



Candidate Information Bulletin State of New Jersey Master Plumber Examinations

The New Jersey State Board of Examiners of Master Plumbers (the Board) licenses and regulates master plumbers in New Jersey. The Board has contracted with Prometric to conduct its examination program.

At a glance

This bulletin is your guide to the process of obtaining New Jersey master plumbers' licenses. The steps below summarize the process. For information about a step, go to the page listed.



To obtain your license

- 1** Submit your license application to the Board—Page 2.
Once approved, you will be notified by the Board and will receive an exam registration form and this bulletin.
- 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 exams using this bulletin and other materials—Page 3.
- 4** Present your required identification; then take the exams—Page 4.
- 5** If you pass, the Board will send you a licensing instruction packet—Page 6.



To get answers not provided in this bulletin

For questions about exams:



Prometric
 ATTN: NJ Plumber Program
 1260 Energy Lane
 St. Paul, MN 55108
 Phone: 800.626.0750
www.prometric.com/newjersey

For questions about exam qualifications:

State of New Jersey
 Department of Law and Public Safety
 Division of Consumer Affairs
 State Board of Examiners of Master Plumbers
 P.O. Box 45008
 Newark, NJ 07101
 Phone: 973.504.6420
www.njconsumeraffairs.com/nonmedical/plumbers.htm

At a glance	1
Submitting your application	2
Registering and scheduling exams ...	2
Admission letters.....	2
Special consideration	3
Rescheduling an appointment.....	3
If absent or late for your appointment.....	3
Emergency closings	3
Preparing for your exam	3
What to bring on exam day	4
Test center regulations	4
Your exam results	5
Appeals process	5
Optional services	6
Obtaining your license	6
Exam content outlines	7

Key

-  Overview information
-  Important note

Submitting your application

Before you can schedule exams, you must complete a license application. You can get an application from the Board. If the Board approves your application, you will be sent an exam registration form and this bulletin.

Registering and scheduling exams

Once you receive approval and your registration form from the Board, you should:

- 1 Complete the exam registration form.
When completing the registration form, you must provide your contact information, Social Security number, exam scheduling preferences and payment. 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 Board.
- 2 Mail the registration form **and** the appropriate fees to Prometric at the address 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 dates and registration cutoff dates

Exam appointments are assigned according to availability and preference. Exams are offered at Springfield in the months of February, May, August and November. If a large number of candidates wish to test in any given month, an overflow exam will be given on the day after the publicized exam date.

New Jersey exam and registration cutoff dates

Springfield	
Cutoff	Exam
01/20/12	02/06/12
04/20/12	05/07/12
07/20/12	08/06/12
10/19/12	11/05/12



Note Prometric must receive your registration form and fee on or before the cutoff date. No exceptions will be made to this policy. Registration forms received after the deadline will be returned.

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 exams.

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 exams. If you lose your admission letter or have not received it three days before the exams, call Prometric immediately at 800.626.0750.

Be sure to notify Prometric and the Board of any change of address.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.626.0750 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.



Important If you do not appear for your exams on the date and at the time shown on your admission letter, you forfeit all fees.

Rescheduling an appointment

Your exam registration form is immediately processed upon receipt of payment in our office, and exam fees will not be refunded. Once your exams have been scheduled, you must take them on the scheduled date or you will forfeit your exam fees. Cancellations will **not** be accepted.

If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you must pay another exam fee and choose another appointment date.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone. However, you may check for testing site closures by calling Prometric. If the site is closed, your exams 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 exams and pay another full exam fee.

Preparing for your exam

Preparing can help you pass your exams and possibly save time and money needed to take them again. You can use the content outlines in this bulletin (beginning on Page 7) to prepare for your exams. The exams are based on these content outlines.



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

Reference manual. Prometric publishes a reference manual that includes all the terms and concepts needed to help you prepare for the Business and Law exam. The chapters represent the topics covered in the content outline. You may use the manual during the Business and Law exam. The fee for the reference manual is \$65. You can order a copy of the reference manual at the same time you register for your exam or by calling 800.626.0750.

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 driver's license with a photo, or a Division of Motor Vehicles-issued identification card with photo. (No other form of photo identification will be accepted. No exceptions will be made.)
- Two sharpened No. 2 pencils.
- A silent, nonprinting, nonprogrammable calculator (calculators capable of alphabetic entry **cannot** be used).
- Approved reference materials.
- For the practical exam: a ruler, red and blue colored pencils.



Important Failure to provide appropriate identification 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 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 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 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.

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.
- 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.

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 exam, you should answer the question to the best of your ability. There is no penalty for guessing, so be sure to mark an answer for each question.

Your exam results

Prometric reports exam results to the state prior to sending score reports to candidates. A score report will be mailed to you approximately 10 business days after your exam date. All score reports are mailed simultaneously. To ensure confidentiality, scores will **not** be disclosed over the phone.

Passing score. A score of 70 percent or above is required to pass each exam and you must pass all three exams before you are eligible to apply for a license. Scores on the **written exams** 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. On the **practical exam**, you will achieve a passing grade if specifications are met and are in compliance with the Code as indicated on the exam instruction page.

Retake information. If you do not pass all three exams, information about retake procedures will be sent with the score report. You need to retake all exam(s) you did not pass.



Important If you did not pass one, two or all three of the exams, you must wait six months after the original exam date before being eligible to retake any exams.

Appeals process

Our goal is to provide quality exams 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 exams. 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.

OPTIONAL SERVICES

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.

Strength and weakness report

If you do not pass a written 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 trade or business and law 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 \$30.

Exam reviews

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. You may use your reference material during the review process. You may **not** remove notes or exam materials from the review room. You are not allowed to bring an advisor or anyone else with you to the review. A review is **not** considered an exam attempt and is not scored.

You cannot review a failed exam then retake that exam on the same day. To schedule an exam review, call Prometric. The fee for an exam review is \$55.

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 exams you successfully completed in a calligraphy typeface. The cost is \$30.

Duplicate score report

You may call or write to Prometric to request a duplicate of your score report. You will be charged a \$30 processing fee per report.

Obtaining your license

The state will mail a licensing instruction packet to each candidate who has passed all three exams. The packets are prepared and sent as soon as all score reports have been processed. Allow three to four weeks for delivery of the instruction packet. Please do **not** call.

Exam content outlines

Following are the content outlines for the New Jersey State Board of Examiners of Master Plumbers exams. A candidate must pass the Master Plumber Trade, Business and Law, and Practical exams to qualify to be licensed as a New Jersey master plumber. A score of 70 percent or above is required to pass each exam.

Each outline lists all topics covered in the exam, the total questions on the exam, the maximum time allowed and the approximate percentage of questions asked about each topic.

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.**

**Master Plumber Trade Exam
Closed Book, 100 questions, 3 hours**

Scope – “Master Plumber” means a person licensed pursuant to N.J.S.A. 45:14C-1 et seq. who has the qualifications, training, experience and technical knowledge necessary to properly plan, layout, install and repair plumbing apparatus and equipment and to supervise others in the performance of such work in accordance with standards, rules and regulations established by the State Board.

Plumbing means the practice, materials and fixtures used in the installation, maintenance, extension, alteration, repair and removal of all piping, plumbing fixtures, plumbing appliances and plumbing apparatus in connection with any of the following: sanitary drainage, storm facilities and building sewers to their respective final connection to an approved point of disposal, venting systems, public and private water supply systems of any premises to and within the property line of any building, structure or conveyance to their final connection with an approved supply system. Plumbing shall also mean the practice and materials used in the installation, maintenance, extension, alteration, repair or removal of storm water, refrigeration and air conditioning drains, liquid waste or sewage.

Exam Topic	%
General Knowledge	18
General Regulations	26
Plumbing Fixtures	6
Water Supply Systems	10
Drainage, Waste and Sanitary Vents	18
Indirect Waste	4
Roof Drain Piping	3
Specialty Plumbing	5
Isometric Analysis	10

References

The following references have been used to create exam questions but **are not allowed** in the testing center.

1. *29 CFR 1926 OSHA Construction Industry Regulations*, July 1, 2009, MANCOMM, 315 West 4th Street, Davenport, IA 52801.

2. *National Standard Plumbing Code*, 2009, Plumbing-Heating-Cooling Contractors Association, P.O. Box 6808, Falls Church, VA 22046, www.phccweb.org.
3. *Mathematics for Plumbers and Pipefitters*, Seventh Edition, 2008, Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
4. *Modern Plumbing*, 2005 Edition, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, www.g-w.com.

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

Exam Topic	%
Business Organization	4
Licensing	10
Estimating and Bidding	10
Contracts	20
Project Management	10
Risk Management	8
Safety	8
Labor Law	8
Financial Management	10
Tax Law	6
Lien Law	6

References

NOTE: The following references were used to develop this exam and **are allowed** in the test center. You may use older editions of references at your own discretion. However, older editions may or may not contain applicable information to the content on the exam. You assume the risk of using an older reference than those listed below.

1. *New Jersey Plumber’s Reference Manual*, Ninth Edition, 2011, Prometric, Inc., 1260 Energy Lane, St. Paul, MN 55108, 877.624.2562.
2. *IRS Circular E, Employer’s Tax Guide, Publication 15*, Current Year Edition, 1.800.TAX.Form, www.irs.gov/publications/. This reference may be brought into the exam room in loose-leaf format.

EXAM CONTENT OUTLINES

Practical Exam **Closed Book, 2 hours**

The practical exam consists of a basic floor plan with specifications and other pertinent information. You must provide a **ruler**, and **red and blue colored pencils**. You are required to draw either a "riser" or an "isometric" diagram (your preference) on paper provided by Prometric.

For example, you may be given the floor plan of a residential or small commercial building and asked to draw the drain, waste and vent piping for that system showing trap arms and distances, pipe sizing, code compliance, etc.

The drawing must be legible in order to be scored. You may opt to produce the drawing a number of ways and still achieve a passing grade if all the specifications are met and are in compliance with the Code.