



# Candidate Information Bulletin Beacon, New York Construction Trade Examinations

The Trades Licensing Division of the Office of the Beacon City Clerk (Division) has contracted with Prometric Inc. to conduct its examination program.

## At a glance

This bulletin is your guide to the process of taking a City of Beacon construction trade examination. The steps below summarize the process.



### To take an examination

- 1 You must apply with the Division at the address below. Your application is reviewed by the Division, and if you are approved, the Division forwards your information to Prometric.
- 2 Once Prometric receives your information, you will be scheduled for an exam on the date provided by the Division.
- 3 Prepare for your exam using this bulletin and other materials (see Page 4).
- 4 Present your required identification at the test site; then take the exam.



### To get answers not provided in this bulletin

Trades Licensing Division of the Office of the  
Beacon City Clerk  
1 Municipal Plaza Suite I  
Beacon, NY 12508  
Phone: 914.838.5028

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## 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 Americans with Disabilities Act 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.

Key	
	Overview information
	Important note

## *What to bring on exam day*

The exam site opens 30 minutes before testing begins. Late arrivals will not receive additional time.

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

- A current, valid, government-issued photo identification card, such as a driver's license or passport.
- Two sharpened No. 2 pencils.
- Approved references.
- A silent, cordless, nonprinting, nonprogrammable calculator.



**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.
- Reference materials will be checked at the test site before and after the exam.
- 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**

- Candidates should bring a silent, cordless, handheld, solar or battery-operated, nonprogrammable calculator (without paper tape-printing capabilities or alphabetic keypads). Construction or electrician's calculators are **not** allowed. If you are unsure whether your calculator is appropriate, you should bring an additional simple six-function calculator.

### **Personal items**

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

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, 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*

A score report will be sent to the Division and the Division will notify you of your score.

**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.

### *Appeals process*

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

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal 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.

*Exam content outline*

Following is the content outline for the City of Beacon construction trade examinations. The outlines are the basis of the exams and list all subjects covered in each exam and the approximate percentage of questions asked about each topic. A score of 70 percent is required to pass each exam.

**Exam references.** Each outline lists references that were used to develop the exam, including those references that you may use during the exam. **Some information found in the references does not apply to the exams.** For information on how to obtain exam references, call toll-free 877.624.2562.

**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 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 created exam questions but not allowed during the exam**

- 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.goodheartwillcox.com.

**Master Electrical Exam**  
Open Book, 100 questions, 4 hours

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

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

**Reference allowed 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.

**References used to created exam questions but not allowed during the exam**

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