



Candidate Information Bulletin State of Hawaii Plumbing Continued Competency Exam

In Hawaii, all plumber licenses are subject to renewal on or before June 30 every three years. All licensed plumbers must meet continued competency requirements to renew their license. To show proof of completing the continued competency requirement, plumbers must submit a copy of:

- 1** A certificate from the State’s Community College System evidencing attendance at an update course of the “UPC.”
- OR**
- 2** A score report from Prometric showing successful passage of the continued competency exam on the updates to the “UPC.”

At a glance

The State of Hawaii Board of Electricians and Plumbers the (Board) has contracted with Prometric to conduct its Hawaii Plumbing Continued Competency examination program. The steps below summarize the exam process. For information about a step, go to the page listed.



To obtain your license

- 1** Submit your exam registration form and (\$60) fee to Prometric—Page 7. In return, you will receive an admission letter and exam appointment.
- 2** Prepare for your exam, using this bulletin and other materials—Page 5.
- 3** Present your admission letter and required identification and take the exam—Page 3.
- 4** If you pass your exam, your score report will include information on the license renewal process.



To get answers not provided in this bulletin

For questions about exams:

Prometric
354 Uluniu Street, Suite 308
Kailua, HI 96734
Phone: 808.261.8182
www.prometric.com/hawaii

For questions about licensing:

State of Hawaii
Board of Electricians and Plumbers
P.O. Box 3469
Honolulu, HI 96801
Phone: 808.586.3000
www.hawaii.gov/dcca/areas/pvl

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Key

- Overview information
- Important note

Registering for exams

To register for an exam:

- 1 Complete the exam registration form on Page 7.
- 2 Mail the registration form **and** the exam fee to Prometric at the address shown on the form.

Fees. The exam fee is \$60. Payment can be made by Visa or MasterCard, check or money order. Prometric will charge a **\$20 fee** for any returned check. **Exam registration fees are not refundable or transferable.**

Exam dates and registration cutoff dates. A list of exam dates, locations and cutoff dates is located on Page 6.

If you are unable to take the exam on the scheduled test date because of religious restrictions, submit a letter of explanation with your exam registration form.



Note Prometric **must** receive your registration form and fee **on or before** the deadline date. Once you pay the exam fees, you may **not** reschedule your exam or receive a refund.

Walk-in testing at the Oahu location. Walk-in testing is available at the Oahu location only. To schedule a walk-in appointment for a date other than scheduled exam dates, call Prometric at 808.261.8182. The “walk-in” examination fee is \$50.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 808.261.8182 to obtain an accommodation request form. This form must be submitted, along with written professional verification of your disability, **before** you schedule your exam. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Admission letters

If your registration form and payment are received by the registration 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 testing center or you will not be allowed to test.

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 808.261.8182.

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.

What to bring on exam day

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

- Your admission letter from Prometric.
- Photo identification.
- Two sharpened No. 2 pencils.
- A silent, nonprinting, nonprogrammable calculator.



Important Be prompt. Candidates who arrive after the test supervisor has started the pretest instructions **will not** be admitted and the exam fee will be forfeited.

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

- The approved references listed in the content outline on Page 5 will be provided to you at the testing center for your use during the exam. No other reference materials, papers or study materials are allowed at the test center. You are not allowed to highlight or make notes of any sort in the reference books during the exam. Any reference material that has been written in during the exam will be confiscated.

Calculators

- Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. The exam supervisor will check your calculator for compliance with this rule.

Personal items

We recommend that you avoid bringing personal items to the testing 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.

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.



Important Before an exam begins, the test center administrator will inspect all briefcases, purses, and so on to ensure that candidates are not in violation of any of these rules. The administrator will collect any materials that violate the rules.

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. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank.

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.

Passing score. A score of 70 percent or above is required to pass the exam. Scores are based on the number of questions answered correctly. Your score report will provide you with information regarding your next step in the licensure process.

Exam scores for walk-in testing are **not** released early. Exam scores are reported to the candidate and the Board at the same time scores from the next regularly scheduled exam are released. Do not call the Board for your score.

Retake information. If you do not pass the exam, you will receive a retake exam registration form and retake procedure information with your score report.

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

The Plumbing Continued Competency exam consists of 50 multiple-choice questions. You will have two hours to complete the exam. A score of at least 70 percent is required to pass the exam.

The outline below lists all subjects covered in the exam and the approximate percentage of questions asked about each topic.

Exam references. Approved references **will be provided** to you at the testing center for your use during the exam. References can be found at local libraries, bookstores or at trade and technical colleges, or can be ordered by calling toll-free 877.624.2562.

Plumbing Continued Competency Exam

Scope – The successful completion of the Plumbing Continued Competency examination will fulfill the requirements for continued competency for the purpose of renewing Hawaii Plumbing licenses.

Subject	Percentage
Administration	7
Definitions	7
General Regulations	8
Fixtures and Fixture Fittings	10
Water Heaters	8
Water Supply and Distribution	12
Sanitary Drainage	10
Indirect Wastes	7
Vents	10
Traps	7
Fuel Piping	10
Medical Gas Systems	7

References

The following references **are provided** in the testing center. No highlighting or notes of any sort may be made in the references during the exam.

1. *Plumbing Code of the City and County of Honolulu*, 2000, City and County of Honolulu, Department of Planning and Permitting, Frank F. Fasi Municipal Building, 650 South King Street, Honolulu, HI 96813, www.honoluluudpp.org.
2. *Uniform Plumbing Code*, 1997 Edition, International Association of Plumbing and Mechanical Officials (IAPMO), 5001 E. Philadelphia Street, Ontario, CA 91761-2816, www.iapmo.org.

Exam Dates and Locations

Important Your registration form must be **received** by Prometric before the deadline date or it will be returned to you.

Exams are offered at several locations each month. These locations are subject to change.

Registration Deadline	Hilo	Kauai	Kona	Maui	Oahu	
01/08/10	01/22/10	01/22/10	01/22/10	01/22/10	01/21/10	01/22/10
02/05/10	02/19/10	02/19/10	02/19/10	02/19/10	02/18/10	02/19/10
03/05/10	03/19/10	03/19/10	03/19/10	03/19/10	03/18/10	03/19/10
04/09/10	04/23/10	04/23/10	04/23/10	04/23/10	04/22/10	04/23/10
05/07/10	05/21/10	05/21/10	05/21/10	05/21/10	05/20/10	05/21/10
06/04/10	06/25/10	06/25/10	06/25/10	06/25/10	06/24/10	06/25/10
07/09/10	07/23/10	07/23/10	07/23/10	07/23/10	07/22/10	07/23/10
08/06/10	08/20/10	08/20/10	08/20/10	08/20/10	08/19/10	08/20/10
09/10/10	09/24/10	09/24/10	09/24/10	09/24/10	09/23/10	09/24/10
10/08/10	10/22/10	10/22/10	10/22/10	10/22/10	10/21/10	10/22/10
11/05/10	11/19/10	11/19/10	11/19/10	11/19/10	11/18/10	11/19/10
12/03/10	12/17/10	12/17/10	12/17/10	12/17/10	12/16/10	12/17/10

Island	Location	Time
Hilo	Hilo Meishoin Church 97 Olona Street Hilo, HI	7:45 a.m.
Kauai	UPW Building 4211 Rice Street Ground Floor Lihue, HI	7:15 a.m.
Kona	Kona Outdoor Circle 76-6280 Kuakini Highway Kailua-Kona, HI	7:45 a.m.
Maui	Mana Kai Hotel 2960 South Kihei Road Akamai Room Kihei, HI	11:45 a.m.
Oahu	Prometric 354 Uluniu Street Suite 308 Kailua, HI	7:45 a.m.



Exam Registration Form

for Hawaii Plumbing Continued Competency exam

Candidate Information

Last Name	First Name	Middle Name	Social Security Number ____ - ____ - ____
Street Address (including Apt. number or P.O. Box, if applicable) for admission letter and score report			
City		State	ZIP Code
Daytime Phone Number (including area code) ()		Evening Phone Number (including area code) ()	

Examination Selection and Fees

Exam Title	Exam Fee	Total
Plumbing Continued Competency	\$60	\$
	Total Fee	\$

To register, send this completed form with the appropriate fee to:

Prometric
354 Uluniu Street, Suite 308
Kailua, HI 96734

Payment: Fee may be paid by check, money order, MasterCard or Visa, payable to Prometric. Please put your full name on the check. **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 Location and Date Selection

Use the information on Page 6 to choose your exam location and date. Remember, your registration form must be received by Prometric by the deadline date in order for you to be scheduled for the date of your choice. You will receive an admission letter providing you with the exact date and time of your exam.

Exam Location				
<input type="checkbox"/> Hilo	<input type="checkbox"/> Kauai	<input type="checkbox"/> Kona	<input type="checkbox"/> Maui	<input type="checkbox"/> Oahu
Exam Date	Month/Date/Year			

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.)