date has passed, Prometric is unable to reschedule your exam. Your exam request is immediately processed upon receipt of payment in our office, and exam fees will not be refunded.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail. However, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled 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.

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.
- References approved for use during your exam (see Page 7).
- A silent, cordless, nonprinting, nonprogrammable calculator.



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 examination session.

References

- Only approved references are allowed for open-book exams. Photocopies of reference materials may **not** be used. No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in reference books. Highlighting and permanent tabbing added before your arrival at the test center is acceptable. Post-it® notes are not considered permanent tabbing and will not be allowed.
- Reference materials will be checked at the examination site before and after the examinations. Any reference material that has been written in during the exam will be confiscated.
- 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, 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 you approximately 10 business days after your exam date. All score reports are mailed simultaneously. To ensure confidentiality, scores will **not** be disclosed over the phone or faxed.

Passing score. A score of 70 percent or above is required to pass each exam. 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. The Board will issue a license to successful candidates. A \$500 licensing fee must be paid when your license is issued.



Note Passing an exam is no guarantee a license will be issued. **No** work may be started until all requirements are met and a valid license is issued to you by the Board.

Retake information. If you do not pass the exam, you may retake it up to two more times within six months of your initial registration date. Another exam fee must be submitted to Prometric prior to each exam attempt. If you do not pass your exam within three attempts and within six months, you must reapply with the Board.

Appeals process

Our goal is to provide quality exams 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 exams. 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 in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

Optional services

This section describes optional services that Prometric provides.

Expedited scoring

Prometric offers an expedited scoring service that provides an **unofficial score** within just a few days. To obtain a confidential **unofficial score**, call Prometric at 877.308.4697 after 5 p.m. (Central time) on the second business day after your exam. This unofficial score will include your raw score and pass/fail status. Please have your Visa or MasterCard information available when calling. Alternatively, you may prepay for this service when submitting your registration form. The fee for this service is \$30 per exam.

Duplicate score report

You may request a duplicate of your score report from Prometric for a period of three years after your examination date. You may call Prometric to request a duplicate of your score report, or you may prepay 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 report.

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.

Exam content outlines

Following are the content outlines for the Putnam County plumbing exams. These outlines are the basis of the exams. The outline indicates the total number of questions on the exam and the maximum time allowed.

Each outline lists all subjects covered in the exam and the approximate percentage of questions asked about each topic. All exams are open book. Exams consist of multiple-choice questions, with all questions weighted equally. A score of at least 70 percent is required to pass each exam.

Exam references. Each outline lists all references that were used to develop the exams, including the references that are allowed in the exam room. **Some information found in the references does not apply to the exams.** For information on how to obtain references, call toll-free 877.624.2562.

**Journeyman Plumbing Exam
Open Book, 120 questions, 4 hours**

Scope – Tests a candidate’s knowledge of the installation, repair, maintenance or extension of any plumbing system, including drainage, waste, and sanitary vents, water supply and fixtures in a supervised environment.

Subject	Percentage
General Knowledge	15
General Regulations	23
Plumbing Fixtures	9
Water Supply Systems	12
Drainage, Waste and Sanitary Vents	15
Indirect Waste	5
Roof Drain Piping Systems	5
Specialty Plumbing	4
Isometric Analysis	12

Reference allowed during the exam

- 1 *New York State Plumbing Code*, 2002 Edition, International Conference of Building Officials (ICBO), ICC Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.

References used to create exam questions but not allowed in the test center

- 1 *Mathematics for Plumbers and Pipefitters*, Sixth Edition, 2004, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
- 2 *Modern Plumbing*, 2005 Edition, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, www.g-w.com.

**Master Plumbing with Gas Exam
Open Book, 170 questions, 6 hours**

Scope – Tests a candidate’s knowledge of the installation, repair, maintenance or extension of any plumbing system, including drainage, waste and sanitary vents, water supply and fixtures and also install, maintain or repair gas piping, appliances, vents, flues, tanks and other related appurtenances.

Subject	Percentage
General Knowledge	12
General Regulations	18
Plumbing Fixtures	7
Water Supply Systems	8
Drainage, Waste and Sanitary Vents	12
Indirect Waste	4
Roof Drain Piping	3
Specialty Plumbing	4
Isometric Analysis	15
Fuel Gas	17

References allowed during the exam

- 1 *New York State Plumbing Code*, 2002 Edition, International Conference of Building Officials (ICBO), ICC Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.
- 2 *New York State Fuel Gas Code*, 2002 Edition, International Conference of Building Officials (ICBO), ICC Inc., 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, www.iccsafe.org.

References used to create exam questions but not allowed in the test center

- 1 *Mathematics for Plumbers and Pipefitters*, Fifth Edition, 1996, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
- 2 *Modern Plumbing*, 1997 Edition, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, www.g-w.com.



Exam Registration Form for Putnam County, New York Exams

Note: This form must be signed by your Sponsoring Entity **before** you submit it to Prometric. Your eligibility to test is valid for six months from the date authorized by the Sponsoring Entity. Send this completed form with the appropriate fee to: Prometric, ATTN: NY Putnam County Program, 1260 Energy Lane, St. Paul, MN 55108; or Fax to: 800.813.6670.

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
Daytime Phone Number (including area code) ()		Business Phone Number (including area code) ()	

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

Catalog Exam Code:	Full Exam Name:
Catalog Exam Code:	Full Exam Name:
Sponsor Code	Sponsoring Entity
Signature and Title of Authorizing Sponsor Representative	
Date Authorized	

Exam Selection and Fees

Catalog Exam Code	Exam Fee	Total
_____	\$90	\$
_____	\$90	\$
Optional Services	Fee	
Expedited Scoring (per exam)	\$30	\$
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, please complete the information below.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder

Exam Date and Location Selection

Catalog Exam Code	Exam Date – First Choice	Exam Date – Second Choice

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

Signature: _____ Date: _____

(Keep a copy of this registration form for your records.)