

# National Contractor/Trades Examination Information Bulletin

**Published January 15, 2021**

This edition supersedes all bulletin  
editions published prior to the above date.

***This bulletin answers most questions raised by examination candidates. Please read it carefully. You will find it a useful reference throughout your registration and examination process.***

**International Code Council  
Assessment Center  
Eastern Regional Office  
900 Montclair Road  
Birmingham, AL 35213**

**1-888-ICC-SAFE (422-7233), ext. 5524  
customersuccess@iccsafe.org  
[www.iccsafe.org/contractor](http://www.iccsafe.org/contractor)**

SUMMARY OF BULLETIN CHANGES		
Date of Change	Section Affected	Revision
February 4, 2019	National Contractor/Trades Examinations; front cover	Corrected references for F35 exam; made note on front cover that W35 is retiring
February 6, 2019	National Contractor/Trades Examinations; front cover	Removed W35 exam—retired 2/6/2019; Added note on front cover that W35 has retired
February 6, 2019	How do I... section	Updated direction for requesting duplicate pass letter
February 11, 2019	National Contractor/Trades Examinations; Front Cover	Retired the following Exams: W19, W22, W23, W26, W32, W33, W34, W36, W44, W46
March 29, 2019	National Contractor/Trades Examinations; front cover	PRONTO testing information added; Updated F16 and F17 to PRONTO
April 5, 2019	National Contractor/Trades Examinations	Reformatted F11 and W11 content outlines; corrected percentages in F25 outline
July 22, 2019	National Contractor/Trades Examinations	Included information for upcoming new exams available for registration 8/1: G16, G17, G18
July 30, 2019	National Contractor/Trades Examinations	Corrected reference for W11 exam
September 12, 2019	National Contractor/Trades Examinations	Corrected reference for W11, W12, W13
September 25, 2019	National Contractor/Trades Examinations	Removed Retired Examinations : W15, W32, W33, W34, W36, W44, W46, F21, F22, F23, F26, F36, F44
January 24, 2020	National Contractor/Trades Examinations	Removed Retired Examination: W21
February 21, 2020	National Contractor/Trade Examinations	Added G21 Low Voltage Electrician
July 1, 2020	National Contractor/Trade Examinations	Added five G-Series examinations
August 7, 2020	National Contractor/Trade Examinations	Added PRONTO (OPT) to G16 and G17
October 12, 2020	National Contractor/Trade Examinations	Updated Blueprints for F24/F25 exams
January 15, 2021	National Contractor/Trade Examinations	Added seven G-Series examinations

Use the checklists and information summaries in this bulletin to familiarize yourself with the testing process. Be sure to completely read this bulletin before scheduling your examination. **You are responsible** for following all policies and regulations found in this document. Not reading this bulletin does not release your responsibility for following these procedures.

## How do I...

• schedule an exam?	Visit <a href="http://www.pearsonvue.com/icc">www.pearsonvue.com/icc</a> or call Pearson VUE at 1-877-234-6082
• change my name or address?	Visit <a href="http://www.iccsafe.org/ac-forms-library/">www.iccsafe.org/ac-forms-library/</a> and select the form <b>Change of Candidate Information Form</b> located under <b>Candidate Services</b> . Email or mail ICC this form containing your name, old and new addresses, contact phone number, and signature; ICC will advise if additional documentation is needed  <b>Email:</b> <a href="mailto:customersuccess@iccsafe.org">customersuccess@iccsafe.org</a>
• request a duplicate pass letter?	Visit <a href="http://www.iccsafe.org/ac-forms-library/">www.iccsafe.org/ac-forms-library/</a> and select the form <b>Replacement Result Letter</b> located under <b>General Requests</b> .
• request special testing accommodations?	For Computer-based exams: Please call Pearson VUE at 1-800-466-0450.  PRONTO: Call ICC at 1-888-422-7233 ext. 5552 to request an application.
• make comments about an exam I took?	See page 9 for more information on the exam feedback and appeals process
• reschedule an exam?	For CBT administrations through Pearson VUE, visit <a href="http://www.pearsonvue.com/icc/">http://www.pearsonvue.com/icc/</a> or call Pearson VUE at 1-877-234-6082  PRONTO exams can be taken at any time, 24/7, 365 days a year, you do not need to reschedule a PRONTO exam.  Computer-based exams: You must notify Pearson VUE two business days before your scheduled examination; an administrative fee will incur (see page 14 for more information).
• cancel an exam?	Computer-based exams: You must notify Pearson VUE two business days before your scheduled examination; an administrative fee will incur (see page 14 for more information).
• find my exam code (ID)?	See pages 18-35 for the exam outline listings in this bulletin
• know what I can take into the exam?	For Computer-based exams: See page 13 for the Test Site Regulations section.  For PRONTO exams: Go to <a href="http://www.iccsafe.org/pronto-administration">www.iccsafe.org/pronto-administration</a> .
• obtain the books for my exam?	Most references can be purchased at <a href="http://shop.iccsafe.org">shop.iccsafe.org</a> ; more information is found in the exam outline listings starting on page 18
• access information on my passed exams on ICC's website?	Visit <a href="http://www.iccsafe.org/certification-contractor-verification">www.iccsafe.org/certification-contractor-verification</a> for the Contractor Exam pass link
• become an ICC member?	Visit <a href="http://www.iccsafe.org/membership">www.iccsafe.org/membership</a> to access the ICC membership application

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### International Code Council Vision

Protect the health, safety, and welfare of people  
by creating safe buildings and communities.

### International Code Council Mission

To provide the highest quality codes, standards, products, and services  
for all concerned with the safety and performance of the built environment.

**Information contained in this bulletin is deemed accurate as of the time of printing.  
Contents are subject to change at any time.**

For the most updated information, visit [www.iccsafe.org/certification-exam-catalog](http://www.iccsafe.org/certification-exam-catalog).

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**Note:** Examination requirements, including registration/scheduling, dates, locations, fees, and references are subject to change. Please make sure that you have the most current information before registering for/scheduling any examination. For up-to-date information on Code Council examinations, go to [www.iccsafe.org/certification-exam-catalog](http://www.iccsafe.org/certification-exam-catalog) or call 1-888-ICC-SAFE (422-7233). For fastest service, for general questions, dial 0; for specific information on your certification, dial ext. 5524.

## ***About Code Council Contractor/Trades Testing***

The International Code Council's Contractor/Trades examination program is an independent testing program designed to provide licensing agencies with information regarding qualified contractors and trades professionals. Participating in the Code Council examination program does not guarantee that a licensing agency will award you a license. However, the Code Council examination program serves as an independent appraisal of your competency in the construction field, and your test results may be used by licensing agencies to satisfy the requirements for testing.

Examination information, including registration/scheduling requirements, dates, locations, fees, and references, are subject to change. **Candidates should make sure they have the most current information before registering for/scheduling a Code Council examination by going to [www.iccsafe.org/certification-exam-catalog](http://www.iccsafe.org/certification-exam-catalog).**

## ***General Testing Information***

The purpose of this bulletin is to provide you with information regarding how to schedule and take your contractor/trades examination. Prior to scheduling a test with this program, you should first consult with your local or state licensing agency to determine which examination you should take. Some agencies may also require you to meet certain prequalification criteria prior to testing. You should therefore start your testing process by determining what test your local agency requires of you.

This bulletin is designed to follow the testing process from the initial application for testing up until the time when testing results are provided.

# **Administrative Rules and Procedures**

## **How can I become licensed?**

The International Code Council is not a licensing agency. If you want to become licensed in a city, county, or state that participates with the Code Council, that jurisdiction will require you to take and pass a Code Council examination. Upon successful completion of the examination, contact the jurisdiction for any other requirements in order to become licensed.

For detailed information on Contractor/Trades examinations and participating jurisdictions, visit our website at [www.iccsafe.org/contractor-trades-exams](http://www.iccsafe.org/contractor-trades-exams).

## **How do I schedule a test?**

It is your responsibility to read the Examination Information Bulletin for important information on examination requirements, procedures, and references allowed during the examination administration.

For PRONTO, go to the ICC PRONTO web portal at <https://pronto.iccsafe.org> to register and pay for an exam. Please wait 48 hours from the pre-authorization approval before accessing the portal and creating your account.

For computer-based testing through Pearson VUE, the Code Council's computer-based testing vendor, you may schedule an examination online at [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc). Follow the directions under "Contractor/Trade Licensing." You may also schedule an examination over the phone by contacting Pearson VUE at 1-877-234-6082, following the scheduling procedures listed in this bulletin.

Pre-payment is required to schedule an examination through any of the above methods.

## **When can I test?**

The Proctored Remote Online Testing Option (PRONTO) is available any time; 24/7, 365 days/year.

Computer-testing is administered by Pearson VUE frequently at over 350 sites across the nation. Pearson VUE test dates and sites can be found on their website at [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc).

## **How often can I test?**

You must wait 10 days before retaking a failed exam. It is strongly recommended that you allow time to study the approved references before registering to test a second time.

## **What examination do I need to take?**

As requirements for employment differ from jurisdiction to jurisdiction, the Code Council cannot recommend specific examinations to you. We strongly encourage you to contact the jurisdiction in which you wish to work for more information on their specific exam requirements for licensure.

## **How do I know if pre-approval is required for me to test?**

Contact the licensing agency or review the appropriate National Contractor/Trades Examination Information Bulletin on the Code Council's website at [www.iccsafe.org/certification-exam-catalog](http://www.iccsafe.org/certification-exam-catalog).

## **What references or code books are the exams based on?**

The approved references for each exam are listed in the Examination Outlines section of this bulletin. For the most up-to-date bulletin information, visit our website at [www.iccsafe.org/certification-exam-catalog](http://www.iccsafe.org/certification-exam-catalog).

## **Are the examinations open book?**

Most Contractor/Trades exams are open book. Refer to the Examination Outlines section of this bulletin for open/closed book requirements for specific exams. For the most up-to-date bulletin, visit [www.iccsafe.org/certification-exam-catalog](http://www.iccsafe.org/certification-exam-catalog). Additional policies governing the use of references can be found in the Test Site Regulations section of this bulletin.

## **When will I receive my results?**

Results for examinations taken electronically are available immediately after completion of the examination.

## **I didn't receive my pass letter. Can I have another mailed to me?**

Yes, but the pass letter must be requested within 90 days from the date of the passed examination to have another mailed without a fee. If a resend of a pass letter is requested after 90 days from the exam, a fee will be charged. For fees, go to [www.iccsafe.org/ac-forms-library](http://www.iccsafe.org/ac-forms-library) and choose the application: **Replacement Result Letter** under General Requests.

## **What type of question format will be included in the examination?**

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Due to the rigorous psychometric processes used by the Code Council in exam development, questions do not follow patterns (e.g., "the most common answer is 'B'").

## **Can't I just look up all of the answers in the books?**

Because of the time constraints, you will not have time to look up all of the answers. For those answers you must look up, you must be VERY familiar with the references to avoid wasting time searching for information. First impressions are often the most accurate, but you may change your answers if time allows.

## **How long are the examinations?**

The length and allowed time varies depending upon the subject matter. To get the most updated information on examinations, go to [www.iccsafe.org/certification-exam-catalog](http://www.iccsafe.org/certification-exam-catalog).

## **How many examinations can I take at one administration?**

For computer-based exams, in most cases you may take two exams in one day, as long as each examination is only two hours in length.

## **Should I guess if I don't know the answer to a question?**

There is no guessing penalty, so it is to your advantage to answer every question. Remember to base your answers on the listed references for each exam, not solely on long-time field practices.

## **What score do I need to pass the test?**

Most Contractor/Trades examinations require a candidate to answer at least 70 percent of their questions correctly in order to pass the exam. The Master Electrician examination requires 75 percent of the questions to be answered correctly to pass. Particular licensing agencies may require a passing score of higher than 70. It is important that you carefully read the relevant bulletin or contact the licensing agency for information regarding their minimum passing requirement.

## **Can my exam score be cancelled?**

The Code Council reserves the right to revoke or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Failing to abide by the rules presented or directions from the proctor(s)
- Attempting to, or removing examination materials or questions from the testing center.

In cases of examination irregularities which are suspected at testing centers, the scores of the individual(s) involved will not be released unless approved by the Code Council. Additional sanctions may be authorized by the Board, which may include restrictions on retesting for up to three (3) years.

Some scores may be rendered invalid because of circumstances beyond the examinee's control, such as faulty examination materials or mistiming. These situations will be investigated; when such occurrences result in cancellation of an examinee's scores, the Code Council will arrange for a makeup examination for the examinees concerned.

## ***Feedback and Appeals Process***

To have Code Council Assessment Center staff review comments or challenges on specific exams, exam items, or any issues encountered during your examination, you must submit a Contractor Appeals form to the Code Council. The form is available on the Code Council website at [www.iccsafe.org/ac-forms-library/](http://www.iccsafe.org/ac-forms-library/).

Our experience shows that the best comments are those that come as soon after the testing process as possible. Include sufficient amount of detail to aid staff in the review of your challenged question(s) or issues related to the exam experience. Following receipt of your challenge, Assessment Center staff will investigate each comment for merit and final determination of approval or denial of your challenge.

You will be mailed a response from Code Council staff within 15 business days from receipt of the form by the Code Council; a request for staff review is based solely upon the most recent examination taken.

**IMPORTANT NOTE:** If you retake a failed exam on which you have submitted an appeal, you will forfeit your appeal opportunity for that exam attempt.



Comment/Challenge forms must be sent to the following mailing or email address:

International Code Council  
ATTN: Candidate Services Coordinator  
900 Montclair Road  
Birmingham, AL 35213

Email: [appeals@iccsafe.org](mailto:appeals@iccsafe.org)

## Computer-based Testing

### How do I register for a computer-based test?

Some licensing agencies may require you to apply through them prior to testing with ICC, while others may not. You should check with the licensing agency for licensing requirements prior to registering for an examination.

Computer-based certification examinations are administered for the Code Council by Pearson VUE (formerly Promissor), a professional test administration company. **To register to take a Code Council computer-based Contractor/Trades exam, call Pearson VUE at 1-877-234-6082, or visit Pearson VUE's website at [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc). You must provide the EXAM ID and EXAM TITLE, whether registering online or by telephone.**

Online reservations are available 24 hours a day, 7 days a week. The Code Council encourages candidates to register online, for your convenience. You must provide an email address to schedule an exam online, and Pearson VUE will email you a confirmation letter containing the date and time of your exam, along with test day instructions. **It is your responsibility to check this confirmation letter to ensure the exam listed is the one you wish to take.**

Pearson VUE's customer care reservations and customer service lines are open Monday through Friday from 8:00 a.m. to 11:00 p.m. (Eastern Time), Saturday from 8:00 a.m. to 5:00 p.m., and Sunday from 10:00 a.m. to 4:00 p.m. When you call to make your examination reservation, a representative will help you select the optimal test date and location for your schedule, provide instructions and directions, and give your examination reporting time. Walk-in testing is not available.

You may make an exam reservation up to one business day prior to your desired exam date, depending on space availability at the test center.

**You must have the following information available at the time you are registering for a Code Council computer-based examination:**

1. Exam ID and title. Exam IDs and titles can be found in this bulletin
2. Your full name, address, and home and work telephone numbers
3. Jurisdiction/state in which you wish to be licensed
4. Selected examination date and location of the area you desire to take the exam
5. Your credit card or payment information

### Where are the test sites?

To locate test sites in your area, visit the Pearson VUE website at [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc) for an updated listing of sites. Be aware that test sites are subject to change.

## How do I pay for my exam?

Examination fees must be paid by credit card, debit card (issued through VISA or MasterCard) or electronic check at the time a reservation is made, NOT at the test center. Candidates who do not have or do not wish to use a credit card, debit card, or personal checking account may choose to prepay their examination fees using a voucher. Vouchers can be purchased online at <https://wsr.pearsonvue.com/vouchers/pricelist/icclicense.asp> by credit card, either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate "voucher" as the payment method and provide the voucher number. **All vouchers are pre-paid, non-refundable, and non-returnable.** Vouchers expire twelve (12) months from the date they are issued, and voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

## Do I have to be a computer whiz?

Examinations are administered on a personal computer (PC). Candidates are not required to have any computer knowledge to take the examination on the PC. Before you begin your test, you may take up to 15 minutes to practice with the sample questions. Timing of the examination does not begin until you look at the first question of the actual examination. You will be allowed to change your answers, mark answers for review, go back to skipped questions and, time permitting, review your test.

## When are exams available?

Code Council certification examinations are administered nationally, Tuesday through Saturday (exceptions noted below). Testing sessions are generally held at 8:00 a.m. and 1:00 p.m. Some test centers are open daily, while others are open on specific days of the week. In some locations, exams are administered on a monthly basis. Pearson VUE offices are closed in observance of the following holidays:

New Year's Day  
Martin Luther King, Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving (including Friday following holiday)  
Christmas Day

## What if the weather's bad?

Test administrations will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be canceled. Call Pearson VUE at 1-800-274-2615 to check weather or other emergency delays.

## How do I cancel or reschedule my exam?

To change or cancel your reservation without monetary penalty, you must notify Pearson VUE two business days before your scheduled examination. When this is done, the fee from your first appointment will be applied to your new test date. If you call Pearson VUE less than two business days before your scheduled examination, you will be charged the full examination fee. The fee from your first appointment will be owed in addition to the fee for the new test date.

## **What if I can't make it to my exam?**

There are no refunds for examinations not taken. All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE within 14 days of the original examination date. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence. If, on the day you are scheduled to test, you are unable to attend the examination for which you were scheduled, you may be excused without monetary penalty for the following reasons:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

Written verification and supporting documentation for excused absences must be submitted to the Pearson VUE Program Coordinator via fax or mail within fourteen (14) days of the original examination date.

Pearson VUE  
c/o Candidate Services  
P.O. Box 8588  
Philadelphia, PA 19101  
Fax: 888-204-6291

If you are absent from an examination that you were scheduled to attend, and you did not reschedule or cancel according to the policy, you will owe Pearson VUE the full examination fee for that missed examination.

## **When do I get my test results?**

After completing the test, candidates will raise their hands and the testing manager will retrieve the unit for immediate scoring. Failing candidates will be provided with diagnostic information on their performance on major content areas of each examination taken. This information is not used to determine whether a candidate passes or fails; it is for self-evaluation only. Candidates who pass will be notified with the word "PASS." No numerical score is provided to passing candidates. Your score report will include an ICC ID number which participating jurisdictions can use to verify your passing status on the ICC website.

## **What if I have special needs?**

Pearson VUE certifies that it shall comply with the provisions of the Americans with Disabilities Act (ADA). If you need special arrangements for testing, please call 1-800-466-0450 to request special testing services. This telephone number is available for reservations Monday through Friday, 7:00 a.m. to 6:00 p.m. CST. All examination sites have access for candidates with disabilities.

Pearson VUE will provide auxiliary aids and services, except where it may fundamentally alter the examination or results. It is recommended that you submit a written request for special test arrangements and services approximately two to three weeks in advance of your desired test date. In addition, candidates should indicate when registering for re-examination that special arrangements were

made or services used for the prior test administration, and that these services will be needed again for the upcoming test date. Supporting documentation can be faxed to 610-617-9397.

Pearson VUE is equipped with TDD (Telecommunications Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available during standard business hours through a special Pearson VUE toll-free number, 1-800-274-2617. This phone number is for express use by candidates with compatible TDD equipment.

Pearson VUE will determine the time and place of specially arranged examinations and confirm these arrangements with the candidate directly. In some cases, there may be an additional fee for special arrangements.

In the event that an examination is offered only on Saturdays, candidates who cannot take the examination for religious reasons may request a non-Saturday test administration. Such a request must be put in writing on official stationery by your religious advisor and sent via fax machine, or mailed to Pearson VUE. Non-Saturday testing for this circumstance is done only on a prearranged basis.

# Computer-based Testing: Test Site Regulations

The rules and procedures below are strictly enforced at all Code Council examinations. Following these rules guarantees the security of examination materials, provides reliable test results, and increases the public's trust of certified professionals.

## What should I bring to the test site?

Examinees must provide their testing confirmation number (that was provided by the Pearson VUE representative at the time of exam registration) at the testing site on the exam day in order to be admitted to take the exam.

Examinees must possess and present a valid (unexpired) photo ID with signature, issued by a state or federal regulatory agency, e.g., a driver's license, passport, etc.

**The name on the exam reservation must match the name on the ID provided. If it does not, you will not be allowed to test, and will forfeit your exam fee. Neither the Code Council nor Pearson VUE can make an exception to this policy.** If you are unable to present identification as required by the Code Council and Pearson VUE, or have questions about what will be allowed, you must call Pearson VUE prior to your scheduled exam to make other arrangements.

Examinees may bring the following items to the examination:

1. Any copyrighted, bound book or reference  
Please make sure the reference material(s): **Photocopies of copyrighted materials are not allowed**
  - Are bound (original bound book, three-ring binder, or stapled)
  - Have any notes written in ink or highlighted
  - Have permanently attached tabs (tabs that can't be removed without destroying the page)
  - Have pencil notes in your references that are highlighted prior to arrival at the test center
  - Note: Exam questions will only come from the listed approved references, and exam appeals may only be based on the listed approved references.
2. Magnifying glass
3. Eyeglasses, if necessary
4. Architects' scale or rule
5. Battery-operated calculator that is:
  - Nonprogrammable
  - Not capable of storing examination information
  - No ribbon or paper printing capabilities
6. Foreign language/English translation dictionaries, if needed

## What should I leave at home?

1. Any kind of ink (ballpoint, felt-tip, gel, etc.) pens, colored pencils, highlighters, writing paper, or briefcases
2. Personal items such as purses, wallets, or watches—lockers are available at Pearson VUE for small items, but will not accommodate laptops, briefcases, or large purses or bags
3. Calculators with print capability and/or that store formulas
4. Copying, recording, or photo devices
5. any electronic, electrical, or battery-operated device

## What are test proctors and what do they do?

The test proctors have two main jobs: they give the examinations and make sure the exam materials at the test site are protected. Proctors are well-trained and treat candidates with respect, and in turn,

expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at *any* time may be considered a criminal offense and punishable by law. In addition, proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to remove a candidate's test and ask the individual to leave the building if the candidate:

- Gives or receives help during the examination
- Attempts to remove exam materials or notes from the room
- Creates a disturbance
- Copies or attempts to copy examination questions or answers
- Is found to have prohibited materials (cell phone, recorder, etc.) during the exam

If a candidate is asked to leave the test site for any reason, the candidate will not receive a refund, may jeopardize their right to take a Code Council examination in the future, and may face possible prosecution.

### **What if I have problems at the examination site?**

Code Council testing procedures are designed to minimize negative conditions at the examination site such as bad lighting, excessive noise, or uncomfortable temperature conditions. In unlikely cases where such conditions may occur, the required passing score will not be changed. Should you feel your exam experience or conditions at the test site to be unfavorable, notify the proctor. If you would like to file a complaint, you must ensure that an Incident Report (IR) is created by the test personnel, and then follow up using the appeals process. In order for the Code Council to investigate and respond to your complaint, an IR must be filed before you leave the test site. Once the investigation is completed, you will receive a letter of determination from the Code Council.

General comments regarding the exam experience are encouraged. Please forward your comments to [appeals@iccsafe.org](mailto:appeals@iccsafe.org). All comments will be read; however, you will not receive a written response.

### **What does the Code Council expect of me?**

Please arrive at the exam site on the proper date, at the proper time, and with proper identification. Determine in advance the exact location of the test site, how to get there, and how much time it will take you to get to the site. Examinations will be given only on the date and time scheduled.

Please arrive at the test site with required reference(s), if desired, for use during the exam. Required examination references are listed with the examination outlines found in this bulletin. References for examinations are not supplied by the Code Council or the testing center.

**Examinees must know, understand, and adhere to all of the regulations governing Code Council examinations as listed in this bulletin.**

Arrive at the exam site at least **30 minutes** before the examination is scheduled to begin. Remember, it is your responsibility to already be familiar with the regulations governing Code Council examinations.

## What can I expect at the test site?

Watch this short video [What to expect in a Pearson VUE test center](#)

The examination proctor will check your identification, have you sign in, and may assign you a seat. The examination proctor will explain the procedures for taking the examination; answer questions related to taking the exam and provide notification to begin the examination.

### Before the Exam

Metal detectors may be randomly used to search examinees entering and/or leaving the exam room. You will be asked to empty all of your pockets and place personal items in a locker. Proctors may inspect all materials an examinee carries into and from the exam room. If your reference materials do not meet test site regulations (relating to tabs, pencil notes, etc.), **you will not be allowed to take these references into the exam room**. You will still be allowed to test, but without these materials.

The Code Council randomly videotapes examination sessions.

You are not allowed to write or mark in or on your reference books during the examination. The proctor will give you a whiteboard and markers for use during the exam.

While the examination is being administered, you are not allowed to leave the building and return to the exam room. If you wish to leave the exam room for any reason, you must receive permission from the proctor and turn in all of your examination materials and references to the proctor. Only one examinee at a time is allowed outside the exam room, and you are not allowed additional test time for time spent outside the exam room. The exam countdown clock **will not stop** during any absence from your seat.

### During the Exam

You are not allowed to communicate, verbally or nonverbally, with other candidates during the examination, and you may not share references.

It is **highly recommended** that if you are taking a computer-based exam, especially for the first time, you complete the tutorial available to you at the beginning of your exam. The time spent on the tutorial does not count against your exam time. You will receive important information about how to keep track of your time remaining, how to mark items for review, where to find the number of the question you are on, and more.

For electronically administered examinations, there is an optional clock on the computer that counts down to display the time remaining. (Information on turning on the clock is available in the tutorial prior to the exam.) When the time limit is up for the examination, the computer will end the test.

### After the Exam

If you pass your examination, you cannot retake the examination you passed except as necessary for recertification. If you do not pass your examination and wish to comment on your experience, please see the section of this bulletin titled "Feedback and Appeals Process."

## ***Proctored Online Testing Option (PRONTO)***



### **Proctored Remote Online Testing Option (PRONTO)**

You can take your exam at your convenience on your home or office computer through a cloud-based testing system called PRONTO, offering secured online proctored exams. You will need a webcam and computer with working audio capability.

For more information on PRONTO, go to [www.iccsafe.org/meetPRONTO](http://www.iccsafe.org/meetPRONTO).

#### **PRONTO Quick Links:**

**PRONTO Exam Administration:** Please visit [www.iccsafe.org/pronto-administration](http://www.iccsafe.org/pronto-administration) for more information on PRONTO Exam Administration such as:

- How to Register for a PRONTO Exam
- What to Expect at Your PRONTO Exam / Requirements
- Items Allowed/Prohibited During the Exam
- Tips and Tricks for your PRONTO Exam
- ICC Administrative Rules and Procedures

**PRONTO System Requirements:** Please visit <https://pronto.iccsafe.org/support> to run a full system diagnostic test through the link provided.

**Purchase and Take a PRONTO Exam:** <https://pronto.iccsafe.org/>

#### **What if I have special needs?**

Please visit [www.iccsafe.org/testing-accommodations](http://www.iccsafe.org/testing-accommodations) to learn more on the process for Testing Accommodations and to download the ADA Accommodation Request Form.

**G21 Low-Voltage Electrician**

50 multiple-choice questions  
Exam fee: \$115 (CBT)  
Open book—3-hour time limit

Content Area	% of Total	Reference
General Knowledge	24%	2017 <i>National Electrical Code</i>
LV Remote Control & Alarm Systems	22%	<i>Ugly's Electrical Reference</i> (any edition)
LV Communications & Sound	36%	
LV Control Circuits	14%	
Fiber Optical	4%	
<b>Total</b>	<b>100%</b>	

**G33 Master Gas Pipe Fitter**

75 multiple-choice questions  
Exam fee: \$115 (CBT)  
Open book—3-hour time limit

Content Area	% of Total	Reference
<b>General Requirements</b>	<b>49%</b>	2018 <i>International Fuel Gas Code</i>
General Installation Requirements		
Code Definitions and Terms		
Plan Reading		
Testing		
Materials		
<b>Water Heaters</b>	<b>5%</b>	
Installation of Water Heaters		
<b>Appliances and Equipment</b>	<b>15%</b>	
Requirements for Specific Appliances & Equipment		
<b>Fuel Supply System Sizing</b>	<b>6%</b>	
Service and Distribution Pipe Sizing		
<b>Combustion Air</b>	<b>13%</b>	
Combustion Air Source, Size of Ducts/Openings		
<b>Chimneys and Vents</b>	<b>12%</b>	
Venting, Vent Connector, and Chimneys		
<b>Total</b>	<b>100%</b>	

**G24 Master Plumber**

100 multiple-choice questions  
Exam fee: \$115 (CBT)  
Open book—4-hour time limit

Content Area	% of Total	Reference
<b>Administration General Regulations</b>	46%	2018 <i>International Plumbing Code®</i>
General Installation Requirements		
Code Definitions and Terms		
Plan Reading		
Testing		
Materials		
<b>Plumbing Fixtures</b>	14%	
Water Heaters		
Water Closets and Urinals		
Specialty Fixtures		
Bathtubs, Showers, Sinks, and Lavatories		
<b>Water Supply and Distribution</b>	11%	
Service Distribution and Piping		
Water Supply and Pressure		
Protection of Potable Water Supply		
<b>Sanitary Drainage</b>	11%	
Building Sanitary Drainage		
Sumps and Ejectors		
Indirect and Special Waste Systems		
<b>Plumbing Vent Requirements</b>	8%	
Vent Connections and Grades		
Vent Terminals		
<b>Traps, Interceptors, and Separators</b>	8%	
Installation of Traps		
Interceptors and Separators		
<b>Storm Drainage</b>	2%	
Storm Drainage		
<b>Total</b>	100%	

**G27 Master Plumber with Gas**

100 multiple-choice questions  
Exam fee: \$115 (CBT)  
Open book—4-hour time limit

Content Area	% of Total	Reference
<b>Administration General Regulations</b>	36%	2018 <i>International Plumbing Code®</i> 2018 International Fuel Gas Code
General Installation Requirements		
Code Definitions and Terms		
Plan Reading		
Testing		
Materials		
<b>Plumbing Fixtures</b>	13%	
Water Heaters		
Water Closets and Urinals		
Specialty Fixtures		
Bathtubs, Showers, Sinks, and Lavatories		
<b>Water Supply and Distribution</b>	9%	
Service Distribution and Piping		
Water Supply and Pressure		
Protection of Potable Water Supply		
<b>Sanitary Drainage</b>	8%	
Building Sanitary Drainage		
Sumps and Ejectors		
Indirect and Special Waste Systems		
<b>Plumbing Vent Requirements</b>	6%	
Vent Connections and Grades		
Vent Terminals		
<b>Traps, Interceptors, and Separators</b>	5%	
Installation of Traps		
Interceptors and Separators		
<b>Storm Drainage</b>	2%	
Storm Drainage		
<b>Gas Piping</b>	21%	
Gas Piping for Service & Distribution Piping		
Gas Piping Requirements, Specific Appliances Equipment		
Source of Combustion Air & Duct Openings		
Fuel-burning Appliance, Vent, Connector		
<b>Total</b>	100%	

Content Area	% of Total	Reference
<b>Administration General Regulations</b>	34%	2018 International Plumbing Code <i>2018 International Fuel Gas Code</i>
General Installation Requirements		
Code Definitions		
Plan Reading		
Testing		
Materials		
<b>Plumbing Fixtures</b>	11%	
Water Heaters		
Water Closets and Urinals		
Specialty Fixtures		
Bathtubs, Showers, Sinks, and Lavatories		
<b>Water Supply and Distribution</b>	11%	
Service Distribution and Piping		
Water Supply and Pressure		
Protection of Potable Water Supply		
<b>Sanitary Drainage</b>	9%	
Building Sanitary Drainage		
Sumps and Ejectors		
Indirect and Special Waste Systems		
<b>Plumbing Vent Requirements</b>	7%	
Vent Connections and Grades		
Vent Terminals		
<b>Traps, Interceptors, and Separators</b>	7%	
Installation of Traps		
Interceptors and Separators		
<b>Storm Drainage</b>	2%	
Storm Drainage		
<b>Gas Piping</b>	19%	
Gas Piping for Service & Distribution Piping		
Gas Piping Requirements, Specific Appliances Equipment		
Source of Combustion Air & Duct Openings		
Fuel-burning Appliance Venting, Connectors		
<b>Total</b>	100%	

Content Area	% of Total	Reference
<b>Administration General Regulations</b>	30%	2018 International Mechanical Code <i>2018 International Fuel Gas Code</i>
General Installation Requirements		
Code Definitions		
Plan Reading		
Testing		
<b>Appliances &amp; Mechanical Equipment</b>	27%	
Heating Equipment & Gen App Installation		
Water Heaters and Boilers		
Cooling and Refrigeration Systems		
Hydronic and Other Systems		
<b>Exhaust and Ventilation Systems</b>	11%	
Exhaust Fan & Product Conveying Systems		
Commercial Hoods & Kitchen Ventilation		
<b>Duct Systems</b>	12%	
Duct Construction, Installation & Plenums		
Smoke and Fire Dampers		
<b>Combustion Air</b>	6%	
Venting of Fuel Burning Appliances		
<b>Chimneys and Vents</b>	8%	
Venting of Fuel Burning Appliances		
Chimney and Vent Connectors		
<b>Fuel Supply Systems</b>	6%	
Fuel Supply Installation, Testing, and Sizing		
<b>Total</b>	100%	

Content Area	% of Total	Reference
<b>Permits and General Regulations</b>	19%	2018 International Building Code
Regulations and Job Planning		Concrete Manual: Based on the 2015 IC and ACI 318-14
Code Definitions and Terms		2009 ICC Concrete Manual
<b>Building Planning and Life Safety</b>	31%	2012 ICC Concrete Manual
Use & Occupancy & Types of Construction		
Fire & Smoke Alarms & Fire Protect Sys		
Occupancy Needs & Interior Environment		
Exiting & Means of Egress		
Accessibility		
<b>Structural Systems</b>	42%	
Footings and Foundations		
Concrete		
Floors		
Wall Framing and Stairs		
Roof Ceiling Construction Roof Assembly		
Masonry		
<b>Building Envelope</b>	8%	
Interior Finishes		
Glass and Glazing		
Exterior Finishes and Roof Coverings		
<b>Total</b>	100%	

Content Area	% of Total	Reference
<b>Permits and General Regulations</b>	21%	2018 International Building Code
Regulations and Job Planning		2018 International Residential Code
Code Definitions and Terms		Concrete Manual: Based on the 2015 IBC and ACI 318-14
<b>Building Planning and Life Safety</b>	31%	2009 ICC Concrete Manual
Use & Occupancy & Types of Construction		2012 ICC Concrete Manual
Fire & Smoke Alarms & Fire Protect Sys		
Occupancy Needs & Interior Environment		
Exiting & Means of Egress		
Accessibility		
<b>Structural Systems</b>	42%	
Footings and Foundations		
Concrete		
Floors		
Wall Framing and Stairs		
Roof Ceiling Construction Roof Assembly		
Masonry		
<b>Building Envelope</b>	8%	
Interior Finishes		
Glass and Glazing		
Exterior Finishes and Roof Coverings		
<b>Total</b>	100%	

Content Area	% of Total	Reference
<b>Permits and General Regulations</b>	18%	2018 International Residential Code
Regulations and Job Planning		Concrete Manual: Based on the 2015 IC and ACI 318-14
Code Definitions and Terms		2009 ICC Concrete Manual
<b>Building Planning and Life Safety</b>	24%	2012 ICC Concrete Manual
Use & Occupancy & Types of Construction		
Fire & Smoke Alarms & Fire Protect Sys		
Occupancy Needs & Interior Environment		
Exiting & Means of Egress		
Accessibility		
<b>Structural Systems</b>	46%	
Footings and Foundations		
Concrete		
Floors		
Wall Framing and Stairs		
Roof Ceiling Construction Roof Assembly		
Masonry		
<b>Building Envelope</b>	12%	
Interior Finishes		
Glass and Glazing		
Exterior Finishes and Roof Coverings		
<b>Total</b>	100%	

**G14 Roofing Contractor**

60 multiple-choice questions  
 Exam fee: \$115 (CBT)  
 Open book—2 1/2-hour time limit

Content Area	% of Total	Reference
<b>Administration and General Requirements</b>	25%	2018 International Residential Code  Concrete Manual: Based on the 2015 IC and ACI 318-14
Administration		
Code Definitions and Terms		2009 ICC Concrete Manual
Job Planning and Setup		2012 ICC Concrete Manual
<b>Types of Roofing Material and Application</b>	35%	
Shingle Roofing		
Flat Roof Hot Mopping and Other Membranes		
<b>Fasteners, Flashings, Drainage, and Scuppers</b>	28%	
Fasteners		
Flashings and Accessory Materials		
Roof Drains, Gutters, and Scuppers		
<b>Re-Roofing</b>	12%	
Remove Roofing Materials or Add Additional Layers		
Repair Roof Structure and Roof-Ceiling Assemblies		
<b>Total</b>	100%	

**G15 National Standard Shingle Roofing**

40 multiple-choice questions  
 Exam fee: \$115 (CBT)  
 Open book—2-hour time limit

Content Area	% of Total	Reference
Job Planning and Setup	18%	2018 International Residential Code®
Types of Roofing Material and Applications	23%	2018 International Building Code®
Fasteners, Flashings, Scuppers, Etc.	32%	
Re-roofing	27%	
<b>Total</b>	100%	

Content Area	% of Total	Reference
<b>Administration General Regulations</b>	<b>40%</b>	2018 International Plumbing Code
General Installation Requirements		
Code Definitions and Terms		
Testing		
Materials		
<b>Plumbing Fixtures</b>	<b>17%</b>	
Water Heaters		
Water Closets and Urinals		
Specialty Fixtures		
<b>Water Supply and Distribution</b>	<b>14%</b>	
Service Distribution and Piping		
Water Supply and Pressure		
Protection of Potable Water Supply		
<b>Sanitary Drainage</b>	<b>13%</b>	
Building Sanitary Drainage		
Sumps and Ejectors		
Indirect and Special Waste Systems		
<b>Plumbing Vent Requirements</b>	<b>7%</b>	
Vent Connections and Grades		
Vent Terminals		
<b>Traps, Interceptors, and Separators</b>	<b>7%</b>	
Installation of Traps		
Interceptors and Separators		
<b>Storm Drainage</b>	<b>2%</b>	
Storm Drainage		
<b>Total</b>	<b>100%</b>	

Content Area	% of Total	Reference
<b>Administration General Regulations</b>	22%	2018 International Mechanical Code
General Installation Requirements		2018 International Fuel Gas Code
Plan Reading		NFPA 70: National Electrical Code (NEC), 2017 Edition
<b>Appliances &amp; Mechanical Equipment</b>	22%	
Heating Equipment & Gen App Installation		
Water Heaters and Boilers		
Cooling and Refrigeration Systems		
Hydronic and Other Systems		
<b>Exhaust and Ventilation Systems</b>	14%	
Exhaust Fan & Product Conveying Systems		
Commercial Hoods & Kitchen Ventilation		
<b>Duct Systems</b>	16%	
Duct Construction, Installation & Plenums		
Smoke and Fire Dampers		
<b>Combustion Air</b>	8%	
Combustion Air		
<b>Chimney and Vents</b>	10%	
Venting of Fuel Burning Appliances		
Chimney and Vent Connectors		
<b>Gas Piping &amp; Fuel Supply Systems</b>	8%	
Fuel Installation and Sizing		
Fuel System Connections		
<b>Total</b>	100%	

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