

THE WASHINGTON SUBURBAN SANITARY COMMISSION



JOURNEYMAN PLUMBER/MASTER PLUMBER JOURNEYMAN GASFITTER /MASTER GASFITTER QUALIFICATION INFORMATION BULLETIN



3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

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INTRODUCTION

The Washington Suburban Sanitary Commission has contracted with PSI LICENSURE/CERTIFICATION (PSI) to conduct its examination program. PSI is a nationally recognized test development and test administration services company headquartered in Burbank, California. For information concerning the examinations, call PSI at **1-800-733-9267**.

This bulletin provides you with all the necessary information involved in registering for and taking the WSSC licensure examinations. Read the entire bulletin before completing the examination application form.

WHY AN EXAMINATION?

The primary reason for giving an examination and certifying plumbers and gasfitters is to protect the public. An examination measures an individual's knowledge in relation to his/her trade. By requiring all individuals to pass an examination, WSSC can assure the public that only qualified plumbers or gasfitters are practicing their trade in the Washington Suburban Sanitary District. Once you pass the examination and meet other qualifications, you can register for your license.

WHAT EXAMINATIONS ARE GIVEN?

This bulletin provides the examination application form and examination information for the

- Journeyman Plumber Examination
- Master Plumber Examination
- Journeyman Gasfitter Examination
- Master Gasfitter Examination

ELIGIBILITY

General

See Section 114 of the 2007 WSSC Plumbing and Fuel Gas Code for a more complete listing of trade qualifications and exam requirements at all licensing levels. Basic requirements are highlighted below.

Journeyman Plumber Examination

The qualification requirements are:

1. Four years and 7,500 hours of work experience as an Apprentice (or equivalent work experience) under a licensed Master Plumber or Master Plumber/Gasfitter. Up to 750-hours of formal training courses shall count as double when applied toward the 7,500 hour experience requirement. Copies of W-2's, employment payroll records, 1099's, etc. documenting four years work experience under

a licensed Master Plumber or Master/ Gasfitter. If the Master was licensed outside the Washington Suburban Sanitary District, include a letter from the appropriate regulatory agency stating that the Master took and passed a written exam and that his/her license is currently in "good standing."

2. If formal training is being substituted for trade experience, copies of documentation showing completion of trade-related coursework must be submitted.
3. Proof of passing a State-approved 32-hour Backflow Prevention Certification Program, or similar program from another jurisdiction, within 3 years prior to application.
4. Examination Fee.
5. Three letters of reference from employers or persons acquainted with the applicant's trade qualifications and character.
6. Copy of your Apprentice registration card.

Master Plumber Examination

The qualification requirements are:

1. Two years and 3,750 hours of work experience as a Journeyman under a licensed Master Plumber or Master Plumber/Gasfitter. Copies of W-2's, employment payroll records, 1099's, etc. documenting 2 years work experience under a licensed Master Plumber or Master/ Gasfitter. If the Master was licensed outside the Washington Suburban Sanitary District, include a letter from the appropriate regulatory agency stating that the Master took and passed a written exam and that his/her license is currently in "good standing."
2. Proof of passing a State-approved 32-hour Backflow Prevention Certification Program, or similar program from another jurisdiction, within 3 years prior to application.
3. Examination Fee.
4. Three letters of reference from employers or persons acquainted with the applicant's trade qualifications and character.
5. Your Journeyman registration card.

Journeyman Gasfitter Examination

The qualification requirements are:

1. Two years and 3,750 hours of work experience as an Apprentice (or equivalent work experience) under a licensed Master Gasfitter or Master Plumber/Gasfitter. Up to 375-hours of formal training courses shall count as double when applied toward the 3,750 hour experience requirement. Copies of W-2's, employment payroll records, 1099's, etc. documenting four years work experience under a licensed Master Plumber or Master/ Gasfitter. If the Master was licensed outside the Washington Suburban Sanitary District, include a letter from the appropriate regulatory agency stating that the Master took and passed a written exam and that his/her license is currently in "good standing."
2. If formal training is being substituted for trade experience, copies of documentation showing



completion of trade-related coursework must be submitted.

3. Examination Fee.
4. Three letters of reference from employers or persons acquainted with the applicant's trade qualifications and character.
5. Copy of your Apprentice registration card.

Master Gasfitter Examination

The qualification requirements are:

1. Two years and 3,750 hours of work experience as a Journeyman under a licensed Master Gasfitter or Master Plumber/Gasfitter. Copies of W-2's, employment payroll records, 1099's, etc. documenting 2 years work experience under a licensed Master Plumber or Master/ Gasfitter. If the Master was licensed outside the Washington Suburban Sanitary District, include a letter from the appropriate regulatory agency stating that the Master took and passed a written exam and that his/her license is currently in "good standing."
2. Examination Fee.
3. Three letters of reference from employers or persons acquainted with the applicant's trade qualifications and character.
4. Your Journeyman registration card.

QUESTIONS

All questions and requests for information about the **examination process** should be directed to:

PSI licensure certification
3210 E Tropicana * Las Vegas, NV 89121
www.psiexams.com
(800) 733-9267 • Fax (702) 932-2666
TTY (800) 735-2929

Questions about the **licensure process** should be directed to the:

Regulatory Services Group
The Washington Suburban Sanitary Commission
14501 Sweitzer Lane
Laurel, MD 20707-5902
(301) 206-8588

PREPARING FOR THE EXAM

Tips for Exam Preparation

The following suggestions will help you prepare for your exam. Planned preparation increases your likelihood of passing.

All Exams:

WSSC Code: Some questions will be taken from the WSSC Plumbing and Fuel Gas Code 2007. This Code adopts the identified International Codes, In addition, the WSSC Code addresses all administrative provisions, amendments to the International Codes, and includes technical chapters unique to WSSC as a water/sewer utility. There will be no exam questions taken directly from Chapter 8. The Applicant should become familiar with the Administrative chapter, as well as those chapters affecting his/her trade.

Structural Integrity: Applicants should be familiar with structural safety requirements required in each model Code adopted by WSSC, or by reference to other International Codes: In particular, the borings and notching limitations included in but not limited to Chapters 5, 6, and 8 of the 2003 International Residential Code, and Chapter 23 of the 2003 International Building Code.

Journeyman Plumber Exam: Questions will be taken from the International Plumbing Code, and the International Residential Code Chapters 2, 25-32, and 43. Code questions including layout and sizing, are more basic and in many cases should be second nature to a qualified applicant. In addition, there are "trade knowledge" question relating to materials, tools, methods, and equipment not addressed in Codes, but that should be common knowledge for a qualified applicant who has worked a minimum of 4 years in the trade.

Master Plumber Exam: Questions will be taken from the International Plumbing Code, and the International Residential Code Chapters 2, 25-32, and 43. Many questions require deeper knowledge of Codes than at the Journeyman exam level, interaction between more than one Code section, proficiency in piping system layout, design and sizing, as well as practical application of math, backflow protection and problem solving related to the trade.

Journeyman Gasfitter Exam: Questions will be taken from the International Fuel Gas Code, and the International Residential Code Chapters 2, 24, and 43. It should be pointed out that Chapter 24 of the Residential Code, Fuel Gas, is very similar to the International Fuel Gas Code with only minor differences. Code questions including layout and sizing, venting, and combustion air are more basic and in many cases should be second nature to a qualified applicant. In addition, there are "trade knowledge" question relating to materials, tools, methods, and equipment not addressed in Codes, but that should be common knowledge for a qualified applicant who has worked a minimum of 2 years in the trade.

Master Gasfitter Exam: Questions will be taken from the International Fuel Gas Code, and the International Residential Code chapters 2, 24, and 43. It should be pointed out that Chapter 24 of the Residential Code, Fuel Gas, is very similar to the International Fuel Gas Code with only minor differences. Many questions require deeper knowledge of Codes than at the Journeyman exam level, interaction between more than one Code section, proficiency in piping system layout, design and sizing, venting, and combustion air, as well as practical application of math and problem solving related to the trade.

Reference Books and Preparation

Open Book: All exams are "open book." The applicant shall bring his/her own Code books to the exam test center. The



"Commentary" versions of the International Codes shall **not** be permitted at the test center as a substitute for the standard code books. Code books may be highlighted, underlined, and/or indexed; however must otherwise be **unmarked (not written in)** and may **not** contain additional papers (loose or attached). **CODE BOOKS WILL NOT BE AVAILABLE AT THE TEST CENTER.** Information reference materials with frequently used weights and measures necessary for answering test questions will be provided at the test center.

Where to Get Code Books:

The WSSC Plumbing and Fuel Gas Code 2007; available at the WSSC Permits Counter, by phone order (301-206-8634), or view code online at www.wsscwater.com (click on Business, Doing Business, click Technical Documents for Contractors, click WSSC Plumbing and Fuel Gas Code to view the Code book).

International Plumbing Code 2003; International Fuel Gas Code 2003; International Residential Code 2003; and (optional) International Building Code 2003; available at the ICC Store (1-800-786-4452), or online www.iccsafe.org.

Study Suggestions:

- Use the exam content outline provided in this bulletin as the basis of your study.
- Learn the major points associated with each outline topic.
- Underline or highlight key ideas for a later review.
- Your studies will be most effective if you study frequently, for about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.
- Check each topic off the outline when you feel you have an adequate understanding. Plan to take your test when all topics have been checked.
- Read the reference materials, making sure you understand each idea before going to another. Below are some other resources that might be helpful for general knowledge: *items 1-7 not for specific "Code" information.* **The following resources are not permitted at the test center.**

1. International Approval Services (formerly AGA). *Fundamentals of Gas Appliances*. International Approval Services.
2. International Approval Services (formerly AGA). *Fundamentals of Gas Appliance Venting and Ventilation*. International Approval Services.
3. International Approval Services (formerly AGA). *Fundamentals of Gas Combustion*. International Approval Services.
4. American Society of Plumbing Engineers. *ASPE Data Book. Fundamentals of Plumbing Design*.
5. Audel, Theodore. *Heating, Ventilation and Air Conditioning Library* (3 volumes). Theodore Audel & Co.
6. Nielsen, Louis S.. *Standard Plumbing Engineering Design*. McGraw -Hill Book Co.
7. International Approval Services (formerly AGA). *National Fuel Gas Code, NFPA*. International Approval Services.
8. "Commentary" version of each International code book, available at the ICC Book Store. The Commentary is illustrated, provides examples, and background to specific Code Sections.

Examination Content Outlines and Time

In addition to the examination items, a number of pretest items (no more than 10) may be included in each exam. These questions are not identified and will not be used to calculate your final score. The administration of such unscored, experimental questions is an essential step in developing future licensing exams.

The following examination content outlines provide the topic areas for the Journeyman Plumber, Master Plumber, Journeyman Gasfitter, and Master Gasfitter examinations.

Examples of Formulas Used

1. **Area of a circle:** $A = \pi r^2$

$$\begin{aligned}\pi &= 3.14 \\ r &= \text{Radius}\end{aligned}$$

2. **Volume of a cylinder:** $A = \pi r^2 h$

$$\begin{aligned}\pi &= 3.14 \\ r &= \text{Radius} \\ h &= \text{Height}\end{aligned}$$

3. **1 gallon of water weighs 8.35 lbs**

4. **1 gallon = 231 cubic inches**

5. **1 cubic foot = 7.48 gallons**

6. **1 cubic foot = 1,728 cubic inches**

7. **Atmospheric pressure = 14.7 psi**

8. **Head Pressure of water: 0.434 psi per foot; 1 psi = 2.30 feet of head**



EFFECTIVE MAY 1, 2007 THE SUBJECT AREAS FOR THE EXAMINATIONS WILL BE CHANGING. PLEASE SEE THE FOLLOWING UPDATED SUBJECT AREAS AND NUMBER OF ITEMS FOR EACH.

Journeyman Plumber

Subject Area	Number of Items
Administration	3
WSSC Water Meters	2
Trade Knowledge	14
Safety	2
Definitions	3
Math	2
Materials	3
Pipe Protection and Support	2
Structural Integrity	2
Tests and Inspections	2
Plumbing Fixtures and Appliances	5
Water Supply and Distribution	5
Backflow	2
Sanitary Drainage	6
Sanitary Vents	6
Traps and Interceptors	1
TOTAL QUESTIONS	60
TIME ALLOWED	2-HRS

Journeyman Gasfitter

Subject Area	Number of Items
Administration	2
Trade Knowledge	8
Safety	1
Definitions	3
Math	2
Materials	3
Pipe Protection and Support	4
Structural Integrity	4
Tests and Inspections	3
Combustion Air	5
Equipment Venting	5
Gas Pipe and Sizing	5
Gas Appliances and Equipment	5
TOTAL QUESTIONS	50
TIME ALLOWED	2-HRS

Master Plumber

Subject Area	Number of Items
Administration	4
WSSC Water Meters	3
Site-Utility Systems	2
Trade Knowledge	2
Safety	4
Definitions	5
Math	5
Materials	4
Pipe Protection and Support	4
Structural Integrity	4
Tests and Inspections	4
Plumbing Fixtures and Appliances	5
Plumbing Facilities	2
Water Supply and Distribution	7
Backflow	5
Sanitary Drainage	8
Sanitary Vents	8
Traps and Interceptors	2
Storm Drainage	2
TOTAL QUESTIONS	80
TIME ALLOWED	3-HRS

Master Gasfitter

Subject Area	Number of Items
Administration	4
Trade Knowledge	4
Safety	2
Definitions	5
Math	4
Materials	5
Pipe Protection and Support	4
Structural Integrity	6
Tests and Inspections	4
Combustion Air	9
Equipment Venting	9
Gas Pipe and Sizing	9
Gas Appliances and Equipment	5
TOTAL QUESTIONS	70
TIME ALLOWED	3-HRS



EXAMINATION FEES

Payment of the exam application fee is valid for one examination only. Fees are not refundable and are not transferable.

- Journeyman Plumber Examination.....\$60.00
- Master Plumber Examination.....\$90.00
- Journeyman Gasfitter Examination.....\$60.00
- Master Gasfitter Examination.....\$90.00

Payment can be made by money order, certified check, or cashier's check made payable to PSI Licensure Certification. Cash and personal checks are not accepted.

Include your name and/or Social Security Number on your certified or cashier's check or money order to ensure that your fee is properly assigned.

Social Security Number Confidentiality

PSI will use your Social Security Number only as an identification number in maintaining your record and reporting your grades to the Washington Suburban Sanitary Commission. By law you are not required to disclose your Social Security Number, and you have the right to prohibit its use as an identifier for your records. If you elect not to disclose your Social Security Number, please enclose a separate letter with your examination application form to inform PSI of your decision. PSI will issue an identification number for you.

SCHEDULING PROCEDURES

Confirmation Notice

Upon approval of your application packet, PSI will confirm your eligibility to take the examination by mailing you a confirmation notice, which authorizes you to call to make a test appointment. The confirmation notice will refer to your 90-day application expiration period and specify your exact expiration date. It is **your** responsibility to call PSI to schedule **your** examination within this 90-day period, which begins on the day PSI approves your application packet and mails your confirmation notice.

90-Day Application Expiration Period

Important Note Concerning Your Exam Fees

Please read the following expiration and cancellation policies very carefully to avoid forfeiting your exam application fee. Call PSI immediately if you have any questions upon receipt of your confirmation notice.

1-800-733-9267

Your examination application is valid for ONE examination only. You must take that exam within 90 days or forfeit the application fee.

The 90-day application period is intended to accommodate emergencies that may arise soon after applying for an exam as well as to provide sufficient time in consideration of test center availability and applicant preferences. **It is advisable that you schedule your appointment soon after receiving your confirmation notice.**

If you do not schedule and take your examination on or before the last business day prior to the expiration date specified on your confirmation notice, you must reapply and submit another full application fee in order to take the examination. For example, if your expiration date is a weekend or other non-testing day, you must schedule and take your examination on or before the last business day prior to the 90th day. (Test center closings due to inclement weather or other such circumstances are the only exceptions.)

Other circumstances which would invalidate your examination application include the following, which are discussed in detail later in this section of the bulletin and also presented on your confirmation notice: Failure to cancel your scheduled test appointment two days before the scheduled test date; failure to appear for your examination appointment; arriving too late to begin your examination without disrupting the test center schedule; or not presenting the required identification when you arrive for your scheduled examination.

Scheduling an Appointment

After you have received the confirmation notice of PSI's acceptance of your application packet, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the test center location and time that is most convenient for you. To schedule your examination, call PSI at **1-800-733-9267**, Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. If space is available in the test center of your choice, you may schedule an examination up to two business days prior to the examination date of your choice. Please be prepared to offer alternative test appointment choices.

Canceling or Rescheduling an Appointment

You may cancel and reschedule an appointment without forfeiting your fee *if your notice is received **three (3) full business days** before the scheduled testing date.* You may call (800-733-9267) or fax (702-932-2666) your notice to PSI. Be aware of the remainder of your 90-day expiration period and remember to reschedule and take the exam during that time. (Your Application Confirmation Notice will also include these instructions.)

Missed Appointment or Late Cancellation

Your application will be invalid, you will not be able to take the test as scheduled, and you will forfeit your examination fee, if you:

- Do not schedule **and take** your examination prior to the last business day of the 90-day application expiration



- period;
- Do not cancel your appointment two days before the scheduled testing date;
- Do not appear for your examination appointment;
- Arrive too late to begin your test without disrupting the center's schedule; or
- Do not present proper identification when you arrive for the examination (see "Required Identification" on page 8).

Special Testing Arrangements

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

Emergency Test Center Closing

In the event that inclement weather or other emergencies force the closure of a test center on an assigned test date, your examination will be rescheduled. You will be notified of the new date and time of the test. Every effort will be made to schedule a convenient time as soon as possible. You may also check PSI's website at www.psiexams.com.

Reapplying for an Exam

If you need to reregister for an exam due to an unsuccessful exam attempt, the expiration of your application period, or the invalidation of your application for any reason, the following procedures apply:

You must complete and submit a new Examination Application Form, with fee, to PSI. You do **not** need to resubmit original or copies of your originally submitted reference letters or work experience documents if you are reapplying for the same examination and your original application packet was submitted within the last 12 months.

NOTE: Applicants who have failed their examination must wait for **30-days** before reapplying.

Express Service

Only applicants who have already received eligibility authorization from PSI and are retaking the same examination may reapply for an exam by phone (800-733-9267) or fax (702-932-2666) and make express payment using a MasterCard or VISA account. If you use this EXPRESS service, an additional fee of \$15.00 will be charged to your account. If you register by phone, you may also schedule an appointment at the same time. However, you must immediately send an original Exam Application Form to PSI. If PSI does not receive an application form, your score report will not be mailed. **NOTE: You may not take the examination more often than every 30-days.**

TEST CENTER LOCATIONS

The following are the testing centers where you may take the WSSC Journeyman Plumber, Master Plumber, Journeyman Gasfitter, and Master Gasfitter examinations:

Baltimore Center:

The Rotunda
711 W. 40th Street, Suite 352
Baltimore, MD 21211

From the North, take I-695 to I-83 South. Take I-83 South to Cold Spring Lane exit. Go East, and merge into the right-hand lane. Turn right at Fall Road. Turn left on 41st St. The road will become W 40th St. You will see the Rotunda ahead of you on the right.

Traveling take either Rte 295 into downtown, or I-95 to 395-Downtown to Pratt Street. Turn right on Pratt, turn left on President St. Take I-83 North entrance. Veer right on to Cold Spring Lane, then follow the directions above.

Parking: Visitors can park anywhere except the posted lot next to the Giant Food Store.

College Park Center:

The Sterling Building
4920 Niagara Road, Suite 211
College Park, MD 20740

From I-95/Beltway, take Exit 25/Route 1 toward College Park. As you exit, stay to the left. Make a left turn onto Edgewood Road. As you approach Rhode Island Avenue, look for the two-way service road before Niagara (if you pass Rhode Island Avenue, you have gone too far). You will see the Sterling Building ahead. Park in appropriately marked spaces.

Hagerstown Center:

Westshire Professional Center
920 West Washington Street, #204
Hagerstown, MD 21740

From I-70, take I-81 North, take Exit 6 (Route 40) east (Washington Avenue). Turn right at Devonshire (3rd light). The building is at the end of the block, on the left. Look for "Bingo Island." Parking is available in the front parking lot. Enter at D2.

Lanham Center:

5900 Princess Garden Pkwy
Suite 240
Lanham, MD 20706

Take the 20B-A/Annapolis Road Exit towards Lanham. Take Princess Garden Parkway exit. Turn left, following Princess Garden Parkway exit, veer into far right lane. Turn right on Princess Garden Parkway - turn left at first driveway.



Salisbury Center:

1325 Mt. Hermon Road
Beaglin Park Plaza, Unit 10A
Salisbury, MD 21804

The complex is south of Route 50 and west of the 13 bypass. From Route 50, turn south on Beaglin Park Drive. Turn left at the first light, Mt. Hermon Road. Turn left into the Beaglin Park Plaza.

REPORTING FOR THE EXAMINATION

Reporting to the Test Center

On the day of the exam, you should arrive at least 30 minutes before your scheduled appointment. Although the actual time allowed to take the test is two hours for Journeyman and three hours for Master, plan to spend an additional ½-hour at the test center. This extra time is for sign-in and identification and to familiarize you with the test process.

Required Identification

You **must** provide two forms of identification. Both must bear your signature, and one must have your photograph.

If you cannot provide the required identification, you must call (800) 733-9267 at least three weeks prior to your scheduled appointment to arrange a way to meet this security requirement.

Failure to provide ALL of the required identification at the time of the examination without having notified PSI and making appropriate alternative arrangements is considered a missed appointment. Lack of identification means you will not be able to take the examination at that time and you will forfeit your examination fee.

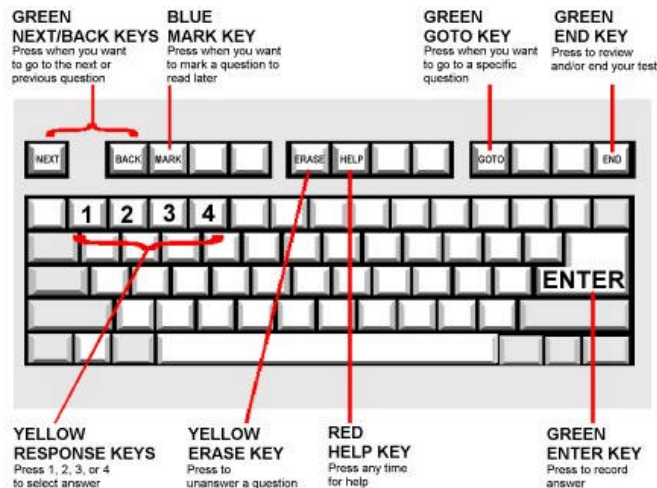
Security Procedures

The following security procedures will apply during the examination:

- Cell phones, pagers, purses, briefcases, personal belongings and children are not allowed in the examination site.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



Before you start your exam, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this introduction will **not** count as part of your exam time. You will have 120 minutes (two hours) in which to complete the Journeyman examination.; and 180 minutes (three hours) in which to complete the Master examination. You may plan to spend approximately 15 minutes with the tutorial; additional tutorial time is allowed if required.

During the examination, the minutes remaining will be displayed at the bottom of the screen and updated as you record your answers.

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

Score Reporting

Your passing or failing indication will appear immediately on the computer screen at the end of your test. Within two days of your exam, a printed score report will be placed in the mail to you. Exam results are confidential and will be revealed only to you and the Washington Suburban Sanitary Commission. A score of 75% is required to qualify for a license as a Journeyman Plumber, Journeyman Gasfitter, Master Plumber, or Master Gasfitter.

Passing applicants will receive a score report form, which becomes the "official document" required by WSSC to register for your license. Failing applicants will receive results as an overall pass/fail indication.

If you do not pass, you may submit a new application form to PSI with the appropriate fee and schedule a new appointment to retake the exam. **You may not take the examination more often than every 30 days.**

Examination Review

Failing applicants will have the option of reviewing their examinations in a secure environment. Once a month, PSI will conduct an examination review meeting for applicants who have submitted a written request within a previous 30-day period. The applicant will be provided with a copy of the items that the applicant missed on the examination, along with the applicant's answers. The applicant will have the opportunity to write down any issues that he/she wishes to bring to WSSC's attention. The applicant's notes, together with a copy of the item, will be submitted directly to WSSC. WSSC will review the applicant's comments and make a determination as to the validity of the applicant's comments. You must wait 30 days after your review if you wish to apply for a re-test. Standard examination security practices shall be followed throughout this procedure. You may **not** take any notes out of the review sessions. Call the 800-733-9267 for details.

Duplicate Score Reports

You can write to PSI to request a duplicate of your score report. The fee for a duplicate copy of your score report is \$15.



Credit card (MasterCard or VISA) payment accepted for phone, internet, or fax registrations only.

 MC VISA

Card No: _____ Exp. Date: _____

Card Verification No: _____ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print): _____ Signature: _____

9. I am faxing the Special Arrangement Request (at the end of this bulletin) and required documentation.

10. **Affidavit:** *The information supplied with this application is accurate and correct to the best of my knowledge.*

Signature: _____ **Date:** _____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS REGISTRATION FORM ON THE LINES PROVIDED.

Complete and forward this registration form with the applicable examination fee to:

PSI licensure:certification * ATTN: Examination Registration WSSC

3210 E Tropicana * Las Vegas, NV 89121

Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com



WSSC EXAMINATION REFERENCE FORM

Applicant's Name: _____
(Please print) (Applicant's Signature)

Has the applicant worked for you? Yes No

If you answered Yes, for approximately how many hours? _____

If you answered No, how do you know the applicant? _____

What kind of work has the applicant done (for example: commercial, new residential, repairs, etc.)?

Please comment briefly on the applicant's qualifications:

NAME OF INDIVIDUAL SUPPLYING REFERENCE:

(Please print) (Signature)

COMPANY NAME & TELEPHONE NUMBER: _____

COMPANY ADDRESS: _____

TODAY'S DATE: _____

CUT HERE
CUT HERE

WSSC EXAMINATION REFERENCE FORM

Applicant's Name: _____
(Please print) (Applicant's Signature)

Has the applicant worked for you? Yes No

If you answered Yes, for approximately how many hours? _____

If you answered No, how do you know the applicant? _____

What kind of work has the applicant done (for example: commercial, new residential, repairs, etc.)?

Please comment briefly on the applicant's qualifications:

NAME OF INDIVIDUAL SUPPLYING REFERENCE:

(Please print) (Signature)

COMPANY NAME & TELEPHONE NUMBER: _____

COMPANY ADDRESS: _____

TODAY'S DATE: _____



FOR JOURNEYMAN EXAMINATION APPLICANTS ONLY:

I have attended Special Training and I have attached the original or legible photocopy of my training certificate indicating the name of the school and the number of hours.

No Yes

FOR MASTER EXAMINATION APPLICANTS ONLY:

Do you have a WSSC Journeyman License? No Yes

Do you have a State of MD Journeyman License? No Yes

Do you have Journeyman Licenses in other jurisdictions? No Yes Jurisdiction: _____

License Number: _____

Date Journeyman License Received: _____



SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone : (____) _____ - _____ (____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- | | |
|--|--|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended Time
(Additional time requested: _____) |
| <input type="checkbox"/> Large-Print written examination | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Out-of-State Testing Request (this request does not require additional documentation) | _____ |
- Site requested: _____

**Complete and fax this form, along with supporting documentation, to (702) 932-2666.
You will be mailed or e-mailed an approval or denial letter within 10 business days.**

Please do not schedule your examination until you are contacted by the Special Accommodation Department



PSI licensure:certification
3210 E TROPICANA
LAS VEGAS, NV 89121

FIRST CLASS MAIL

