



Candidate Information Bulletin State of New Jersey Electrical Contractor Examinations

The New Jersey Board of Examiners of Electrical Contractors (the Board) licenses and regulates electrical contractors in New Jersey. The Board has contracted with Prometric to conduct its examination program.

At a glance

This bulletin is your guide to the process of obtaining New Jersey electrical contractors' licenses. The steps below summarize the process. For information about a step, go to the page listed.



To obtain your license

- 1 Submit your examination qualification application to the Board—Page 2.
Once approved, you will be notified by the Board and will receive an examination registration form.
- 2 Submit your exam registration form and fee to Prometric.
In return, you will receive an admission letter and exam appointment.
- 3 Prepare for your exam using this bulletin and other materials—Page 3.
- 4 Present your required identification; then take the exams—Page 4.
- 5 If you pass, the Board will send you a licensing instruction packet—Page 6.



To get answers not provided in this bulletin

For questions about exams:



Prometric
 ATTN: NJ Electrical Program
 1260 Energy Lane
 St. Paul, MN 55108
 Phone: 800.626.0750
www.prometric.com/newjersey

For questions about exam qualifications:

State of New Jersey
 Department of Law and Public Safety
 Division of Consumer Affairs
 Board of Examiners of Electrical Contractors
 P.O. Box 45006
 Newark, NJ 07101
 Phone: 973.504.6410
www.njconsumeraffairs.com/nonmedical/electrical.htm

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Key

-  Overview information
-  Important note

Submitting your application

Before you can schedule exams, you must complete an examination qualification application. You can get a copy of the application from the Board or online at www.njconsumeraffairs.com/electric/elecapex.pdf. If the Board approves your application, you will be sent an exam registration form.

Registering and scheduling exams

Once you receive approval and your registration form 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, exam scheduling preferences and payment. Prometric will treat your Social Security number as **confidential**. It will be used only as an identification number in maintaining your record and reporting your score to the Board.
- 2 Mail the registration form **and** the appropriate fees to Prometric at the address 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 dates and registration cutoff dates

Exam appointments are assigned according to availability and preference. Exams are offered at Springfield in the months of January, April, July and October. If a large number of candidates wish to test in any given month, an overflow exam will be given on the day after the publicized exam date.

New Jersey exam and registration cutoff dates

Springfield	
Cutoff	Exam
12/16/09	01/04/10
03/19/10	04/05/10
06/24/10	07/12/10
09/17/10	10/04/10



Note Prometric must receive your registration form and fee on or before the cutoff date. No exceptions will be made to this policy. Registration forms received after the deadline will be returned.

Admission letters

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 exams.

You should receive your admission letter approximately five days before the exams. If you lose your admission letter or have not received it three days before the exams, call Prometric immediately at 800.626.0750.

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

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.626.0750 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.



Important If you do not appear for your exams on the date and at the time shown on your admission letter, you forfeit all fees.

Rescheduling an appointment

Your exam registration form is immediately processed upon receipt of payment in our office, and exam fees will not be refunded. Once your exams have been scheduled, you must take them on the scheduled date or you will forfeit your exam fees. Cancellations will **not** be accepted.

If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you must pay another exam fee and choose another appointment date.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone. However, you may check for testing site closures by calling Prometric. If the site is closed, your exams will be rescheduled without a rescheduling fee.

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

Preparing for your exam

Preparing can help you pass your exams and possibly save time and money needed to take them again. You can use the content outlines in this bulletin (beginning on Page 6) to prepare for your exams. The exams are based on these content outlines.



Note Do not schedule your exams until you are familiar with all subject areas in the applicable content outline.

Reference manual. Prometric publishes a reference manual that includes all the state and federal laws and regulations needed to study for the Business and Law exam. The chapters represent the topics covered in the content outline. You may use the manual during the Business and Law exam. The manual is also an ideal guide for new contractors starting and operating a business. The fee for the manual is \$60. You can order a copy of the reference manual at the same time you register for your exam or by calling 800.626.0750.

What to bring on exam day

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

- A current, valid driver's license with a photo, or a Division of Motor Vehicles-issued identification card with photo. (No other form of photo identification will be accepted. No exceptions will be made.)
- Two sharpened No. 2 pencils.
- Approved reference materials.



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

Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing 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. Any reference material that has been written in during the exam will be confiscated. Highlighting and permanent tabbing added before your arrival at the test center is acceptable. Post-it® notes are not considered permanent tabbing and will not be allowed.
- The *NFPA-70 – National Electrical Code, 2008 Edition* will be supplied to candidates at the test center. Candidates will not be allowed to bring in their own copy of this reference.
- Reference materials will be checked at the test center before and after the examinations.
- 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

- A calculator or slide rule is allowed. Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. Calculators will be available at the test center.

Personal items

We recommend that you avoid bringing personal items to the test center. Note the following:

- Electronic equipment—cell phones, PDAs, pagers, cameras, tape recorders, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the test center as access to purses will not be allowed during testing.

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 testing center.

Copyrighted questions. All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

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

Prometric reports exam results to the state prior to sending score reports to candidates. 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.

Passing score. A score of 70 percent or above is required to pass each exam and you must pass all three exams before you are eligible to apply for a license. 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. If you pass all your exams, you will receive a licensing information packet from the state (see Page 6).

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.

Strength and weakness report

If you do not pass an exam, you may request a strength and weakness report. This report is a useful guide that pinpoints where you need to concentrate your study efforts before retaking the exam. It shows how many questions were included in each subject area and how many questions you answered correctly in each area. The fee for a strength and weakness report is \$15.

Exam reviews

If you do not pass an exam, you can register for an optional review of it. The review is a study session that is conducted much like an exam. You must review an exam on the **first** review after your exam date. To review an exam, call Prometric. Prometric must **receive** your fee no later than two weeks before the first review date. The fee for an exam review is \$50.

The purpose of a review is not to teach you the exam subject matter. Rather, it is an option you may choose for study purposes. You may use your reference material during the review process. You are not allowed to bring an advisor or anyone else with you to the review. A review is **not** considered an exam attempt and is not scored. You may **not** remove notes or exam materials from the review room.

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 exams you successfully completed in a calligraphy typeface. The cost is \$15.

Obtaining your license

The state will mail a licensing instruction packet to each candidate who has passed all three exams. The packets are prepared and sent as soon as all score reports have been processed. Allow three to four weeks for delivery of the instruction packet. Please do **not** call.

Exam content outlines

Following are the content outlines for the New Jersey Board of Examiners of Electrical Contractors exams. A candidate must pass the electrical contractor, alarm systems electrical contractor, and business and law exams to qualify to be licensed as a New Jersey electrical contractor.

Each outline indicates the total questions on the exam and the maximum time allowed. It also lists all topics covered in the exam and the approximate percentage of questions asked about each topic. A score of 70 percent or above is required to pass each exam.

All exams consist of multiple-choice questions with all questions weighted equally. Some questions may require the use of arithmetic and/or simple algebra. Some questions may refer to a figure drawing, table or chart located either in the examination booklet or in the *Code* book.

Exam references. Each outline lists all references that were used to develop the exams. The references you can use during the exam are also listed. **Some information found in the references does not apply to the exams.**

Business and Law Exam
Open Book, 50 questions, 2 hours

Exam Topic	%
Business Organization	4
Licensing	10
Estimating and Bidding	14
Contract Management	16
Project Management	10
Risk Management	8
Safety	8
Labor Laws	8
Financial Management	10
Tax Law	6
Lien Law	6

References

The following reference **may be used** during the exam. You must bring in your own copy of this reference.

1. *New Jersey Electrical Contractor's Reference Manual*, Eighth Edition, Prometric, 1260 Energy Lane, St. Paul, MN 55108.

Electrical Contractor Exam
Open Book, 100 questions, 4 hours

Scope – An Electrical Contractor may engage in the business of contracting to install, erect, repair or alter electrical equipment for the generation, transmission or utilization of electrical energy.

Exam Topic	%
General Electrical Knowledge	10
Raceways and Enclosures	10
Services, Feeders, and Branch Circuits	10
Overcurrent Protection	5
Conductors and Cables	9
Grounding and Bonding	16
Equipment for General Use	9
Special Occupancies	5
Special Equipment and Conditions	5
Motors and Controls	12
Low Voltage and Communications Circuits	6
Safety	3

References

The following reference **is provided** in the testing center. You are not allowed to bring in your own copy of this reference. No highlighting or notes of any sort may be made in the book during the exam.

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

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

1. *Industrial Motor Control*, Fifth Edition, 2005, Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
2. *Mike Holt's Illustrated Guide to Basic Electrical Theory*, Second Edition, Mike Holt Enterprises, Inc., 3604 Parkway Blvd., Suite 3, Leesburg, FL 34748, www.NECode.com.

Alarm Systems Contractor Exam
Open Book, 50 questions, 2-1/2 hours

Scope – An Alarm Systems Contractor may contract to install, repair, maintain, place, and connect equipment and wiring for fire detection and alarm and intrusion alarm systems. Connection to the power source shall be by cord and plug only, to receptacles installed by the holder of the appropriate license.

Exam Topic	%
General Electrical Knowledge	10
Fire Detection	24
Intrusion Detection	24
Power Supplies	10
Signaling Circuits	10
Grounding and Bonding	6
Raceways and Enclosures	6
Conductors and Cables	6
Special Occupancies	4

References

The following reference **is provided** in the testing center. You are not allowed to bring in your own copy of this reference. No highlighting or notes of any sort may be made in the book during the exam.

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

The following reference **may be used** during the exam. You must bring in your own copy of this reference.

1. *NFPA-72 – National Fire Alarm Code*, 2002 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

The following reference has been used to create exam questions but **is not allowed** in the testing center.

1. *Security: A Guide to Security System Design and Equipment Selection and Installation*, Second Edition, 1994, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.