



2010 Candidate Information Bulletin State of Alaska

Electrical Administrator Licensing Examinations

The Department of Commerce, Community, and Economic Development (Department) in the Division of Corporations, Business and Professional Licensing, adopts regulations to carry out laws governing electrical administrators in the State of Alaska.

The Department has contracted with Prometric Inc. to conduct its examination program. Be advised that passing the applicable examination is just one component of the requirements necessary in obtaining an Alaska electrical administrator license. The Department has sole responsibility for making final licensing decisions.

At a glance

This bulletin is your guide to the process of taking Alaska electrical administrator licensing examinations. The steps below summarize the process. For information about a step, go to the page listed.



To take the examination

- 1 Submit your exam registration form and fee to Prometric—Page 2.
In return, you will receive an admission letter and exam appointment.
- 2 Prepare for your exam, using this bulletin and other materials—Page 6.
- 3 Present your admission letter and required identification, then take your exam—Page 3.



To get answers not provided in this bulletin

For questions about exams:



Prometric
 ATTN: AK Electrical Administrator Program
 1260 Energy Lane, St. Paul, MN 55108
 Phone: 800.280.3926
 Fax: 800.813.6670
www.prometric.com/alaska

For questions about eligibility and licensing requirements:

State of Alaska, Department of Commerce,
 Community and Economic Development,
 Division of Corporations, Business and
 Professional Licensing
 P.O. Box 110806, Juneau, AK 99811-0806
 Phone: 907.465.2589
www.commerce.state.ak.us/occ/pead.htm

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Key

-  Overview information
-  Important note

Registering for your exam(s)

Complete the Examination Registration Form on Page 9 and send to Prometric, along with the exam registration fee (\$125), by mail or fax. Seating is limited, so submit your registration form early.

Registration by mail

When registering by mail, you may pay the exam fee by including a Visa or MasterCard number, cashier’s check or money order. **Personal checks and cash are not accepted.**

Registration by fax

If you are paying with a credit card, you may fax your completed exam registration form (Page 9) to Prometric at 800.813.6670. You must include the Visa or MasterCard number and the cardholder’s signature.

The exam fee is nonrefundable and nontransferable.



Note Prometric must receive your registration form and fee on or before the cutoff date. If your registration form is received after the deadline, you will be scheduled for the next available date at the selected site.

Exam dates and registration cutoff dates

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

Alaska exam and registration cutoff dates

Anchorage		Fairbanks		Juneau	
Cutoff	Exam	Cutoff	Exam	Cutoff	Exam
01/14/10	02/01/10	12/22/09	01/09/10	01/07/10	01/23/10
02/11/10	03/01/10	02/04/10	02/20/10	03/12/10	03/27/10
03/19/10	04/05/10	04/02/10	04/17/10	05/14/10	05/29/10
04/16/10	05/03/10	04/23/10	05/08/10	07/09/10	07/24/10
05/20/10	06/07/10	05/27/10	06/12/10	08/06/10	08/21/10
06/24/10	07/12/10	07/23/10	08/07/10	09/10/10	09/25/10
07/16/10	08/02/10	08/26/10	09/11/10	10/08/10	10/23/10
09/17/10	10/04/10	09/24/10	10/09/10	11/05/10	11/20/10
11/17/10	12/06/10	10/29/10	11/13/10	12/03/10	12/18/10

Out-of-state testing. Outside of Alaska, you can test at a Prometric location on any date when testing is scheduled. Contact Prometric for more information.

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.

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 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 business 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 state of any change of address.

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 rescheduling fee is \$15. Payment must be received prior to the cutoff date for the exam date for which you are currently registered.



Note Once the cutoff date has passed, Prometric is unable to reschedule your exam and 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 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 exam and pay another full exam fee.

What to bring on exam day

Exams begin promptly at the time shown on the admission letter. You should arrive at the test center approximately 30 minutes before testing begins. This allows time for you to sign in and for Prometric staff to verify your identification. Only preregistered candidates are admitted to the exam.

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 a state-issued identification card.
- Two sharpened No. 2 pencils.
- A silent, nonprinting, nonprogrammable calculator (calculators capable of alphabetic entry **cannot** be used). If you are unsure whether your calculator is appropriate, bring a simple six-function calculator to the exam site as a backup.
- Approved reference materials.



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.

Testing regulations

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

TESTING REGULATIONS

- 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 is acceptable. Post-it® notes are not considered permanent tabbing and will not be allowed. 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.

- Personal items** We recommend that you avoid bringing personal items to the testing 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—watches, briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing 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.



Important Before an exam begins, the test center administrator will inspect all references, briefcases, purses, and so on. 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.

Your exam results

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.

Score report. A score report will be mailed to you four to six weeks after your exam date. To ensure confidentiality, scores will **not** be disclosed over the phone. All score reports are mailed simultaneously.

Retake information. If you do not pass the exam, retake procedure information will be included with the score report.



Note You cannot reschedule a retake exam within 30 days of the last exam.

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 optional services that Prometric provides.

Exam reviews

If you do not pass your 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 request an exam review within 30 days of the date exam results were mailed. The review must be completed at least 30 days before the same test is retaken. To review an exam, contact Prometric. The fee for an exam review is \$75.

Strength and weakness report

If you do not pass the exam, you may request a strength and weakness report. This report shows how many questions were included in each subject area and how many questions you answered correctly in each area. It is a useful guide to show you where you need to concentrate your study efforts before retaking the exam. Information on how to obtain a strength and weakness report will be mailed with your score report. The fee for a strength and weakness report is \$20.

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 exam you successfully completed in a calligraphy typeface. Prometric will send a certificate order form with the score report to passing candidates. The cost is \$25.

Exam content outlines

Following are the content outlines for the Alaska electrical administrator exams. 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.

All exams are open book. They consist of multiple-choice questions, with all questions weighted equally.

Exam references. Each outline lists references that were used to develop the exams, including those references that may be used during the exam. **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.

**Inside Communications Administrator
Open Book, 40 questions, 2 hours**

Scope – The candidate may supervise all work including work within the inside wiring jurisdiction but limited to the installation, operation, maintenance, and repair of telephone, telegraph, cable television, and intercommunication facilities, beginning at the first point of distribution or the first terminal inside of buildings or property lines.

Subject Area	Percent
General Electrical Knowledge	15
Grounding and Bonding	15
Low Voltage Systems Under 50 Volts	15
Communications Systems	20
CATV Systems	10
Conductors and Cables	5
Raceways and Boxes	5
Requirements for Electrical Installations	5
Alaska Statutes and Regulations	5
Safety	5

References allowed during the exam

- NFPA 70 – National Electrical Code*, 2005 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
- Alaska Electrical Administrators Statutes and Regulations*, July 2005, Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806, www.commerce.state.ak.us/occ.

References not allowed during the exam

- Direct Current Fundamentals*, Seventh Edition, 2006, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
- Mike Holt’s Illustrated Guide to Basic Electrical Theory*, Second Edition, 2004, Mike Holt Enterprises, Inc., 7310 West McNab Road, Suite 201, Tamarac, FL 33321, www.NECcode.com.
- Telecommunications Wiring*, Third Edition, 2001, Prentice Hall/Pearson Education, Order Processing Center, P.O. Box 11071, Des Moines, IA 50336-0693, vig.prenhall.com.

**Outside Communications Administrator
Open Book, 40 questions, 2 hours**

Scope – The candidate may supervise all work necessary to the assembling, installation, erection, operation, maintenance, and repair of telephone, telegraph, cable television, and intercommunication facilities, or repair of all devices, wires, cables, supports, insulators, conductors, duct, communication apparatus and raceways up to the first point of distribution or the first terminal inside of building or property lines.

Subject Area	Percent
General Electrical Knowledge	15
Grounding and Bonding	15
Low Voltage Systems Under 50 Volts	15
Communications Systems	20
Poles and Structures	10
Conductors and Cables	5
Raceways and Boxes	5
Requirements for Electrical Installations	5
Alaska Statutes and Regulations	5
Safety	5

References allowed during the exam

- NFPA 70 – National Electrical Code*, 2005 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
- ANSI C2-2002 – National Electrical Safety Code*, 2002, Institute of Electrical and Electronics Engineers (IEEE), 10662 Los Vaqueros Circle, Box 3014, Los Alamitos, CA 90720-1264, www.ieee.org.
- Alaska Electrical Administrators Statutes and Regulations*, July 2005, Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806, www.commerce.state.ak.us/occ.

References not allowed during the exam

- Direct Current Fundamentals*, Seventh Edition, 2006, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
- Mike Holt’s Illustrated Guide to Basic Electrical Theory*, Second Edition, 2004, Mike Holt Enterprises, Inc., 7310 West McNab Road, Suite 201, Tamarac, FL 33321, www.NECcode.com.

References not allowed during the exam

3	<i>Telecommunications Wiring</i> , Third Edition, 2001, Prentice Hall/Pearson Education, Order Processing Center, P.O. Box 11071, Des Moines, IA 50336-0693, vig.prenhall.com.
4	<i>The Lineman's and Cableman's Handbook</i> , Tenth Edition, 2002, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.

Unlimited Linework Administrator

Open Book, 100 questions, 4 hours

Scope – The candidate may supervise all work necessary to the assembling, installation, erection, operation, maintenance, or repair of all electrical apparatus, devices, wires, cables, supports, insulators, conductors, duct, and raceways when they are part of distribution systems outside of buildings and are outside of property lines of any given property up to and including the primary side of transformers.

Subject Area	Percent
General Electrical Knowledge	15
Grounding	15
Transformers	15
Poles and Structures	15
Conductors and Cables	10
Overhead Lines	5
Underground Lines	5
Electrical Supply Stations	5
Communications Systems	5
Alaska Statutes and Regulations	5
Safety	5

References allowed during the exam

1	<i>ANSI C2-2002 – National Electrical Safety Code</i> , 2002, Institute of Electrical and Electronics Engineers (IEEE), 10662 Los Vaqueros Circle, Box 3014, Los Alamitos, CA 90720-1264, www.ieee.org.
2	<i>NFPA 70 – National Electrical Code</i> , 2005 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
3	<i>Alaska Electrical Administrators Statutes and Regulations</i> , July 2005, Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806, www.commerce.state.ak.us/occ.

References not allowed during the exam

1	<i>Alternating Current Fundamentals</i> , Seventh Edition, 2006, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
2	<i>Mike Holt's Illustrated Guide to Basic Electrical Theory</i> , Second Edition, 2004, Mike Holt Enterprises, Inc., 7310 West McNab Road, Suite 201, Tamarac, FL 33321, www.NECcode.com.
3	<i>The Lineman's and Cableman's Handbook</i> , Tenth Edition, 2002, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.

Unlimited Commercial Wiring Administrator

Open Book, 100 questions, 4 hours

Scope – The candidate may supervise the installation, construction, operation, maintenance, and repair of all electrical work subject to the National Electrical Code within buildings and within property lines of any given property, beginning at the secondary side of the transformer or street lighting and traffic signalization on public thoroughfares, roadways, or rights-of-way, and work starting immediately after the first point of attachment of aerial or underground conductors to building or structures if aerial or underground wires or cables are used to provide power for buildings or structures within the property lines of any given property.

Subject Area	Percent
General Electrical Knowledge	15
Grounding and Bonding	15
Services, Feeders, and Branch Circuits	15
Raceways and Enclosures	15
Conductors and Cables	15
Equipment for General Use	5
Special Occupancies	5
Special Equipment	5
Alaska Statutes and Regulations	5
Safety	5

References allowed during the exam

1	<i>NFPA 70 – National Electrical Code</i> , 2005 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
2	<i>Alaska Electrical Administrators Statutes and Regulations</i> , July 2005, Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806, www.commerce.state.ak.us/occ.

References not allowed during the exam

1	<i>Alternating Current Fundamentals</i> , Seventh Edition, 2006, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
2	<i>Industrial Motor Control</i> , Fifth Edition, 2005, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
3	<i>Mike Holt's Illustrated Guide to Basic Electrical Theory</i> , Second Edition, 2004, Mike Holt Enterprises, Inc., 7310 West McNab Road, Suite #201, Tamarac, FL 33321, www.NECcode.com.

EXAM CONTENT OUTLINES

**Residential Wiring Administrator
Open Book, 40 questions, 2 hours**

Scope – The candidate may supervise all work on residential dwelling units not exceeding three stories in height and no larger than a four-plex except three phase services and wiring.

Subject Area	Percent
General Electrical Knowledge	15
Grounding and Bonding	15
Services, Feeders, and Branch Circuits	15
Raceways and Enclosures	15
Conductors and Cables	15
Equipment for General Use	10
Special Equipment	5
Alaska Statutes and Regulations	5
Safety	5

References allowed during the exam

1	<i>NFPA 70 – National Electrical Code</i> , 2005 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org .
2	<i>Alaska Electrical Administrators Statutes and Regulations</i> , July 2005, Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806, www.commerce.state.ak.us/occ .

References not allowed during the exam

1	<i>Alternating Current Fundamentals</i> , Seventh Edition, 2006, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com .
2	<i>Mike Holt’s Illustrated Guide to Basic Electrical Theory</i> , Second Edition, 2004, Mike Holt Enterprises, Inc., 7310 West McNab Road, Suite 201, Tamarac, FL 33321, www.NECode.com .

**Controls and Control Wiring Administrator
Open Book, 40 questions, 2 hours**

Scope – The candidate may supervise all work including the installation of low voltage controls and control wiring of 48 volts or less for heating, plumbing, process piping, cooling, ventilation, humidifying, and refrigerating equipment. Controls and control wiring does not include the installation of power wiring.

Subject Area	Percent
General Electrical Knowledge	15
Control Wiring and Equipment	15
Class 1, 2, and 3 Control Circuits	15
HVAC Control Wiring	15
Manual Control Circuits	10
Raceways and Enclosures	5
Automatic Control Wiring	5
Transformers	5
Test Equipment	5
Alaska Statutes and Regulations	5
Safety	5

References allowed during the exam

1	<i>NFPA 70 – National Electrical Code</i> , 2005 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org .
2	<i>Alaska Electrical Administrators Statutes and Regulations</i> , July 2005, Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806, www.commerce.state.ak.us/occ .

References not allowed during the exam

1	<i>Mike Holt’s Illustrated Guide to Basic Electrical Theory</i> , Second Edition, 2004, Mike Holt Enterprises, Inc., 7310 West McNab Road, Suite 201, Tamarac, FL 33321, www.NECode.com .
2	<i>Modern Refrigeration and Air Conditioning</i> , Eighteenth Edition, 2004, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, www.g-w.com .



Exam Registration Form

for Alaska Electrical Administrator Exams

Candidate Information

Last Name	First Name	Middle Initial	Social Security Number ____ - ____ - ____
Street Address (including Apt. number or P.O. Box, if applicable)			
City		State	ZIP Code
Daytime Phone Number (including area code) ()		Business Phone Number (including area code) ()	

Exam Selection and Fees

Exam Title	Exam Fee	Total
Inside Communications Administrator	\$125	\$
Outside Communications Administrator	\$125	\$
Unlimited Linework Administrator	\$125	\$
Unlimited Commercial Wiring Administrator	\$125	\$
Residential Wiring Administrator	\$125	\$
Controls and Control Wiring Administrator	\$125	\$
	Total Fee	\$

Payment: Fee may be paid by cashier's check, money order, MasterCard or Visa, payable to Prometric. Please put your full name on the check. **Personal checks and cash are not accepted. Fees are nonrefundable.** To pay by credit card, please complete the information below. Please see complete registration and scheduling information in this bulletin.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder

Exam Date and Location Selection

Indicate your preferred testing date and location. (See schedule of exam dates listed in this bulletin.)

	Exam Date	Location
First Choice		
Second Choice		

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.)

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

Prometric, ATTN: AK Electrical Administrator Program, 1260 Energy Lane, St. Paul, MN 55108