



2012 Candidate Information Bulletin Westchester County, New York Plumbing and Electrical Examinations

At a glance

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

This bulletin is your guide to the process of obtaining a Westchester County plumber’s or electrician’s license. The steps below summarize the process.



To obtain your license

- 1** Complete and submit the required license application and the application fee to the Division 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.
- 3** Prepare for your exam using this bulletin and other materials—Page 6.
- 4** Present your admission letter and required identification at the test site; then take the exam—Page 4.
- 5** The Division will issue a license to successful candidates.



To get answers not provided in this bulletin

For questions about exams:



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

For questions about licensing:

Office of the Westchester County Clerk
 110 Dr. Martin Luther King Jr. Boulevard
 White Plains, NY 10601
 Phone: 914.995.2657
www.westchesterclerk.com

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Key

-  Overview information
-  Important note

Submitting your test application

You are not allowed to schedule your exam until the Division has received and approved your application and fee. You may obtain an application by going to www.westchesterclerk.com or by contacting the County Clerk.

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 You must successfully pass your exam within one year of receiving the registration packet from the Division. If you do not, you will need to receive a new approval from the Division.

Registering and scheduling exams

Once you have received your exam registration packet from the Division, 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 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 Division.
- 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
05/04/12	05/19/12
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 Division 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 application 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 processed immediately 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.
- Any references approved for use during your exam (see Page 6).
- 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. 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. Sharing reference materials is not allowed.
- Reference materials will be checked at the examination site before and after the examinations.
- 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). 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

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

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 Division will issue a license to successful candidates. A licensing fee must be paid when your license is issued.

Retake information. If you do not pass the exam, a \$90 retake fee must be submitted to Prometric prior to each exam attempt. You may not retake a failed exam until one month after your initial exam date. If you do not pass your exam within one year, you must reapply with the Division.

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.

Optional services

This section describes the 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.

Exam review

If you do not pass an exam, you can register for an optional review of it. The purpose of a review is not to teach you the exam subject matter. Rather, it is a study session that is conducted much like an exam. A review is **not** considered an exam attempt and is not scored. You may **not** retake an exam on the same day you review it.

During an exam review, you are given a copy of your exam booklet and a printout showing the questions missed and the incorrect answers given. You will have 1-1/2 hours to research the approved reference materials to determine what the correct answers should have been. You are not allowed to bring anyone with you to the review. You may **not** remove notes or exam materials from the review room.

The fee for an exam review is \$90. To review an exam, choose the exam review option on the registration form and send the form and fee to Prometric.

Duplicate score report

You may request a duplicate of your score report from Prometric for a period of three years after the exam. To obtain a duplicate score report, choose the duplicate score report option on the registration form. There is a \$30 processing fee per report.

Exam content outlines

Following are the content outlines for the Westchester County plumbing and electrical exams. These outlines are the basis of the exams. Each outline lists all subjects covered in the exam and the approximate percentage of questions asked about each topic.

Each outline indicates the total questions on the exam and the maximum time allowed. All exams are open book. They 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 the exam references, call toll-free 877.624.2562.

Journeyman Plumbing Exam (NY 06)
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 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 the exam but not allowed in the test center

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

Master Plumber with Gas Exam (NY06)
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 create the exam but not allowed in the test center

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

Master Electrical Exam (NY08)
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 Electric Code*, 2005 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

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

- 1 *Alternating Current Fundamentals*, Sixth Edition, 2000, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
- 2 *Mike Holt’s Illustrated Guide to Basic Electrical Theory*, Second Edition, 2004, Mike Holt Enterprises, Inc., 7301 West McNab Road, Suite 201, Tamarac, FL 33321, www.NECcode.com.
- 3 *Printreading Based on the 2005 National Electrical Code (NEC)*, 2005 Edition, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.