



2008 Candidate Information Bulletin City of Columbus Contractor Licensing Examinations

The City of Columbus Building Services Division (the Division) has contracted with Prometric Inc., to conduct its examination program. Prometric provides exams through its national network of testing centers.

At a glance

This bulletin is your guide to the process of obtaining a City of Columbus contractor trade license. The steps below summarize the process. For information about a step, go to the page listed.



To obtain your license

- 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 4.
- 3 Present your admission letter and required identification; then take the exam—Page 4.
- 4 Submit your City of Columbus License Application and filing fee to the Division —Page 8.



To get answers not provided in this bulletin



For questions about exams:

Prometric
 ATTN: National Construction
 1260 Energy Lane
 St. Paul, MN 55108
 Phone: 800.280.3926
 Fax: 800.813.6670
 TDD User: 800.790.3926
www.prometric.com/ohio

For questions about licensing:

City of Columbus Building Services Division
 757 Carolyn Avenue
 Columbus, OH 43224
 Phone: 614.645.6083
<http://ci.columbus.oh.us>

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Registering for your exams

You are required to take and pass a written exam for your trade. All trades, with the exception of Journeyman Plumbers, are also required to take and pass a written Business and Law exam. To receive an exam appointment, you must register and pay for your exam.



Note Successfully passing the required exam(s) does not guarantee a license in Columbus. There are other requirements that also must be met. Candidates should call the City of Columbus to verify all requirements.

When registering, you must provide your contact information, Social Security number and exam scheduling preferences and payment. 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 City of Columbus Building Services Division.

Make all exam scheduling requests carefully. Exam fees and rescheduling fees remain good for six months after payment. If you have not tested by that time, you forfeit all fees.

Registration by mail

To register by mail, carefully complete the form on Page 16. Missing or incorrect information can cause your registration to be rejected and returned. Mail the form and all fees to Prometric at the address shown on the form.

Exam fees are listed on the registration form on Page 16. Provide full payment by including a Visa or MasterCard number, company check, cashier's check or money order. **Personal checks and cash are not accepted.** Exam registration fees are not refundable or transferable.

Registration by fax

Fax your completed exam registration form (Page 16) to Prometric at 800.813.6670. You must include the Visa or MasterCard number and the cardholder's signature on the fax.

2008 exam dates and registration cutoff dates

Exam appointments are assigned according to test site availability and preference. Multiple exams can be taken in one day; however, the total number of exam hours may not exceed seven hours.

Exam locations are subject to change. Be sure to check your admission letter for the exact location and time of your exam.

Ohio exam and registration cutoff dates

Columbus		East Lake	
Cutoff	Exam	Cutoff	Exam
01/25/08	02/09/08	01/10/08	01/26/08
03/28/08	04/12/08	04/11/08	04/26/08
05/30/08	06/14/08	07/11/08	07/26/08
07/25/08	08/09/08	10/10/08	10/25/08
09/26/08	10/11/08		
11/26/08	12/13/08		



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 date at the selected site.

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 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.

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 to provide a fax number. Prometric will fax an admission letter to you.

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. You must present your admission letter to be allowed to test.

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 request a change. You will be allowed to reschedule only if space is available at the new site and/or date. You may only reschedule your exam date once. The rescheduling fee is \$15.



Note Once the cutoff date has passed, Prometric is unable to reschedule your exam. Your exam request is immediately processed 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 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.

Preparing for your exam

Preparing can help you pass your exam and possibly save time and money needed to take it again. You can use the content outlines in this bulletin (beginning on Page 9) to prepare for your exam. The exams are based on these content outlines.

For each license, the content outline indicates:

- The total questions on the exam and the maximum time allowed.
- All content areas covered and the approximate number of questions drawn from each area.
- Approved references that can be used during the test.



Note Do not schedule your exam until you are familiar with all subject areas in the applicable content outline.

Taking your exam

Knowing what to expect when taking your exam may help you prepare for it. This section:

- Sample questions.
- Lists what to bring with you on exam day.
- Indicates regulations that will be enforced at the testing center.
- Offers information about exam results.
- Details optional services such as duplicate score reports, strength and weakness reports and certificates of achievement.
- Describes the appeals process.

Sample Questions

The following examples are intended to illustrate the type of questions that appear on the exam. Candidates should read all answers before selecting one. These sample questions will not appear on any of the exams.

- 1 The quarterly report of withheld taxes and FICA taxes is due _____, for the period starting April 1 and ending June 30.
 - A June 30
 - B At the end of each month
 - C July 31
 - D 15 days after the close of the quarter or July 15

Here, candidates are asked to select a phrase that, when inserted in the middle of the question, will make a correct statement. This tax question should be researched in Circular E, the Employer's Tax Guide, where candidates can find the correct answer to be (C).

- 2 Your local building department has a six-month time limit on “start of work” after the date of permit issue, and a request for extension of up to 60 days will be granted within that time frame. No exceptions will be considered. You failed to meet both deadlines. At this point you may _____?
- A proceed and hope no one notices the time limit
 - B apply for an extension of time
 - C reapply for the permit
 - D apply for a hardship exemption

Here, candidates are asked to select the phrase that, when inserted at the end of the sentence, will make the sentence correct. Since it is illegal to proceed without an official permit, (A) is not valid. The chance to apply for an extension has passed, so (B) is wrong. Even if candidates are not familiar with the letter of the law, they were told that exemptions were not considered, which makes (D) incorrect. By the process of elimination, (C) is the correct answer.

What to bring on exam day

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.
- 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 procedures will be observed at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

- Only approved references are allowed for open-book exams. Photocopies of reference materials may **not** be used. No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in reference books. Any reference material that has been written in during the exam will be confiscated. Highlighting and permanent tabbing added before your arrival at the test center is acceptable. Post-it® notes are not considered permanent tabbing and will not be allowed.
- Reference materials will be checked at the examination site before and after the examinations.
- 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. Construction or electrician calculators are **not** allowed.

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—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 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.

If you think there is an error in a question, follow the process outlined in the “Appeals process” section on Page 8.

Your exam results

A score report will be mailed to you approximately 10 business days after your exam date. Your score report will provide you with information regarding your

next step in the licensure process. All score reports are mailed simultaneously. To ensure confidentiality, scores will **not** be disclosed over the phone.

Exam scoring. After exam materials are returned to Prometric, several days are needed to process and publish the printed version of the final scores sent to the licensing authority. Final scores sent by mail to the licensing authority are the **official scores**.

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.

Retake information. If you do not pass the exam, you may retake it at the next scheduled exam date. A new registration form and another exam fee will need to be submitted to Prometric.

Optional services

This section describes optional services that Prometric provides.

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. The cost is \$15.

The Certificate of Achievement is not a license, nor is it an official publication of the City of Columbus.

Strength and weakness report

If you do not pass the exam, you may request a strength and weakness report. This report is a useful guide that pinpoints where you need to concentrate your study efforts before retaking the exam. It shows how many questions were included in each subject area and how many questions you answered correctly in each area. The fee for a strength and weakness report is \$15.

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 90 days of your original exam date. To review an exam, choose the exam review option on the registration form. The fee for an exam review is \$50.

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 on your last exam attempt. You will have 1-1/2 hours to research the approved reference materials to determine what the correct answers should have been. Reviews are held no less than 14 days prior to an exam. Therefore, you may **not** retake an exam on the same day you review it.

The purpose of a review is **not** to teach you the exam subject matter. Rather, it is an option you may choose for study purposes. You are **not** allowed to bring an advisor or anyone else with you to the review. You may **not** remove notes or exam materials from the review room.

Duplicate score reports

You may call or write to Prometric to request a duplicate of your score report. The fee for a duplicate score report is \$15 per 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.

Obtaining your license

To obtain your license, you must submit your license application with all required supporting documentation and fees and pass the required exam(s) within 90 days. All documentation must be submitted at least seven calendar days prior to the respective Board's meeting.

License applications are available by contacting the City of Columbus at 614.645.6083 or online at <http://ci.columbus.oh.us>.



Note The City of Columbus will only accept grades within 90 days of the exam(s); and only an official score will be accepted for licensure.

Use the following chart information to determine the date by which your application needs to be submitted.

Board Name	Contact Number	Meeting Date
Home Improvement Contractors	614.645.6371	First Wed of each month at 1 p.m.
General and Limited Sign Erectors	614.645.8634	First Tues of each month at 4 p.m.
Plumbing Contractors	614.645.6340	Third Wed of each month at 6:30 p.m.
Electrical Contractors	614.645.6076	Second Wed of each month at 5 p.m.
Warm Air Heating Contractors	614.645.3270	Second Tues of each month at 5 p.m.
Refrigeration Contractors	614.645.3270	First Wed of each month at 5 p.m.

Exam content outlines

Following are the content outlines for the City of Columbus Building Services Division exams. These outlines are the basis of the exams and list all subjects covered by each exam.

The exams are designed to measure how well a candidate has mastered the fundamentals of the trade and to measure a candidate's ability to interpret and apply the appropriate sections of the Code to practical problems.

Each outline indicates the total number of questions on the exam and the maximum time allowed. It also lists all topics covered in the exam and the approximate number of questions asked about each topic.

In addition to the trade portion of an exam, all contractors (except Journeyman Plumbers) are required to take and pass the Business and Law exam.

Exam references. Each outline lists references that were used to develop the exams, including 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 references, call toll-free 877.624.2562.

Business and Law (10010) Open Book, 50 questions, 2 hours

Scope – Tests a candidate's knowledge of business organization and operation, contractual agreements, license law, risk management, employer laws and regulations, financial management, tax law, lien law, and OSHA regulations.

Subject	Percentage
Business Organization and Management	6
Licensing	8
Estimating and Bidding	8
Contracts	12
Project Management	12
Risk Management	6
Safety - OSHA	6
Labor Laws	16
Financial Management	10
Tax Laws	10
Lien Laws	6

Reference allowed during the exam

- 1 *Contractor's Reference Manual*, 2004 Edition, Prometric, Inc., 1260 Energy Lane, St. Paul, MN 55108.

Residential Construction (10341) Open Book, 100 questions, 4 hours

Scope – Tests a candidate's knowledge of construction, remodeling, repair, and improvement of single or multiple residential dwelling units as defined by the building code.

Subject	Percentage
Plan Reading and Estimating	20
Sitework	5
Foundations	5
Concrete	12
Concrete Reinforcement	5
Masonry	8
Carpentry	15
Framing	5
Roofing	8
Drywall	7
Safety - OSHA	10

References allowed during the exam

- 1 *International Residential Code for One- and Two-Family Dwellings*, 2003, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795.
- 2 *Code of Federal Regulations, Title 29, Part 1926 (OSHA)*, 2003 Edition, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.
OR
OSHA Excerpts for Contractors, Fourth Edition, 2003, Prometric, 1260 Energy Lane, St. Paul, MN 55108.

Reference not allowed in the test center

- 1 *Commentary & Recommendations for Handling, Installing & Bracing Metal Plate Connected Wood Trusses*, HIB-91, 1991 Edition, Truss Plate Institute, 583 D'Onofrio Drive, Suite 200, Madison, WI 53719.
- 2 *Gypsum Construction Handbook*, Centennial Edition, 2000, United States Gypsum Company / All USA, 125 South Franklin Street, Chicago, IL 60606-4678.
- 3 *The Contractor's Guide to Quality Concrete Construction*, Second Edition, 1998, American Concrete Institute (ACI), P.O. Box 9094, Farmington Hills, MI 48333.
- 4 *Modern Masonry*, Third Edition, 2003, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243.
- 5 *Carpentry and Building Construction*, Sixth Edition, 2003, Glencoe Division of McGraw-Hill, P.O. Box 543, Blacklick, OH 43004-0544.
- 6 *Walker's Building Estimator's Reference Book*, Twenty-seventh Edition, 2002, Frank R. Walker Company, 1989 University Lane, P.O. Box 3180, Lisle, IL 60532.

**Limited Home Improvement Basement Waterproofing (186CABO)
Open Book, 20 questions, 1 hour**

Scope – The basement waterproofing contractor shall be licensed to perform all work directly related to the exterior and interior waterproofing of basement walls. This work includes surface preparation of substrates necessary for proper waterproofing application. **Business and Law exam also required.**

Subject	Questions
Waterproofing – Below Grade	8-12
Waterproofing – Substrates	2-4
Waterproofing – Remedial	2-4
Estimating – Plan Reading	1-3
Safety – Code of Federal Regulations	1-3

References allowed during the exam

- 1 *CABO One and Two Family Dwelling Code with 1996/97 Amendments*, International Conference of Building Officials, 5360 South Workman Mill Road, Whittier, CA 90601.
 - 2 *Waterproofing the Building Envelope*, 1993, Michael T. Kubal, McGraw-Hill Publishing, Inc., P.O. Box 548, Blacklick, OH 43004-0543.
 - 3 *Code of Federal Regulations, Title 29, Part 1926* (OSHA), Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.
- OR
- OSHA Excerpts for Contractors*, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.

Limited Home Improvement Fencing (152OH16)

Open Book, 50 questions, 3 hours

Scope – Those who are qualified to install, replace or repair fencing including, but not limited to, wood, metal, chain link or masonry fences. **Business and Law exam also required.**

Subject	Questions
Safety – Code of Federal Regulations	6-8
Estimating – Plan Reading	5-7
Fencing – Wood	9-13
Fencing – Chainlink	8-10
Fencing – Masonry	7-9
Fencing – Metal	3-5
Fencing – Wire	1-3
Business – Administrative – Code	2-4

References allowed during the exam

- 1 *Columbus Zoning Code*, December 14, 1998, Book Publishing Company, 201 Westlake Avenue North, Seattle, WA 98199.
 - 2 *Code of Federal Regulations, Title 29, Part 1926* (OSHA), Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.
- OR
- OSHA Excerpts for Contractors*, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.
- 3 *Fencing and Retaining Walls*, 1990, William McElroy, Craftsman Book Company, 6058 Corte Del Cedro, P.O. Box 6500, Carlsbad, CA 92009

Limited Home Improvement Limited Residential Asphalt Paving (182OH16)

Open Book, 20 questions, 1 hour

Scope – The residential driveways asphalt paving contractor is licensed to perform all work necessary for the installation of asphalt paving. This work includes earthwork, subbases when necessary, asphaltting, and compaction, sealing and maintenance of asphalt paving. **Business and Law exam also required.**

Subject	Questions
Driveway Paving – Earthwork	1-3
Driveway Paving – Subbase	1-2
Driveway Paving – Asphaltting	5-7
Driveway Paving – Sealing	1-3
Driveway Paving – Maintenance	2-4
Estimating – Plan Reading	2-4
Safety – Code of Federal Regulations	2-4

References allowed during the exam

- 1 *MS-16 – Asphalt in Paving Maintenance*, Third Edition, Asphalt Institute, 3896 Research Park Drive, P.O. Box 14052, Lexington, KY 40512-4052.
- 2 *ES-11 – Asphalt Surface Treatments – Specifications*, 1991, Asphalt Institute, 3896 Research Park Drive, P.O. Box 14052, Lexington, KY 40512-4052
- 3 *Code of Federal Regulations, Title 29, Part 1926* (OSHA), Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.

OR

OSHA Excerpts for Contractors, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.

Limited Home Improvement Masonry Fireplaces (189OH16)

Open Book, 30 questions, 1-1/2 hours

Scope – The masonry fireplace contractor shall be licensed to perform all work directly related to the construction of wood-burning masonry fireplaces and masonry block or brick chimneys. This includes removal of non-structural woodwork necessary to accommodate fireplace construction. This does not include removal, installation, or modification of structural woodwork. **Business and Law exam also required.**

Subject	Questions
Masonry Fireplaces – Foundations	1-3
Masonry Fireplaces – Reinforcement	1-3
Masonry Fireplaces – Fireboxes	2-4
Masonry Fireplaces – Masonry Block Chimneys	4-6
Masonry Fireplaces – Brick Chimneys	4-6
Masonry Fireplaces – Clearances	2-4
Masonry Fireplaces – Hearths	1-3
Masonry Fireplaces – Mantles	1-2
Masonry Fireplaces – Exterior Air Supply	1-3
Safety – Code of Federal Regulations	1-3
Estimating – Plan Reading	2-4

References allowed during the exam

- 1 *BOCA National Building Code*, Fourteenth Edition, 1999, BOCA International, 4051 W Flossmoor Road, Country Club Hills, IL 60478-5795.
- 2 *Columbus Building Code*, August 1997, including supplements July 21, 1999 and replacement pages October 8, 1999, Book Publishing Company, 201 Westlake Avenue North, Seattle, WA 98199.
- 3 *Code of Federal Regulations, Title 29, Part 1926* (OSHA), Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.

OR

OSHA Excerpts for Contractors, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.

Limited Home Improvement Prefabricated Fireplaces and Wood or Coal Burning Stoves (190OH16)

Open Book, 20 questions, 1 hour

Scope – The prefabricated fireplaces and wood or coal burning stoves installation contractor shall be licensed to perform all work directly related to the installation of prefabricated fireplaces and wood or coal burning stoves. This includes associated cutting of non-structural woodwork necessary to accomplish installation and sealing or flashing. This does not include removal, installation or modification of structural woodwork or imitation gas fireplaces. **Business and Law exam also required.**

Subject	Questions
Prefabricated Fireplaces – Installation	3-5
Prefabricated Fireplaces – Hearths	1-3
Prefabricated Fireplaces – Clearances	2-4
Wood or Coal Burning Stoves – Installation	2-4
Wood or Coal Burning Stoves – Clearances	1-3
Safety – Code of Federal Regulations	2-4
Estimating – Plan Reading	2-4

References allowed during the exam

- 1 *BOCA National Building Code*, Fourteenth Edition, 1999, BOCA International, 4051 W Flossmoor Road, Country Club Hills, IL 60478-5795.
- 2 *Columbus Building Code*, August 1997, including supplements July 21, 1999 and replacement pages October 8, 1999, Book Publishing Company, 201 Westlake Avenue North, Seattle, WA 98199.
- 3 *Code of Federal Regulations, Title 29, Part 1926* (OSHA), Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.

OR

OSHA Excerpts for Contractors, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.

Roofing (11631)

Open Book, 50 questions, 2-1/2 hours

Scope – Tests a candidate’s knowledge of the installation, repair, and replacement of roof coverings, including roof deck insulation, roof coating, painting, covering, use of sheet metal products incidental to roofing work or other related material, and installation of nonstructural decking and siding.

Subject	Percentage
Estimating and Plan Reading	12
Substrate	12
Steep Slope	22
Low Slope Membrane	28
Metal	8
Coatings and Sprayed Foam	8
Safety – OSHA	10

References allowed during the exam

- 1 *International Building Code*, 2003, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795.
- 2 *Code of Federal Regulations, Title 29, Part 1926* (OSHA), 2003 Edition, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.
OR
OSHA Excerpts for Contractors, Fourth Edition, 2003, Prometric, 1260 Energy Lane, St. Paul, MN 55108.

Reference not allowed in the test center

- 1 *NRCA Roofing and Waterproofing Manual*, Volumes 1-4, Fifth Edition, 2001, National Roofing Contractor's Association, 10255 West Higgins Road, Suite 600, Rosemont, IL 60018-5607.

Limited Home Improvement Security Systems (205STND)
Open Book, 50 questions, 3 hours

Scope – Those who are qualified to install, maintain, repair, alter, or extend burglar alarm systems. Any electrical installation will be performed by a licensed electrical contractor. **Business and Law exam also required.**

Subject	Questions
NEC – Article 90	0-2
NEC – Chapter 1	0-2
NEC – Chapter 2	1-3
NEC – Chapter 3	1-3
NEC – Chapter 7	1-3
NEC – Chapter 9	1-3
General Theory	14-16
Burglar Alarm – UL 1076	5-7
Burglar Alarm – Design and Application	18-20

References allowed during the exam

- 1 *NFPA 70 – National Electrical Code*, 1999, National Fire Protection Association, 11 Tracey Avenue, Avon, MA 02322.
- 2 *UL 1076 – Proprietary Burglar Alarm Units and Systems*, 1999, Underwriters Laboratories, Inc., 12 Laboratory Drive, Attn: Publication Stock, Research Triangle Park, NC 27709-3995.
- 3 *UL 681 – Installation and Classification of Burglar and Holdup Alarm Systems*, 1999, Underwriters Laboratories, Inc., 12 Laboratory Drive, Attn: Publication Stock, Research Triangle Park, NC 27709-3995.
- 4 *American Electricians Handbook*, 1996, Thirteenth Edition, Croft/Summers, McGraw-Hill Publishing, Inc., P.O. Box 548, Blacklick, OH 43004-0543.
- 5 *Understanding and Servicing Alarm Systems*, 1999, Third Edition, William H. Trimmer, Butterworth-Hainemann, 225 Wildwood Avenue, Attn: Order Processing Department, Woburn, MA 01801.

References allowed during the exam

- 6 *Security Fire Alarm System*, 1996, John E. Traister, McGraw-Hill Publishing, Inc., P.O. Box 548, Blacklick, OH 43004-0543.
- 7 *Security: A Guide to Security System Design and Equipment Selection and Installation*, 1992, Second Edition, Neil Cumming, Butterworth-Heinemann, 225 Wildwood Avenue, Attn: Order Processing Department, Woburn, MA 01801.

Limited Home Improvement Sidewalks and Driveway Approaches (187CABO)
Open Book, 20 questions, 1 hour

Scope – The sidewalks and driveway approaches contractor shall be licensed to perform all work directly related to the installation of concrete sidewalks and driveway approaches for residential dwellings. **Business and Law exam also required.**

Subject	Questions
Safety – Code of Federal Regulations	1-3
Estimating – Plan Reading	2-4
Concrete – Earthwork	1-3
Concrete – Formwork	2-4
Concrete – Placing	3-5
Concrete – Finishing	3-5
Concrete – Curing	1-3

References allowed during the exam

- 1 *CABO One and Two Family Dwelling Code with 1996/97 Amendments*, International Conference of Building Officials, 5360 South Workman Mill Road, Whittier, CA 90601.
- 2 *The Contractor's Guide to Quality Concrete Construction*, Second Edition, 1998, American Concrete Institute, 38800 International Way/Country Club Dr, P.O. Box 9094, Farmington Hills, MI 48333.
- 3 *Code of Federal Regulations, Title 29, Part 1926* (OSHA), Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.
OR
OSHA Excerpts for Contractors, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.

Limited Home Improvement Siding, Windows and Doors (188CABO)
Open Book, 30 questions, 1-1/2 hours

Scope – The siding, windows and doors contractor shall be licensed to perform all work related to the installation of vinyl, wood, or aluminum siding and wood or metal windows and doors. This work includes the work necessary to repair the substrate to accomplish proper installation including removal and repair of individual structural components but does not include removal of structural assemblies. **Business and Law exam also required.**

Subject	Questions
Siding – Wood	4-6
Siding – Aluminum	1-3
Siding – Vinyl	5-7
Siding – Substrate	1-3
Carpentry – Doors	4-6
Carpentry – Windows	3-5
Safety – Code of Federal Regulations	2-4
Estimating – Plan Reading	2-4

References allowed during the exam

- CABO One and Two Family Dwelling Code with 1996/97 Amendments*, International Conference of Building Officials, 5360 South Workman Mill Road, Whittier, CA 90601.
- Code of Federal Regulations, Title 29, Part 1926* (OSHA), Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.
OR
OSHA Excerpts for Contractors, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.
- Carpentry and Building Construction*, 1997, John L. Feirer, Glencoe Order Services, McGraw-Hill Publishing, Inc., P.O. Box 543, Blacklick, OH 43004-0543.
- ASTM D-4756 – Standard Practice For Installation of PVC Siding and Soffitt*, 1996, American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959.

Limited Home Improvement Swimming Pool and Spas (329COMM)

Open Book, 50 questions, 3 hours

Scope – Those who are qualified to excavate, construct, fabricate, install, equip, repair, and maintain residential pools, including the pumps, pool heaters, solar heaters, filters and chlorinators, and that piping incidental to the recirculation system, and may do the slab incidental to the pool. **Business and Law exam also required.**

Subject	Questions
Safety – Code of Federal Regulations	2-4
Sitework	2-4
Concrete and Rebar	5-7
Pool – Vinyl Lined, Fiberglass and Metal sided installation	5-7
Pool – Electrical	1-3
Pool – Care and Operation	7-9
Pool – Estimating	2-4
Shotcrete	5-7
Finishes	1-3
Accessories	3-5
Equipment and Piping	6-8

References allowed during the exam

- NSPI Builders Manual*, 1998, National Spa and Pool Institute, 2111 Eisenhower Avenue, Alexandria, VA 22314.
- Pool/Spa Operators Handbook*, 1990, National Swimming Pool Foundation, 10803 Gulfdale, Suite #300, San Antonio, TX 78216.
- Code of Federal Regulations, Title 29, Part 1926* (OSHA), Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.
OR
OSHA Excerpts for Contractors, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.
- The Contractor's Guide to Quality Concrete Construction*, Second Edition, 1998, American Concrete Institute, 38800 International Way/Country Club Drive, P.O. Box 9094, Farmington Hills, MI 43331.
- Guide to Shotcrete*, - ACI 506/R-90, 1995, American Concrete Institute, 38800 International Way/Country Club Drive, P.O. Box 9094, Farmington Hills, MI 43331.
- Article 680, National Electrical Code: Swimming Pool Wiring*, 1999, National Fire Protection Association, 11 Tracey Avenue, Avon, MA 02322.

Limited Home Improvement Wood Deck Installation (185CABO)

Open Book, 30 questions, 1-1/2 hours

Scope – The wood deck installation contractor shall be licensed to perform all work necessary for the construction and installation of wood decks and components for one and two story residential units. **Business and Law exam also required.**

Subject	Questions
Wood Decks – Earthwork	1-3
Wood Decks – Concrete	2-4
Wood Decks – Concrete Reinforcement	1-3
Wood Decks – Decking and Supports	10-14
Wood Decks – Steps	2-4
Wood Decks – Handrails	1-3
Safety – Code of Federal Regulations	2-4
Estimating – Plan Reading	2-4

References allowed during the exam

- CABO One and Two Family Dwelling Code with 1996/97 Amendments*, International Conference of Building Officials, 5360 South Workman Mill Road, Whittier, CA 90601.
- Code of Federal Regulations, Title 29, Part 1926* (OSHA), Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.
OR
OSHA Excerpts for Contractors, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.
- Carpentry and Building Construction*, 1997, John L. Feirer, Glencoe Order Services, McGraw-Hill Publishing, Inc., P.O. Box 543, Blacklick, OH 43004-0543.

Journeyman Plumber (302OH00)
Open Book
Part 1: 100 questions, 3 hours, 50% of Total Grade
Part 2: 50 questions, 3 hours, 50% of Total Grade

Scope – Those qualified to perform work in the plumbing trades while employed or supervised by a master plumber.

Part 1 – Subject	Percentage
Basic Principles	5%
Definitions	7%
General Regulations	7%
Materials	5%
Joints and Connections	5%
Drainage Systems	14%
Indirect Waste	5%
Storm Drains	3%
Vents and Venting	14%
Traps	5%
Interceptors	5%
Cleanouts	5%
Plumbing Fixtures	5%
Hangers and Supports	5%
Water Supply and Distribution	10%

Part 2 – Subject	Percentage
Vent Calculations	20%
Drainage Calculations	20%
Backflow Preventions	10%
Isometric Analysis	50%

NOTE: The examination parts for this test are weighted. The weightings are listed under each part #. Your final grade will be a weighted average of all parts.

Reference allowed during the exam

- Ohio Basic Building Code, Plumbing*, 2002, BOCA International, 4051 W. Flossmoor Road, Country Club Hills, IL 60478-5795.

Sewer Tapper/Sewer Builder (343OH16)
Open Book, 40 questions, 3 hours

Scope – Any qualified individual or contractor installing, repairing or excavating on any sewer, whether privately or publicly owned, for any purpose, licensed by the City of Columbus to engage in such business. **Business and Law exam also required.**

Subject	Questions
Plumbing – Administration	3-5
Plumbing – Drainage Systems	19-23
Safety – Code of Federal Regulations	1-3
Miscellaneous Engineering – Design Elevations	4-6

Subject	Questions
Underground Utilities – Concrete Pipe Installation	7-9

References allowed during the exam

- Construction and Material Specifications*, City of Columbus, Ohio, 1996, Division of Sewerage and Drainage, 910 Dublin Road, Columbus, OH 43215.
- Chapter 1131, Water, Sewer, and Electricity Code – Article Three – Sewers*, City of Columbus, Ohio, July 1998, Division of Sewerage and Drainage, 910 Dublin Road, Columbus, OH 43215.
- Standard Construction Drawings*, City of Columbus, Ohio, 1993, Division of Sewerage and Drainage, 910 Dublin Road, Columbus, OH 43215.
- Concrete Pipe Installation Manual*, 1995, American Concrete Pipe Association, 683 Grisby Way, Cedar Hill, TX 75104.
- Code of Federal Regulations, Title 29, Part 1926 (OSHA)*, Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.

OR

OSHA Excerpts for Contractors, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.

General Sign Contractor (216OH16)
Open Book, 50 questions, 3 hours

Scope – The unlimited sign contractor is someone who is qualified to erect and service all graphics allowed by this graphics code (Ord. 2837-9639 (part)). **Business and Law exam also required.**

Subject	Questions
General Theory	8-10
NEC – Chapter 6	9-13
Safety – Code of Federal Regulations	3-5
Estimating – Plan Reading	2-4
Concrete	3-5
Concrete – Reinforcement	1-2
Non-Electric Signs	8-9
Structural Steel	1-3
Wood	2-4
Welding	2-4
Business-Administrative-Code	2-4

References allowed during the exam

- Ohio Basic Building Code*, BOCA International, 4051 W. Flossmoor Road, Country Club Hills, IL 60478-5795.
- BOCA National Building Code*, 1996, BOCA International, 4051 W. Flossmoor Road, Country Club Hills, IL 60478-5795.
- Columbus Zoning Code*, December 14, 1998, Book Publishing Company, 201 Westlake Avenue North, Seattle, WA 98199.
- NFPA 70 – National Electrical Code*, 1999, National Fire Protection Association, 11 Tracey Avenue, Avon, MA 02322.

References allowed during the exam

- 5 *American Electricians Handbook*, 1996, Thirteenth Edition, Croft/Summers, McGraw-Hill Publishing, Inc., P.O. Box 548, Blacklick, OH 43004-0543.
- 6 *Code of Federal Regulations, Title 29, Part 1926* (OSHA), Feb 1999, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.
OR
OSHA Excerpts for Contractors, 2000, Prometric, 1260 Energy Lane, St. Paul, MN 55108.
- 7 *The Contractor's Guide to Quality Concrete Construction*, Second Edition, 1998, American Concrete Institute, 38800 International Way/Country Club Drive, P.O. Box 9094, Farmington Hill, MI 43331.
- 8 *Fundamental of Building Construction: Materials and Methods*, 1998, John Wiley and Sons, Inc., 1 Wiley Drive, Somerset, NJ 08875-1272.



Exam Registration Form for OH16 Exams

Candidate Information

Last Name	First Name	Middle Name	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 Code	Exam Title	Exam Fee	Total
10010	Business and Law	\$70	\$
186	Basement Waterproofing	\$50	\$
152	Fencing	\$50	\$
10341	Residential Construction	\$70	\$
302	Journeyman Plumber	\$50	\$
182	Limited Residential Asphalt Paving	\$50	\$
118	Limited Sign Contractor	\$50	\$
189	Masonry Fireplaces	\$50	\$
190	Prefabricated Fireplaces and Wood or Coal Burning Stoves	\$50	\$
11631	Roofing	\$70	\$
205	Security Systems	\$50	\$
343	Sewer Tapper/Sewer Builder	\$50	\$
187	Sidewalks and Driveway Approaches	\$50	\$
188	Siding, Windows, and Doors	\$50	\$
329	Swimming Pools and Spas	\$50	\$
216	Unlimited Sign Contractor	\$50	\$
185	Wood Deck Installation	\$50	\$
Optional Services (when available—check your bulletin)		Fee	
Duplicate Score Report (exam title and date: _____)		\$15	\$
Exam Review		\$50	\$
		Total Fee	\$

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		

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Exam Registration Form for OH 16 exams

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