



# MASC

## Certification Examinations

### Candidate Information Bulletin

#### FREQUENTLY ASKED QUESTIONS

- 1. HOW DO I REGISTER TO TEST?** To schedule for testing, go to <https://www.provexam.com/schedule>. You may also call us at 866-720-7768. [Click here](#) for more information about registering.
- 2. WHERE CAN I TEST?** You may test at any one of Prov's testing centers. [Click here](#) for a current list and directions to each of our South Carolina testing centers.
- 3. HOW MUCH DOES IT COST?** The cost to take the tests for the MASC certification program is **\$100.00** per test.
- 4. WHEN DO I GET MY TEST RESULTS?** Prov's scoring system will grade your exam immediately upon completion of your test and will automatically forward the results to the state board. The Board will mail you your score.
- 5. ARE THERE ANY STUDY AIDS?** Yes, in our [bookstore](#) we sell practice examinations to help you prepare for your test.
- 6. WHAT IS ON THE TEST?** [Click here](#) for information about the available examinations.

#### MORE QUESTIONS

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Certification Questions  
-  
MASC  
1411 Gervais Street  
Columbia, SC 29201  
Ph: (803) 933-1209  
Fax: (803) 933-1299  
[masctrades@sc.rr.com](mailto:masctrades@sc.rr.com)  
Office Hrs: 8:30 am - 5 p.m.

For Testing Questions -  
**Prov, Inc.**  
5200 NW 43rd St, Suite  
102-167  
Gainesville, FL 32606  
Toll Free: (866) 720-7768  
Fax: (877) 228-3926  
[www.provexam.com](http://www.provexam.com)  
Office Hrs: 8 a.m. - 6 p.m.

#### GENERAL TESTING INFORMATION

This Candidate Information Bulletin provides you with information about the testing and application process for becoming certified with the Municipal Association of South Carolina (MASC). To be certified, you must pass a test to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations governing construction in South Carolina. The MASC has authorized Prov to develop and administer their certification testing program. Prov provides tests through a network of computer testing centers in South Carolina as well as other States. This bulletin has been developed to help explain the rules and processes candidates will need to undertake to complete the testing requirement for their certification.

Prov is not authorized to make the determination of which test(s) candidates must take. If a candidate is unsure which test is needed for the certification being sought, resolve this question by contacting the Municipal Association of South Carolina (MASC) before registering. If candidates take the wrong test, the test fee will not be refunded.

#### EXAMINATION CATEGORIES

The following is an alphabetical listing of the tests administered by Prov for certification for MASC. All tests are open book and are timed. When you apply for your test, you will be provided detailed information about each test you are required to take for certification. This information will describe the content of the test as well as provide information regarding study materials.

Below is a list of available tests.

- HARV (Master Mechanical)
- Journeyman Electrician (English or Spanish)
- Journeyman Electrician Residential
- Journeyman Gasfitter
- Journeyman Pipefitter
- Journeyman Plumber
- Journeyman Sheet Metal
- Journeyman Unlimited A/C

- Master Electrician (English or Spanish)
- Master Gasfitter
- Master Plumber
- Master Residential Electrician
- Master Residential Plumber
- Master Sheet Metal
- Residential HVAC

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**TESTING WITH PROV**

Your exam will be administered by computer at one of Prov’s testing centers. Prov’s testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov’s testing system:  
<https://youtu.be/h3T9svnldLY>.

**WHERE TO TAKE YOUR EXAM**

You may take your examination at any of Prov’s testing facilities nationwide.

Prov has established six (6) testing centers within South Carolina where candidates can take their examinations. These testing centers are located in Charleston, Columbia, Conway, Greenville (2), and Greenwood. Site addresses, testing availability, and drive directions are provided at the end of this bulletin.

**HOW TO SCHEDULE ONLINE**

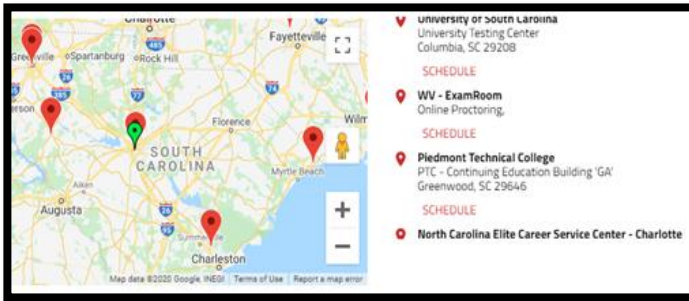
1. To schedule online, navigate to the following URL:  
<https://www.provexam.com/schedule>
2. Enter your identifying information into the system. The State has already shared your testing information with Prov. We need to locate your information within our system. Follow the on-screen fields to enter your Known Candidate ID and your Last Name. The Candidate ID will be provided to you on your registration letter received from the Board. The Candidate ID will begin with 200, and will contain 10 digits. Please enter all of the numbers.

Then, enter your last name and select the **Retrieve Details** button.

- On the Welcome Screen, you will schedule a Date, Time, and Location for your exam by selecting the link labeled:

[Find suitable time and venue](#)

- The scheduling system will display a map to graphically show where the different testing centers are located. Select a testing center from the list of centers to the right of the map.



- Select the SCHEDULE link to check the calendar for the testing center.
- Select a test **date** and **time** from the calendar that matches your schedule.
- Confirm your selected date and time and select **Add to Cart**.
- Proceed to payment. If you have provided an email address, the invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, give us a call at (866) 720-7768.

**SCHEDULING BY PHONE**

To schedule for an examination by phone, candidates should contact Prov toll free at 866-720-7768. Prov scheduling staff is available 8:00 a.m. through 6:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, Prov Candidate ID and their zip code. Once Prov confirms the candidate's identity, Prov staff will search the database for the next available testing session at the candidate's preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address.

Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

**CANCEL/RESCHEDULING POLICY**

If you need to change or cancel their testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline. If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

**PREPARING FOR YOUR EXAMS**

The certification examinations that candidates will take are designed to test what you should know as you begin operations in the construction field. The test questions used on the tests have been prepared by contractors and cover the wide range of topics candidates would normally encounter in their particular field. If candidates have worked in construction for some period of time in a variety of different settings, they likely have experienced much of what will be found on their test. On the other hand, if the candidates' experience is limited (not only in years but in the variety of work performed) then it is likely they may want to spend time increasing their knowledge by studying areas in which they are less familiar. For all candidates, the reality is that people forget those things they don't use, and over time a candidate's knowledge in some areas may have decreased.

Prov recommends that candidates prepare for their tests by familiarizing themselves with the exam references with emphasis on the subject areas listed in each test description. Candidates who are familiar with their reference materials will spend less time searching for answers during the test. When preparing for the test, remember that hand-written notes are not allowed in a reference book used for testing. Candidates are encouraged to prepare their test materials by highlighting text or placing permanent tabs on important pages.

It is NOT mandatory that candidates purchase any study materials in preparation for their tests; however, all tests permit the use of authorized study materials and candidates may be at a disadvantage if they do not bring those materials with them to their testing session. At a minimum Prov recommends that candidates have their own code books related to their tests which may be useful to candidates after their testing is complete.

EXAM DESCRIPTIONS

**HARV (Master Mechanical)**

Install, maintain, repair, alter or extend air conditioning, refrigeration, heating, and ventilation systems, unlimited in horsepower or tons, including all duct systems, sheet metal, incinerators and all appurtenances, apparatus or equipment used in connection therewith, also piping, ductwork, insulation of piping, vessels and ducts.

<b>Number of Questions</b>	<b>120</b>
<b>Time allowed (hours)</b>	<b>4.5</b>
<b>Subject Area</b>	<b># Quest.</b>
General Knowledge	22
Piping	20
Equipment	16
Maintenance	22
Plan Reading	10
Systems & Sizing	30

**References**

- **Advanced Mechanical Study Guide, 2nd edition**, 2nd. ISBN: 9781323725184. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **HVAC Basics for Contractors, 3rd Edition**, 3rd Edition. ISBN: 13:9781323725146. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **Intermediate Mechanical Study Guide**, 2015. ISBN: 9781323725221. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **International Building Code**, 2015. ISBN: Item #:3000S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org).
- **International Energy Conservation Code**, 2015. ISBN: item # 3800S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[ICCSafe.org](mailto:ICCSafe.org)
- **International Fuel Gas Code**, 2015. ISBN: Item # 3600LPR15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[iccsafe.org](mailto:iccsafe.org)
- **International Mechanical Code**, 2015. ISBN: Item # 3300S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[iccsafe.org](mailto:iccsafe.org)
- **Manual N - Commercial Load Calculations**, 2008. ISBN: 978-1892765383. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. Available at <http://www.acca.org>.
- **Residential Load Calculations - Manual J**. Air Conditioning Contractors of America, 2800 Shirlington Road, Suite 300, Arlington, VA 22206. [www.acca.org](http://www.acca.org)
- **SMACNA-Residential Comfort System Installation Standards Manual**, 7th. ISBN: 978-1617210648. Sheet Metal and Air Conditioning Contractors National Association, 4201 Lafayette Center Drive, Chantilly, VA 20151-1209. <https://www.smacna.org/store/product/residential-comfort-systems-installation-standards-manual>

**Journeyman Unlimited A/C**

Qualified to install, maintain, repair, alter, fabricate or extend air conditioning, refrigeration systems, piping vessels, warm air heating, low pressure boilers, ventilation systems, duct systems, insulation, and related appurtenances within a complete system unlimited in horsepower or tonnage.

<b>Number of Questions</b>	<b>100</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
General Knowledge	22
Piping	10
Equipment	11
Maintenance	28
Plan Reading	5
Systems & Sizing	24

**References**

- **Advanced Mechanical Study Guide, 2nd edition**, 2nd. ISBN: 9781323725184. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **HVAC Basics for Contractors, 3rd Edition**, 3rd Edition. ISBN: 13:9781323725146. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **Intermediate Mechanical Study Guide**, 2015. ISBN: 9781323725221. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **International Building Code**, 2015. ISBN: Item #:3000S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at [www.iccsafe.org](http://www.iccsafe.org).
- **International Mechanical Code**, 2015. ISBN: Item # 3300S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[iccsafe.org](mailto:iccsafe.org)

**Journeyman Electrician**

A Journeyman Electrician is qualified and tested to perform work in the electrical trades while employed by a Master Electrician.

<b>Number of Questions</b>	<b>70</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Communication Systems	4
Equipment for General Use	6
General Electrical Theory & Principles	9
Motors & Controls	3
Plan Reading	4
Special Conditions	3
Special Equipment	3

Special Occupancies	2
Wiring & Protection	14
Wiring Methods & Materials	22

**References**

- **American Electricians' Handbook**, 15th Edition. ISBN: 978-0-07-149462-5. McGraw Hill Glencoe Order Services, P.O. Box 545, Blacklick, OH 43004. Available at [www.amazon.com](http://www.amazon.com)
- **NFPA 70 - National Electrical Code**, 2014. ISBN: 9781455906727. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

## Journeyman Electrician (Spanish)

A Journeyman Electrician is qualified and tested to perform work in the electrical trades while employed by a Master Electrician.

<b>Number of Questions</b>	<b>70</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Communication Systems	4
Equipment for General Use	6
General Electrical Theory & Principles	9
Motors & Controls	3
Plan Reading	4
Special Conditions	3
Special Equipment	3
Special Occupancies	2
Wiring & Protection	14
Wiring Methods & Materials	22

**References**

- **American Electricians' Handbook**, 15th Edition. ISBN: 978-0-07-149462-5. McGraw Hill Glencoe Order Services, P.O. Box 545, Blacklick, OH 43004. Available at [www.amazon.com](http://www.amazon.com)
- **NFPA 70 - National Electrical Code**, 2014. ISBN: 9781455906727. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

## Journeyman Electrician Residential

Tests a candidate's knowledge of the planning, installation, repair, alteration, and maintenance of electric conductors, raceways, and

equipment for light, heat, and power in one-, two- and three-family dwellings.

<b>Number of Questions</b>	<b>65</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Communication Systems	5
Equipment for General Use	7
General Electrical Knowledge	15
Motors & Controls	3
Plan Reading	4
Special Conditions	4
Special Equipment	4
Special Occupancies	2
Wiring & Protection	15
Wiring Methods & Materials	6

**References**

- **American Electricians' Handbook**, 15th Edition. ISBN: 978-0-07-149462-5. McGraw Hill Glencoe Order Services, P.O. Box 545, Blacklick, OH 43004. Available at [www.amazon.com](http://www.amazon.com)
- **NFPA 70 - National Electrical Code**, 2014. ISBN: 9781455906727. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).

## Journeyman Gasfitter

Tests a candidate's knowledge of the installation, maintenance, repair, alteration, and extension of gas piping, gas mains, lines, laterals, tanks, appliances, and related appurtenances.

<b>Number of Questions</b>	<b>50</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
General Knowledge	8
Isometrics & Plan Reading	5
Sizing and Design	5
Pipefitting Math	5
System installation	12
LP gas	5
Venting	5
Safety	5

**References**

- **Basic Safety**. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **Drawings and Detail Sheets**, 2006. ISBN: 0-13-613596-X. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Identifying and Installing Valves**, 2006. ISBN: 0-13-613598-6. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **International Fuel Gas Code**, 2015. ISBN: Item # 3600LPR15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org
- **NFPA 58: Liquefied Petroleum Gas Code**, 2014. ISBN: 978-145590711-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. available at [www.nfpa.org](http://www.nfpa.org)
- **Pipefitting Power Tools**, 2006. ISBN: 0-13-229023-5. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Pipefitting Trade Math**, 2006. ISBN: 0-13-613599-4. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Socket Weld Pipe Fabrication**, 2006. ISBN: 978-0-13-613601-9. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Threaded Pipe Fabrication**, 2006. ISBN: 0-13-613600-1. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.

## Journeyman Pipefitter

Tests a candidate's knowledge of the layout, installation, maintenance, repair, and alteration of piping systems and related appurtenances that provide control of environmental conditions for air conditioning and manufacturing processes, including compressed air, fuel gas, manufacturing gases, steam, vacuum piping, process piping, and specialty piping.

<b>Number of Questions</b>	<b>75</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
General Knowledge	20
Piping	33
Installation, Valves & Connections	19
Safety	3

### References

- **Study Guide for Pipefitters**. ISBN: 978-1-269-26208-8. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at <http://nccer.pearsonconstructionbooks.com>
- **The Pipe Fitters Blue Book**, 2002. ISBN: 0-9708321-2-5. Graves Publishing Company, P.O. Box 953, Clinton, NC 28329. <https://pipefitter.com/store/pipe-fitters-blue-book.html#product-details-tab-specification>

## Journeyman Plumber

Tests a candidate's knowledge of the installation, repair, maintenance, and extension of any plumbing system, including drains, waste, sanitary vents, water supply, fixtures, and indirect wastes; installation, repair, and maintenance of gas piping systems, including gas piping, appliances, vents, flues, tanks, and other related appurtenances.

<b>Number of Questions</b>	<b>100</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Drain, Waste & Vent Systems	14
Fuel Gas Systems	14
Fixtures & Fittings	7
General Knowledge	10
Isometrics & Plan Reading	10
Plumbing Math	11
Safety	7
Storm & Roof Drainage	8
Water Heaters	7
Water Supply and Distribution	12

### References

- **International Fuel Gas Code**, 2015. ISBN: Item # 3600LPR15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org
- **International Plumbing Code**, 2015. ISBN: Item # 3200S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org
- **Plumbing Basics for Contractors, 3rd Edition**, 2014. ISBN: 978-1-269-78624-9. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com)

## Journeyman Sheet Metal

Tests a candidate's knowledge of sheet metal fabrication, intended for the installation, replacement, repair, alteration, and extension of ferrous & Non-ferrous ducting in ventilation and exhaust systems.

<b>Number of Questions</b>	<b>60</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Air Distribution Accessories	6
Air Properties & Distribution	8
Architectural Sheet Metal	4

Code & General Knowledge	8
Installation	10
Layout & Fabrication	10
Plan Reading, Estimating & Math	8
Safety	6

- **American Electricians' Handbook**, 15th Edition. ISBN: 978-0-07-149462-5. McGraw Hill Glencoe Order Services, P.O. Box 545, Blacklick, OH 43004. Available at [www.amazon.com](http://www.amazon.com)
- **NFPA 70 - National Electrical Code**, 2014. ISBN: 9781455906727. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).
- **NFPA 72 2010 National Fire Alarm and Signaling Code Handbook**. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).
- **OSHA 29 CFR 1926**. Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at <http://bookstore.gpo.gov>.
- **Trade Knowledge**. Prov, 13614 Progress Blvd., Alachua, FL 32615. This reference is not a book for purchase. This reference represents the general knowledge that a candidate gains through experience in their trade.

**References**

- **International Mechanical Code**, 2015. ISBN: Item # 3300S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @ [iccsafe.org](mailto:iccsafe.org)
- **Sheet Metal Level One**, 2008. ISBN: 978-0-13-604482-6. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Sheet Metal Level Three**, 2009. ISBN: 978-0-13-609962-8. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Sheet Metal Level Two**, 2008. ISBN: 978-0-13-604484-0. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.

**Master Electrician**

Those who have the knowledge and skill, to install, repair, alter, add to or change any electrical wires, fixtures, appliances, apparatus, raceways, conduit or any part thereof; which generates, transmits, transforms or utilizes electrical energy in any form for light, heat, power or communications (inclusive of burglary and fire alarm systems), all in compliance with applicable plans, specifications, codes, laws and regulations.

<b>Number of Questions</b>	<b>100</b>
<b>Time allowed (hours)</b>	<b>4</b>
<b>Subject Area</b>	<b># Quest.</b>
Equipment for General Use	10
General Electrical Knowledge	15
Motors & Controls	5
Plan Reading	5
Special Conditions	5
Special Equipment	5
Special Occupancies	7
Wiring & Protection	18
Wiring Methods & Materials	25
Low Voltage Communication Systems	5

**References**

**Master Electrician (Spanish)**

Those who have the knowledge and skill, to install, repair, alter, add to or change any electrical wires, fixtures, appliances, apparatus, raceways, conduit or any part thereof; which generates, transmits, transforms or utilizes electrical energy in any form for light, heat, power or communications (inclusive of burglary and fire alarm systems), all in compliance with applicable plans, specifications, codes, laws and regulations.

<b>Number of Questions</b>	<b>100</b>
<b>Time allowed (hours)</b>	<b>4</b>
<b>Subject Area</b>	<b># Quest.</b>
Equipment for General Use	10
General Electrical Knowledge	15
Motors & Controls	5
Plan Reading	5
Special Conditions	5
Special Equipment	5
Special Occupancies	7
Wiring & Protection	18
Wiring Methods & Materials	25
Low Voltage Communication Systems	5

**References**

- **American Electricians' Handbook**, 15th Edition. ISBN: 978-0-07-149462-5. McGraw Hill Glencoe Order Services, P.O. Box 545, Blacklick, OH 43004. Available at [www.amazon.com](http://www.amazon.com)
- **Code of Federal Regulations, Title 29 Labor Pt 1926**, 2010. United States Department of Labor, DC. Available at [www.dol.gov/dol/cfr/Title\\_29/Chapter\\_V.htm](http://www.dol.gov/dol/cfr/Title_29/Chapter_V.htm).

- **NFPA 70 - National Electrical Code**, 2014. ISBN: 9781455906727. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).
- **NFPA 72 2010 National Fire Alarm and Signaling Code Handbook**. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).
- **Socket Weld Pipe Fabrication**, 2006. ISBN: 978-0-13-613601-9. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Threaded Pipe Fabrication**, 2006. ISBN: 0-13-613600-1. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.

## Master Gasfitter

Tests a candidate's knowledge of the design, installation, maintenance, repair, alteration, and extension of gas piping, gas mains, lines, laterals, tanks, appliances, and related appurtenances.

<b>Number of Questions</b>	<b>50</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
General Knowledge	8
Isometrics & Plan Reading	5
Sizing and Design	5
Pipefitting Math	5
System installation	12
LP gas	5
Venting	5
Safety	5

### References

- **Basic Safety**. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **Drawings and Detail Sheets**, 2006. ISBN: 0-13-613596-X. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Identifying and Installing Valves**, 2006. ISBN: 0-13-613598-6. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **International Fuel Gas Code**, 2015. ISBN: Item # 3600LPR15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[iccsafe.org](mailto:iccsafe.org)
- **NFPA 58: Liquefied Petroleum Gas Code**, 2014. ISBN: 978-145590711-3. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. available at [www.nfpa.org](http://www.nfpa.org)
- **Pipefitting Power Tools**, 2006. ISBN: 0-13-229023-5. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Pipefitting Trade Math**, 2006. ISBN: 0-13-613599-4. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.

## Master Plumber

Those who have the knowledge and skill to install, maintain, repair, alter or extend plumbing, sanitary drainage or storm drainage facilities, venting systems, public and private water supply systems, septic tanks, drainage and supply wells, swimming pool piping; irrigation systems; or solar heating water systems and all appurtenances, apparatus, or equipment used in connection therewith, including boilers and pressure process piping and including the installation of water and storm and sewer lines, water and sewer plants and substations.

<b>Number of Questions</b>	<b>100</b>
<b>Time allowed (hours)</b>	<b>4</b>
<b>Subject Area</b>	<b># Quest.</b>
Drain, Waste & Vent Systems	15
Fuel Gas Systems	15
Fixtures & Fittings	8
General Knowledge	10
Isometrics & Plan Reading	8
Plumbing Math	6
Safety	6
Storm & Roof Drainage	8
Water Heaters	12
Water Supply and Distribution	12

### References

- **International Fuel Gas Code**, 2015. ISBN: Item # 3600LPR15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[iccsafe.org](mailto:iccsafe.org)
- **International Plumbing Code**, 2015. ISBN: Item # 3200S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[iccsafe.org](mailto:iccsafe.org)
- **Plumbing Basics for Contractors, 3rd Edition**, 2014. ISBN: 978-1-269-78624-9. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com)



## Master Residential Electrician

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 in one-, two-, and three-family dwellings inclusive of burglary and fire alarm systems.

<b>Number of Questions</b>	<b>65</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Equipment for General Use	8
General Electrical Knowledge	16
Motors & Controls	4
Special Conditions	3
Special Equipment	4
Special Occupancies	2
Wiring & Protection	13
Wiring Methods & Materials	10
Low Voltage Communication Systems	5

### References

- **American Electricians' Handbook**, 15th Edition. ISBN: 978-0-07-149462-5. McGraw Hill Glencoe Order Services, P.O. Box 545, Blacklick, OH 43004. Available at [www.amazon.com](http://www.amazon.com)
- **NFPA 70 - National Electrical Code**, 2014. ISBN: 9781455906727. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).
- **NFPA 72 2010 National Fire Alarm and Signaling Code Handbook**. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at [www.nfpa.org](http://www.nfpa.org).
- **OSHA 29 CFR 1926**. Mancomm, 315 West 4th Street, Davenport, IA 52801-1204. Available at <http://bookstore.gpo.gov>.

## Master Residential Plumber

Tests a candidate's knowledge of the design, installation, repair, maintenance, and extension of a plumbing system, including drains, waste, sanitary vents, water supply, and fixtures; design, installation, maintenance, and repair of a gas system, including piping, appliances, vents, flues, tanks, and related appurtenances as it applies to one- and two-family residences, also multiple single-family dwellings (townhouses) not more than three stories in height.

<b>Number of Questions</b>	<b>100</b>
<b>Time allowed (hours)</b>	<b>3</b>

<b>Subject Area</b>	<b># Quest.</b>
Drain, Waste & Vent Systems	10
Fuel Gas Systems	12
Fixtures & Fittings	8
General Knowledge	10
Isometrics & Plan Reading	22
Plumbing Math	7
Safety	4
Storm & Roof Drainage	3
Water Heaters	6
Water Supply and Distribution	18

### References

- **International Fuel Gas Code**, 2015. ISBN: Item # 3600LPR15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @[iccsafe.org](mailto:iccsafe.org)
- **International Residential Code**, 2015. ISBN: Item # 3100S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @[iccsafe.org](mailto:iccsafe.org) or <https://www.provexam.com/en-us/shop>
- **Plumbing Basics for Contractors, 3rd Edition**, 2014. ISBN: 978-1-269-78624-9. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com)

## Master Sheet Metal

Sheet Metal Contractor is a specialty mechanical contractor qualified and certified to manufacture, assemble, cast, cut, shape, stamp, forge, fabricate, weld, repair, recondition, adjust and install sheet and rolled metal of any kind or combination and all other materials used in lieu thereof, and including all air-veyor systems and air handling systems regardless of materials used including all equipment and all reinforcements in connection therewith.

<b>Number of Questions</b>	<b>75</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
Air Distribution Accessories	8
Air Properties & Distribution	8
Architectural Sheet Metal	4
Chimneys, Flues & Exhaust	6
Code & General Knowledge	13
Installation	10
Layout & Fabrication	12
Plan Reading, Estimating & Math	8
Safety	6

### References

- **International Mechanical Code**, 2015. ISBN: Item # 3300S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org
- **Sheet Metal Level Four**, 2009. ISBN: 978-0-13-609964-2. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Sheet Metal Level One**, 2008. ISBN: 978-0-13-604482-6. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Sheet Metal Level Three**, 2009. ISBN: 978-0-13-609962-8. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Sheet Metal Level Two**, 2008. ISBN: 978-0-13-604484-0. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **International Mechanical Code**, 2015. ISBN: Item # 3300S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org
- **International Residential Code**, 2015. ISBN: Item # 3100S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org or <https://www.provexam.com/en-us/shop>

**PURCHASING REFERENCE MATERIALS & STUDY GUIDES**

The exams described above are based upon the study references for each exam. We have listed the reference book’s ISBN and a website at which candidates can purchase the reference book. Most reference books can also be purchased by phone or online through the following companies. Shipping charges will apply. Brick and mortar locations are indicated, but candidates should call to verify that orders are ready for pickup.

## Residential HVAC

Residential HVAC work including A/C and heat pump equipment, LP and Natural Gas, including piping, fuel oil appliances and piping, ductwork and associated trades.

<b>Number of Questions</b>	<b>80</b>
<b>Time allowed (hours)</b>	<b>3</b>
<b>Subject Area</b>	<b># Quest.</b>
General Knowledge	20
Piping	12
Equipment	10
Maintenance	12
Plan Reading	4
Systems & Sizing	22

### References

- **Advanced Mechanical Study Guide , 2nd edition**, 2nd. ISBN: 9781323725184. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **HVAC Basics for Contractors,3rd Edition**, 3rd Edition. ISBN: 13:9781323725146. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **Intermediate Mechanical Study Guide**, 2015. ISBN: 9781323725221. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at [www.provbookstore.com](http://www.provbookstore.com).
- **International Energy Conservation Code**, 2015. ISBN: item # 3800S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @ICCsafeg.org
- **International Fuel Gas Code**, 2015. ISBN: Item # 3600LPR15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org

### Examination Preparation Course Providers and Book Suppliers.

You will be provided with a list of reference books when you apply for your test. You can also go to our website for this information. Many of the books for your examination are available from Prov using the following information.

- **Prov Bookstore**  
10234 South 2460 East  
Sandy, Utah 84092  
<https://www.provexam.com/shop/>  
Toll Free: 866-720-7768

If candidates need assistance in ordering any study materials, they may contact Prov at 866-720-7768.

Most reference books can also be purchased by phone or online through the following companies.

- **@ Home Prep, Inc.**  
900 East Hill Ave, Suite 380, Knoxville, TN 37915  
[www.contractor-licensing.com](http://www.contractor-licensing.com)  
800-952-0910
- **AAA Construction School, Inc.**  
34 Arlington Road South, Jacksonville, FL 32216  
[www.aaaconstructionschool.com](http://www.aaaconstructionschool.com)  
800-741-7277 or 904-722-9994
- **American Contractors Exam Services**

737 Southern Hwy, Mineral Wells, WV 26150  
 www.examprep.org  
 800-992-1910

- **Builder’s Book Depot**  
 1001 East Jefferson Rd, Ste 5, Phoenix, AZ 85034  
 www.buildersbookdepot.com  
 800-284-3434 or 602-252-4050
- **Florida Licenses and Corporations, Inc.**  
 1150 NW 72nd Ave, #720, Miami, FL 33126  
 www.floridalicensesandcorporations.com  
 305-446-3442
- **International Code Council**  
 900 Montclair Rd, Birmingham, AL 35213  
 4051 Flossmoor Rd, Country Club Hills, IL 60478  
 5360 Workman Mill Rd, Whittier, CA 90601  
 11711 W 85th St, Lenexa, KS 66214  
 www.iccsafe.org  
 800-786-4452
- **My Pearson Store**  
 http://www.mypearsonstore.com  
 800-947-7700 (Opt. 5)
- **North American Contractors Association**  
 www.infonaca.com  
 336-540-0149

If candidates need assistance in ordering any study materials, they may contact Prov by phone at 866-720-7768.

**Reference Materials Available from Prov**

Candidates can purchase the following reference books directly from the Prov Bookstore. For these reference materials candidates may place their orders by phone, online at [www.provbookstore.com](http://www.provbookstore.com), or using the Bookstore Order form attached to this document.

- [2012 Study Guide for Structural Steel](#)
- [Advanced Mechanical Study Guide](#)
- [Basic Safety](#)
- [HVAC Basics for Contractors](#)
- [Intermediate Mechanical Study Guide](#)
- [Florida Business and Law Study Guide for Contractors](#)
- [Masonry and Sitework for the Residential Contractor](#)

- [Plumbing Basics for Contractors](#)
- [Study Guide for Excavation Contractors](#)
- [Study Guide for Insulation](#)
- [Study Guide for Residential Carpentry & Repair](#)
- [Study Guide for Siding & Finish Carpentry](#)
- [Study Guide for Utilities Contractors](#)

PRACTICE EXAMS AVAILABLE FROM PROV

Prov also offers practice examinations in several exam categories. Practice examinations cost \$25.00 each and may be ordered either by phone or online at <https://www.provexam.com/en-us/shop>

Practice examinations prices do not include tax nor shipping.

Candidates must be sure to use the correct shipping option when ordering. Prov provides practice exams for the following tests:

- [Journeyman Electrical](#)
- [Master Electrical](#)
- [Journeyman Plumber](#)
- [Master Plumber](#)

TEST DAY RULES AND PROCEDURES

**Check-in Deadline**

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins.

If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

**Proof of Identity**

Upon arriving at the testing center, you will be required to show a government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver’s license, passport, or military ID.

You will also be required to sign a test center log and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

If you do not have a photo ID, you may still present a valid State driver’s license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate.

**Prohibited Items**

No cameras, recorders, watches, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

**Approved Items**

You may bring the following approved items into the testing center:

- **Pencils.**
- **Calculator.** Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.
- **Approved References.** (See information below).

**Reference Material Rules**

All examinations are designed to allow you to use **authorized** references while taking their exams. For a list of what reference materials are authorized for the exams, please refer to the exam description for the candidate’s exam. All reference materials will be checked by the Prov test administrator prior to the candidates being permitted access to the testing room.

You should prepare your reference materials using **ONLY** the following methods.

- Highlighting
- Handwritten notes must be written in pen (ink)
- Attaching permanent tabs

Reference materials which do not meet the following guidelines will not be allowed in the testing room. These guidelines are in place to ensure that every candidate is tested fairly and that no candidate has access to unapproved resources.

- Handwritten notes other than formulas written in pen **ONLY**, are **NOT** allowed in any portion of a reference book.
- Moveable tabs are **NEVER** permitted in a reference book.
- A reference book **CANNOT** contain Post-it notes.
- Photocopied documents **CANNOT** be added to a reference book.
- Photocopied versions of a reference book are **NEVER** permitted.
- Test preparation study guides are **NOT** approved references and are **NOT** permitted in the testing center; this includes practice examinations.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Department will be notified of your dismissal from the exam.

During the testing process you **MAY NOT**:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information in their reference materials during testing.

**Visitor Policy**

No one other than the candidate will be allowed in the testing room. Non-testing visitors are **NOT** permitted to wait in the lobby while candidates test.

**Unethical Conduct Policy**

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Department. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen.

Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

**RESULTS REPORTING**

Upon completion of a test, you will be given a score result while at the testing center. There is no charge for the on-site scoring and tests will be scored within one minute. Candidates participating in this certification program can also access their scores at any time (24/7) online by going to our website at [www.provexam.com](http://www.provexam.com).

Because the testing process is a requirement for certification with the MASC candidates automatically consent to permit Prov to share their test results with the Municipal Association of South Carolina.

**RETESTING POLICY**

Failed examinations can be retaken according to the Municipal Association of South Carolina rules. Candidates cannot retake an exam once they have passed that exam unless required by MASC.

**REVIEWS & PROV'S ACCEPTED PAYMENT METHODS**

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed.

Candidates may request a review of their exam after failing an exam category two (2) times. To be eligible for a review, candidates must score within 10% of the required 70% passing score. The review for all tests is 1-1/2 hours in length. During the review candidates will be provided a printout of the questions they missed and the answers chosen in response to those questions.

The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the review is **\$80.00** (includes tax) for each test reviewed. Candidates will request or schedule a review using the same methods described earlier for scheduling.

Review fees are collected by Prov. Payment for exams should be made directly to Prov. Please visit the State of Alabama HACR Contractor Board website for a complete schedule of fees.

Candidates paying for any other services provided by Prov can use the following methods of payment:

- Money Orders
- Cashier's Checks
- Certified Checks

- Credit Cards (Amex, Discover, Master Card, Visa)
- No personal or company checks will be accepted and all registrations that include personal or company checks will be returned without processing.

**EXAM CHALLENGE PROCESS**

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error.

Candidates testing on computer may make their comments in the testing system. Candidates who are reviewing an exam will automatically be provided with an Exam Comment form. Prov staff will review each comment within two weeks of submittal. Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the State of Alabama HACR Contractor Board. The Board will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

**HAND SCORE REQUEST**

Prov ensures the accuracy of our exam results. Our computer system, is designed to identify and report any potential error in data collected from an exam session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-866-720-7768 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days.

During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is \$25.00 (includes tax).

**PROV'S NON-DISCRIMINATION STATEMENT**

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to: Prov, Inc., 5200 NW 43<sup>rd</sup> St., Suite 102-167, Gainesville, FL 32606.

**SPECIAL ACCOMMODATIONS**

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process.

If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

**SAMPLE TEST QUESTIONS**

The following are sample questions that reflect the format and style of the questions found on tests. **They are not intended to reflect the content of the exam you will take.**

1. Employers are required to notify employees of changes in policies affecting all of the following EXCEPT:
  - a. Pay schedules.
  - b. Vacation allowance.
  - c. Health benefits.
  - d. Promotion opportunities.

2. The accounting method that recognizes income and expenses only when money is received or paid is called:
  - a. PCM Method.
  - b. Accrual Method.
  - c. Cash Method.
  - d. Cost-Comparison Method.
3. If 15 amp circuits were used, the NEC would require a 2000 square foot house to have a MINIMUM of how many branch circuits?
  - a. 2
  - b. 3
  - c. 4
  - d. 5
4. Equipment that is electrically connected to a telecommunications network is required to be listed in accordance with section \_\_\_ of the NEC.
  - a. 110.16
  - b. 240.6
  - c. 800.18
  - d. Chapter 9, Table 5(A)
5. Duct systems installed in single family dwellings must be sized per
  - a. ACCA Manual D.
  - b. ACCA Manual J.
  - c. SMACNA Manual R.
  - d. SMACNA Manual N.
6. What is the recommended MAXIMUM spacing of nails when installing drywall on a ceiling?
  - a. 6" o.c.
  - b. 7" o.c.
  - c. 8" o.c.
  - d. 12" o.c.

7. Which of the following types of joint reinforcement is NOT used to tie connecting cavity walls and intersecting walls?
  - a. Z-tie
  - b. Box tie
  - c. Hardware cloth
  - d. Ladder type joint reinforcement
  
8. What is the recommended concrete cover over #6 steel reinforcing in areas exposed to the weather?
  - a. 3"
  - b. 2"
  - c. 1.5"
  - d. 1"

ANSWERS TO SAMPLE QUESTIONS

1. D - Promotion opportunities.
2. C - Cash Method.
3. C - 4
4. C - 800.18
5. A - ACCA Manual D.
6. B - 7" o.c.
7. D - Ladder type joint reinforcement
8. B - 2"

TESTING SITE AVAILABILITY

You may take your exam at any one of Prov’s testing centers. Prov has established six (6) testing centers within South Carolina where candidates can take their examinations.

You can also take your exam at home using Prov’s Examroom® service.

**What is Examroom?**

Examroom is a remote test monitoring service that allows you to take your test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, on test day, you log into the Examroom website and request to start your exam. A test proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

How to decide whether to use Examroom? **Not every computer system is capable of taking a test on Examroom.** The following are the **MINIMUM** requirements that your computer system would need to meet in order to qualify to take your test using the Examroom service:

- Operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of **uploading** files in excess of 3 Mbps

Please use the following links to do a system check **before you schedule** your exam to make sure your computer system will allow you to take a test using this system.

<https://examroom.ai/systemtest/>

If your system does not allow you to test at home, don’t worry, we have some great testing locations that are not too far away.

**Fixed Testing Locations**

The sites shown below are fixed locations where you make take your exam. The asterisk (\*) on the chart shows which days of the week the exams are available for scheduling. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

Location	Monday	Tuesday	Wednesday	Thursday	Friday
Charleston - BCS	*	*	*	*	*
Columbia - USC	*	*	*	*	*
Conway - CCU	*	*	*	*	
Greenville - BJUP	*	*	*	*	*
Greenville - GTC	*	*	*	*	*
Greenwood - PTC	*	*	*	*	

## TEST SITE LOCATIONS

Prov has established six (6) testing centers within South Carolina where candidates can take their examinations. These testing centers are located in **Charleston, Columbia, Conway, Greenville (2), and Greenwood**. Please refer to the individual list for each site for its testing availability and directions.

Prov has established the following testing centers within South Carolina where candidates can take their tests.

**1. BC Safety, LLC**

\*Location of exam will be provided to candidates one week before the exam\*  
Charleston, SC 29445

**2. University of South Carolina**

University Testing Center  
1600 Hampton Street, Suite – 406  
Columbia, SC 29208

**3. Coastal Carolina University**

Coastal Science Center, Room 101  
301 Allied Dr.  
Conway, SC 29526

**4. BJU Press Testing Center**

1430 Wade Hampton Blvd.  
Suite 211A  
Greenville, SC 29609

**5. Greenville Technical College**

Distance Education Test Center - Building 112  
506 South Pleasantburg Drive  
Greenville, SC 29606

**6. Piedmont Technical College**

PTC - Continuing Education Building  
313 North Emerald Road  
Greenwood, SC 29646

## TEST SITE INSTRUCTIONS



## CANDIDATE INSTRUCTION HANDOUT

Please take a moment to read the following information (front and back). If you have any questions then please let your proctor know. Failure to follow these testing rules can have serious consequences.

**Be advised, the testing center and testing room may be under video surveillance.**

### Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.



### Reference Rules for Open Book Exams

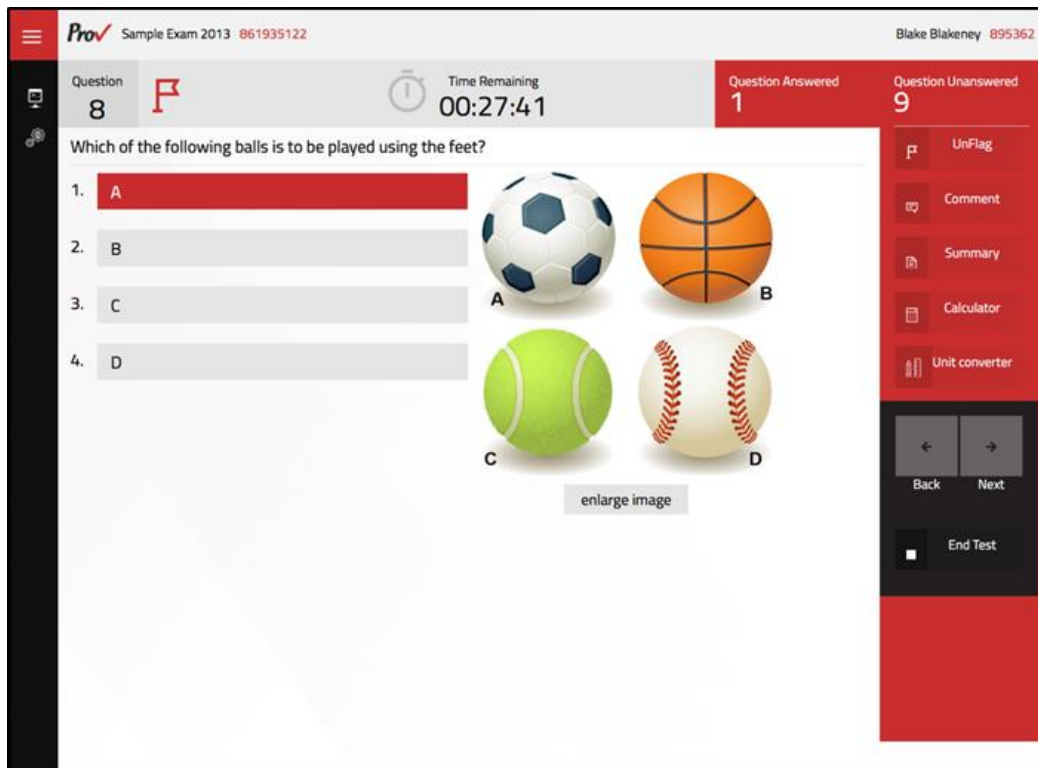
- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

### Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!

COMPUTER TESTING NAVIGATION



Total number of questions	Indicated in the upper left-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when Time Remaining reaches 0:00.
Selecting your answer	Use your mouse to select a number (1, 2, 3, or 4). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the Flagged? button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking Summary.
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to ProV’s Test Development Department by clicking the Comment button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the Next or Back buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys ( ⬆ ⬇ ) to move forward and backward through the test.
Reviewing your progress	Press the Summary button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press End Test button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.
Total number of questions	Indicated in the upper left-hand corner of the screen.