



# Candidate Information Bulletin State of New Jersey

## Fire Alarm, Burglar Alarm and Locksmith Candidate Examinations

The State of New Jersey, Department of Law and Public Safety, Division of Consumer Affairs, requires everyone engaged in burglar alarm, fire alarm and locksmith businesses to be licensed, one requirement of which is to pass a licensing examination. The State contracted with Prometric to conduct its exam program.

### At a glance

Follow these main steps if you are interested in obtaining a Fire Alarm, Burglar Alarm or Locksmith license in the State of New Jersey.



#### To obtain your license

- 1 Apply to the State of New Jersey to take the necessary exams, which includes passing a criminal history review.
- 2 Once you receive your approval to test letter from the State, contact Prometric to pay for your exam and to schedule an appointment to take it. (See Page 2)
- 3 Prepare for the exam using the content outlines in this bulletin. (See Page 8)
- 4 Once you pass your exam, you will receive an Interim License Letter and instructions on how to obtain your Photo-Identification License from Prometric. (See Page 7)



#### To get answers not provided in this bulletin

##### For questions about exams:

###### Prometric

Phone: 800.813.6549

Fax: 800.347.9242

Web site: [www.prometric.com/newjersey](http://www.prometric.com/newjersey)

##### For questions about license applications:

###### New Jersey Office of the Attorney General

###### Division of Consumer Affairs

###### Fire Alarm, Burglar Alarm and Locksmith Advisory Committee

P.O. Box 45042



Newark, NJ 07101

Phone: 973.504.6245

Web site: [www.njconsumeraffairs.gov/fbl](http://www.njconsumeraffairs.gov/fbl)

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#### Key

-  Overview information
-  Important note

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## **Overview of the exam process**

To be eligible to take a burglar alarm, fire alarm or locksmith business license exam, you must meet qualifications established by the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety.

Specific qualification requirements for each license type can be found on the State's Web site at [www.njconsumeraffairs.gov/fbl](http://www.njconsumeraffairs.gov/fbl).

Generally, you must:

- Satisfactorily complete a criminal history review; then
- Pass all sections of the licensing exam. (You must be approved by the State prior to taking any exams.)

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## **Criminal history review**

All applicants for a license issued by the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee are required to submit to a criminal history background check.

You will need to complete a Certification and Authorization form and return the form with the license application to the State. The form must be fully completed, executed and signed in the presence of a notary public. The Committee will then provide you with instructions on how to obtain electronic fingerprints. Once your fingerprints are submitted to the Criminal History Review Unit, a full review will be performed and you will be notified as to your eligibility to be licensed.

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## **Licensing exam sections**

For each business line in which you wish to obtain a license, your exam will include three sections: business and law, trade-specific (Fire, Burglar or Locksmith), and electronic security. If you are taking an exam for the first time, you will be required to take all three sections on the same day.

If you do not receive a passing score on all three exam sections the first time you take the exam, you will have two more attempts to pass the remaining sections based on the following timelines:

- **Second Attempt:** Retake the failed exam sections within 24 months of your original testing date.
- **Third Attempt:** You must wait six months following the second exam date before you can retake any remaining exam sections for the third time.



**Important** If you fail to obtain a passing score on all three exam sections within three attempts, you will forfeit all passing scores received on any previous exam attempts and will be required to retake all three exam sections.

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## **Unsupervised Employee exams**

Unsupervised Employee exams are listed below.

- Unsupervised Employee – Fire Alarm
- Unsupervised Employee – Burglar Alarm
- Unsupervised Employee – Locksmith



**Note** There are no limits established on the number of times candidates may take these exams or on the length of time between retakes.

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## **Registering and scheduling your exam**

After you receive your approval to test letter from the State, you must contact Prometric to:

- 1 Register for the exams you need to take.
- 2 Pay the exam fees.
- 3 Schedule an appointment to take your exams.



**Note** If you are taking these exams for the first time, you must take all three sections of the exam on the same day.

**Confidentiality.** Be assured that Prometric treats your Social Security number as **confidential**. It is used only as an identification number in maintaining your record and reporting your grades to the Fire Alarm, Burglar Alarm and Locksmith Committee.

By law, you are not required to disclose your Social Security number, and you have the right to prohibit its use as an identifier for your records. If you elect not to disclose your Social Security number, please enclose a separate letter with your exam registration form to inform Prometric of your decision. Prometric will issue you an identification number. You must then use this identification number when applying for your license.

**Accommodations.** If you require ADA accommodation, see “Special consideration” on Page 5 before registering.

**Holidays.** Testing generally does not occur on the following holidays:

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional state holidays may be observed in the state where you schedule your exam appointment.

**Test centers.** You may take your exam at any Prometric test center in the United States. A complete list of test center locations may be found by going to [www.prometric.com/newjersey/njalarm](http://www.prometric.com/newjersey/njalarm) and clicking on the “Do More” button. Alternatively, you may call 800.853.5448. Test center locations are subject to change. Be sure to verify the address of and directions to your destination before you leave for your exam.



**To register and schedule an exam online**

Register and schedule your exam online at any time using the following steps.

- 1 Access [www.prometric.com/newjersey/njalarm](http://www.prometric.com/newjersey/njalarm).
- 2 Click on **Continue** under the “Do more” tab and follow the prompts.

**By phone—a one-step process**

You may register and schedule your examination by calling 800.813.6549 between 8 a.m. and 9 p.m. (Eastern time), Monday through Friday. Please have your exam registration form and your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

**By fax or mail—a two-step process**

You can register by fax or mail in two steps: (1) register and pay your exam fee and (2) schedule your exam appointment by phone.

You may fax your completed exam registration form (Page 13) to Prometric at 800.347.9242. You must include the Visa or MasterCard number and the cardholder’s signature on the fax. Faxed registrations are processed within 24 hours, or one business day, of receipt.

You may mail your completed exam registration form (Page 13) and the appropriate exam fee (\$90). Assume four to eight days for delivery of mailed registrations and then 48 hours for processing.

Once your registration has been processed, you can schedule an appointment by calling 800.813.6549. Please record and retain the number confirming your appointment.

**Registration fee, expiration, and refund policy**

The basic registration fee for each exam is \$90. If you are taking more than one exam, fees for all exams may be included in one payment. MasterCard, Visa, money order, company check and cashier’s check are accepted forms of payment.

**Personal checks and cash are not accepted.**



**Note** Exam registration and scheduling **fees are not refundable or transferable**, and the resulting registrations **expire in 90 days**. We recommend that you do not register for your exam until you are prepared to take it.

**Rescheduling an exam**

To avoid a rescheduling fee, you must contact Prometric at least **three full business days** before the day of your scheduled appointment. **Before you reschedule your exam**, refer to the following table to determine the **last day** you may reschedule without paying a \$40 rescheduling fee.

**Last day to reschedule with no fee**

If your exam is on:	Call by 9 p.m. (Eastern time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Note that this schedule **does not** include holidays. Since holidays are not business days, they do not count against the three days (call earlier).

If you do not allow at least three full business days to reschedule your appointment, you must pay a \$40 rescheduling fee before choosing another appointment. To pay this fee by Visa or MasterCard and reschedule your appointment, call Prometric at 800.813.6549. You may also pay the rescheduling fee by mailing a cashier’s check, company check, money order or Visa or MasterCard information to Prometric.

**If absent or late for your appointment**

If you miss your appointment or arrive late and are not allowed to test, you must pay a \$40 rescheduling fee before choosing another appointment. This fee will allow you to use your original exam registration.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

**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 must pay a \$40 rescheduling fee. You must then reschedule your exam.

**Retaking an exam**

If you do not pass the exam, you must re-register using another exam registration form and schedule another examination appointment by following the procedures above. Another exam registration fee is required.

**Special consideration**

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 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.

**Taking the exam**

Your exam will be given by computer at a Prometric test center. You do not need any computer experience or typing skill to take your exam. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the computer.

**Arrival.** You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification and documentation.

**Approval letter.** You must bring the approval to test letter you received from the State with you to the test center.

**Identification required.** You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver’s license, state-issued identification card or military identification card).
- Contain **both** a current photo and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as “Jr.” and “III”).



**Important** Failure to provide appropriate identification at the time of the exam is considered a missed appointment. As a result, you must pay a \$40 rescheduling fee before choosing another appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

## Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in the disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

### References

- Only approved references are allowed during the exam. 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 are 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 exams.
- 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

- Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used.

### Personal items

- You **must not** bring any personal/unauthorized items into the testing room. Such items include but are not limited to: purses, briefcases, notebooks, pagers, watches, cellular phones, recording devices, photographic equipment outerwear, hats, food, and drinks.

### 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. Exhibiting abusive behavior towards any test center staff member may result in criminal prosecution.

### 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.

**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 exam, you should answer the question to the best of your ability.

**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.

**Your exam results**

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. The report indicates your overall score and grade, including the numerical percentage of questions answered correctly and whether you passed or failed.

The report also displays your percentage correct in each major section of the exam, as defined by the exam content outline. These section scores are shown to guide you about areas requiring additional preparation for retesting if you do not pass the exam. Even after you pass, you may want to focus on these areas as you begin to provide services to the public.

Note that the section percentages will not average out to your total percentage score. That is because individual exam outline sections are allocated different numbers of questions on the exam. Your total percentage score is computed by dividing the number of questions you answered correctly by the total number of questions in the exam. The total score is **not** computed by adding the section percentages and dividing by the total number of sections.

**Sample score report**

Sample Examination Score Report			
New Jersey Burglar Alarm Examination			
	Number of Questions	Number Correct	Percent Correct
Total Test Score	50	40	80%
General Electrical Knowledge	5	4	80%
Installation Requirements	17	15	88%
Power Supplies	6	5	83%
Intrusion Detection Equipment	6	4	67%
Signaling Circuits	6	5	83%
Notification Equipment	6	3	50%
Supervisory Stations	4	4	100%
Score: 80%			
Grade: Pass			
(A total score of 70 percent is required to pass)			

Prometric electronically notifies the Fire Alarm, Burglar Alarm and Locksmith Committee of exam results within 10 business days of the exam date. Note that exam scores are confidential and will be revealed only to you and the Committee.

**Duplicate score report.** You may call or write to Prometric to request a duplicate of your score report for a period of two years after an exam. Direct any questions or comments about your exam to Prometric.

**Interim License Letter**

If you pass your license exam, you will receive an Interim License Letter for Fire Alarm, Burglar Alarm and/or Locksmith licensure in the State of New Jersey and a letter including instructions on how to obtain your Photo-Identification License.

The Interim License Letter will expire in 60 days. Prior to that date, you are required by law to obtain a Photo-Identification License from Prometric.

**Replacement Photo-Identification card.** You must contact the State to request a Replacement Photo ID Card. The fee for this service is \$20.

**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 outlines**

The following content outlines list all subjects covered by each exam and the approximate percentage of questions asked about each topic. Each outline indicates the total number of questions on the exam and the maximum time allowed.

Exam questions are multiple-choice. A score of 70 percent or above is required to pass each exam. 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.

**Exam references.** Each outline lists references that were used to develop the exam, including references that are allowed in the exam room. For information on how to obtain exam references, please call toll-free 877.624.2562.

**FIRE ALARM CANDIDATE EXAMS**

**1. Business and Law Exam**  
**Open Book, 50 questions, 2 hours**

**Scope** – Tests a candidate’s knowledge of payroll taxes, worker’s compensation, unemployment compensation, lien and other laws, and subjects that effect the daily operations of contractors.

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

Reference allowed during the exam	
<b>1</b>	<i>New Jersey Electrical Contractor’s Reference Manual</i> , Eighth Edition, Prometric, 1260 Energy Lane, St. Paul, MN 55018, 877.624.2562.

**2. Fire Alarm Exam**  
**Open Book, 50 questions, 2-1/2 hours**

**Scope** – Tests a candidate’s knowledge of the design, installation, maintenance, alteration and testing of fire alarm circuits and equipment.

**Additional Information** – “Fire Alarm” means a security system comprised of an interconnected series of alarm devices or components, including systems interconnected with radio frequency signals, which emits an audible, visual or electronic signal indicating an alarm condition and which provides a warning of the presence of smoke or fire.

Exam Topic	%
General Electrical Knowledge	8
Installation Requirements	18
Initiating Devices	18
Signaling Circuits	16
Notification Appliances	16

Exam Topic	%
System Testing	18
Supervisory Stations	6

Reference allowed during the exam	
1	<i>NFPA 70 National Electrical Code</i> , 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
2	<i>NFPA 72 National Fire Alarm Code</i> , 2002 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

References not allowed during the exam	
1	<i>Understanding and Servicing Alarm Systems</i> , Third Edition, 1999, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.
2	<i>Low Voltage Wiring: Security/Fire-Alarm Systems</i> , 2002, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.

**3. Electronic Security System Exam**  
**Open Book, 40 questions, 2 hours**

**Scope** – Tests a candidate’s knowledge of the design, installation, maintenance and alteration of electronic security system circuits and equipment.  
**Additional Information** – “Electronic Security System” means a security system comprised of an interconnected series of devices or components, including systems with audio and video signals or other electronic systems, which emits or transmits an audible, visual or electronic signal warning of intrusion and provides notification of authorized entry or exit, which is designed to discourage crime.

Exam Topic	%
General Electrical Knowledge	15
CCTV Systems	30
Access Control Systems	35
Intercom Systems	20

Reference allowed during the exam	
1	<i>NFPA 70 National Electrical Code</i> , 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

References not allowed during the exam	
1	<i>Intrusion Detection Systems</i> , Second Edition, 1988, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.
2	<i>Security: A Guide to Security System Design and Equipment Selection and Installation</i> , Second Edition, 1994, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.

**BURGLAR ALARM CANDIDATE EXAMS**

**1. Business and Law Exam**  
**Open Book, 50 questions, 2 hours**

**Scope** – Tests a candidate’s knowledge of payroll taxes, worker’s compensation, unemployment compensation, lien and other laws, and subjects that effect the daily operations of contractors.

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

Reference allowed during the exam	
1	<i>New Jersey Electrical Contractor’s Reference Manual</i> , Eighth Edition, Prometric, 1260 Energy Lane, St. Paul, MN 55018, 877.624.2562.

**2. Burglar Alarm Exam**  
**Open Book, 50 questions, 2-1/2 hours**

**Scope** – Tests a candidate’s knowledge of the design, installation, maintenance and alteration of burglar alarm circuits and equipment.  
**Additional Information** – “Burglar Alarm” means a security system comprised of an interconnected series of alarm devices or components, including systems interconnected with radio frequency signals, which emits an audible, visual or electronic signal indicating an alarm condition and providing a warning of intrusion, which is designed to discourage crime.

Exam Topic	%
General Electrical Knowledge	10
Installation Requirements	34
Power Supplies	12
Intrusion Detection Equipment	12
Signaling Circuits	12
Notification Equipment	12
Supervisory Stations	8

Reference allowed during the exam	
1	<i>NFPA 70 National Electrical Code</i> , 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

**EXAM CONTENT OUTLINES**

<b>References not allowed during the exam</b>	
<b>1</b>	<i>Understanding and Servicing Alarm Systems</i> , Third Edition, 1999, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.
<b>2</b>	<i>Low Voltage Wiring: Security/Fire-Alarm Systems</i> , 2002, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.

**3. Electronic Security System Exam**  
**Open Book, 40 questions, 2 hours**

**Scope** – Tests a candidate’s knowledge of the design, installation, maintenance and alteration of electronic security system circuits and equipment.  
**Additional Information** – “Electronic Security System” means a security system comprised of an interconnected series of devices or components, including systems with audio and video signals or other electronic systems, which emits or transmits an audible, visual or electronic signal warning of intrusion and provides notification of authorized entry or exit, which is designed to discourage crime.

<b>Exam Topic</b>	<b>%</b>
General Electrical Knowledge	15
CCTV Systems	30
Access Control Systems	35
Intercom Systems	20

<b>Reference allowed during the exam</b>	
<b>1</b>	<i>NFPA 70 National Electrical Code</i> , 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

<b>References not allowed during the exam</b>	
<b>1</b>	<i>Intrusion Detection Systems</i> , Second Edition, 1988, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.
<b>2</b>	<i>Security: A Guide to Security System Design and Equipment Selection and Installation</i> , Second Edition, 1994, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.

**LOCKSMITH CANDIDATE EXAMS**

**1. Business and Law Exam**  
**Open Book, 50 questions, 2 hours**

**Scope** – Tests a candidate’s knowledge of payroll taxes, worker’s compensation, unemployment compensation, lien and other laws and subjects that effect the daily operations of contractors.

<b>Exam Topic</b>	<b>%</b>
Business Organization	4
Licensing	10
Estimating and Bidding	14
Contract Management	16
Project Management	10

<b>Exam Topic</b>	<b>%</b>
Risk Management	8
Safety	8
Labor Law	8
Financial Management	10
Tax Law	6
Lien Law	6

<b>Reference allowed during the exam</b>	
<b>1</b>	<i>New Jersey Electrical Contractor’s Reference Manual</i> , Eighth Edition, Prometric, 1260 Energy Lane, St. Paul, MN 55018, 877.624.2562.

**2. Locksmith Exam**  
**Open Book, 50 questions, 2-1/2 hours**

**Scope** – Tests a candidate’s knowledge of the installation, maintenance and alteration of mechanical locking devices and the design, installation, maintenance and alteration of electronic security systems.  
**Additional Information** – “Locksmithing services” means the modification, recombination, repair or installation of mechanical locking devices and electronic security systems for any type of compensation and includes the following: repairing, rebuilding, recoding, servicing, adjusting, installing, manipulating or bypassing of a mechanical or electronic locking device, for controlled access or egress to premises, vehicles, safes, vaults, safe doors, lock boxes, automatic teller machines or other devices for safeguarding areas where access is meant to be limited; operating a mechanical or electronic locking device, safe or vault by means other than those intended by the manufacturer of such locking devices, safes or vaults; or consulting and providing technical advice regarding selection of hardware and locking systems of mechanical or electronic locking devices and electronic security systems; except that “locksmithing services” shall not include the installation of a prefabricated lock set and door knob into a door of a residence.

<b>Exam Topic</b>	<b>%</b>
Tools	6
Keys	12
Locks	26
Hardware	26
Automotive	10
Safes and Vaults	10
Electronic Systems	10

<b>Reference allowed during the exam</b>	
<b>1</b>	<i>NFPA 70 National Electrical Code</i> , 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

<b>References not allowed during the exam</b>	
<b>1</b>	<i>The Complete Book of Locks and Locksmithing</i> , Sixth Edition, 2005, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.

References not allowed during the exam	
2	<i>Security, ID Systems and Locks: The Book on Electronic Access Control</i> , 1997 Edition, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.

**3. Electronic Security System Exam**  
**Open Book, 40 questions, 2 hours**

**Scope** – Tests a candidate’s knowledge of the design, installation, maintenance and alteration of electronic security system circuits and equipment.  
**Additional Information** – “Electronic Security System” means a security system comprised of an interconnected series of devices or components, including systems with audio and video signals or other electronic systems, which emits or transmits an audible, visual or electronic signal warning of intrusion and provides notification of authorized entry or exit designed to discourage crime.

Exam Topic	%
General Electrical Knowledge	15
CCTV Systems	30
Access Control Systems	35
Intercom Systems	20

Reference allowed during the exam	
1	<i>NFPA 70 National Electrical Code</i> , 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

References not allowed during the exam	
1	<i>Intrusion Detection Systems</i> , Second Edition, 1988, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.
2	<i>Security: A Guide to Security System Design and Equipment Selection and Installation</i> , Second Edition, 1994, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.

**UNSUPERVISED EMPLOYEE CANDIDATE EXAMS**

**1. Unsupervised Employee, Fire Alarm Exam**  
**Open Book, 50 questions, 2-1/2 hours**

**Scope** – Tests a candidate’s knowledge of the installation, maintenance, alteration and testing of fire alarm circuits and equipment.  
**Additional Information** – An “Unsupervised Employee” is one engaged in the installation, service or maintenance of burglar alarm, fire alarm or electronic security systems without the direct, on-site supervision of a tradesperson properly licensed to perform the work involved.

Exam Topic	%
General Electrical Knowledge	6
Installation Requirements	34
Initiating Devices	8

Exam Topic	%
Signaling Circuits	8
Notification Appliances	8
System Testing	8
Electronic Security Systems	20
Supervisory Stations	8

References allowed during the exam	
1	<i>NFPA 70 National Electrical Code</i> , 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
2	<i>NFPA 72 National Fire Alarm Code</i> , 2002 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

References not allowed during the exam	
1	<i>Intrusion Detection Systems</i> , Second Edition, 1988, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.
2	<i>Understanding and Servicing Alarm Systems</i> , Third Edition, 1999, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.
3	<i>Low Voltage Wiring: Security/Fire-Alarm Systems</i> , 2002, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.

**2. Unsupervised Employee, Burglar Alarm Exam**  
**Open Book, 50 questions, 2-1/2 hours**

**Scope** – Tests a candidate’s knowledge of the installation, maintenance and alteration of burglar alarm circuits and equipment.  
**Additional Information** – An “Unsupervised Employee” is one engaged in the installation, service or maintenance of burglar alarm, fire alarm or electronic security systems without the direct, on-site supervision of a tradesperson properly licensed to perform the work involved.

Exam Topic	%
General Electrical Knowledge	6
Installation Requirements	34
Power Supplies	8
Intrusion Detection Equipment	8
Signaling Circuits	8
Notification Equipment	8
Electronic Security Systems	20
Supervisory Stations	8

Reference allowed during the exam	
1	<i>NFPA 70 National Electrical Code</i> , 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

References not allowed during the exam	
1	<i>Intrusion Detection Systems</i> , Second Edition, 1988, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.

**EXAM CONTENT OUTLINES**

<b>References not allowed during the exam</b>	
<b>2</b>	<i>Understanding and Servicing Alarm Systems</i> , Third Edition, 1999, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.
<b>3</b>	<i>Low Voltage Wiring: Security/Fire-Alarm Systems</i> , 2002, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.

<p><b>3. Unsupervised Employee, Locksmith Exam</b></p> <p><b>Open Book, 40 questions, 2 hours</b></p>
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**Scope** – Tests a candidate’s knowledge of the installation, maintenance and alteration of mechanical locking devices and electronic security systems.  
**Additional Information** – An “Unsupervised Employee” is one engaged in the installation, service or maintenance of burglar alarm, fire alarm or electronic security systems without the direct, on-site supervision of a tradesperson properly licensed to perform the work involved.

<b>Exam Topic</b>	<b>%</b>
Tools	10
Keys	16
Locks	20
Hardware	20
Automotive	10
Electronic Locking Systems	12
Electronic Security Systems	12

<b>Reference allowed during the exam</b>	
<b>1</b>	<i>NFPA 70 National Electrical Code</i> , 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

<b>References not allowed during the exam</b>	
<b>1</b>	<i>Intrusion Detection Systems</i> , Second Edition, 1988, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.
<b>2</b>	<i>The Complete Book of Locks and Locksmithing</i> , Sixth Edition, 2005, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
<b>3</b>	<i>Security, ID Systems and Locks: The Book on Electronic Access Control</i> , 1997 Edition, Butterworth-Heinemann/Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.bh.com.



# Exam Registration Form

## for New Jersey

### Fire Alarm, Burglar Alarm and Locksmith exams

#### Candidate Information

Last Name	First Name	Middle Name	Social Security Number or ID Number ____ - ____ - ____
Residence Street Address (including Apt. or Suite number, if applicable)			
City		State	ZIP Code
Daytime Phone Number (including area code)	Evening Phone Number (including area code)	Fax Number (including area code)	

#### Exam Selection and Fees

Fire Alarm Exams	Exam Fee	Total
Business and Law	\$90	\$
Fire Alarm	\$90	\$
Electronic Security System	\$90	\$
Burglar Alarm Exams	Fee	
Business and Law	\$90	\$
Burglar Alarm	\$90	\$
Electronic Security System	\$90	\$
Locksmith Exams	Exam Fee	Total
Business and Law	\$90	\$
Locksmith	\$90	\$
Electronic Security System	\$90	\$
Unsupervised Employee Exams	Fee	
Unsupervised Employee - Fire Alarm	\$90	\$
Unsupervised Employee - Burglar	\$90	\$
Unsupervised Employee - Locksmith	\$90	\$
Additional Items	Fee	
Photo Identification Card	\$20	\$
	Total Fee	\$

#### Registration

**By Fax:** If paying with Visa or MasterCard, you may fax your registration to 800.347.9242.

**By Mail:** Payment may be made by Visa or MasterCard, cashier's check, company check or money order. Send this completed form with the appropriate fee(s) to: Prometric, ATTN: NJ Alarm Program, 1260 Energy Lane, St. Paul, MN 55108

**If paying 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

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.)