

STATE BOARD OF EXAMINERS OF PLUMBING, HEATING & FIRE SPRINKLER CONTRACTORS

Examination requirements and instructions.

Candidates are expected and required to assist the Board in assuring a fair assessment of their knowledge and ability for the protection of the public. Candidates are required to bring to the examination site their own reference materials, manuals, and codebooks needed for the examination. The reference material list published by the Board contains a specific listing of all of the publications needed for each examination type; only the books in the category of examination for which you have been approved will be allowed into the examination room. The reference list is available by visiting www.nclicensing.org, clicking on "Exam Information" and then clicking on "Book Reference List".

What is allowed:

- Hard-bound, spiral-bound or ring-bound editions of reference materials, manuals, and codebooks, in original published condition.
- Reference material, manuals, codebooks may be tabbed with commercially available non-removable index tabs permanently attached to the pages. The only approved loose-leaf full-page inserts are the "Turbo Tabs" offered by ICC. (see examples on following page).
- The only alterations allowed in reference material, manuals, or codebooks may be highlighting.
- No printed or written text, notes, formulae, underlining or other additions or alterations may be made, inserted or included before or during the examination.
- Each candidate for a heating or cooling examination is expected to furnish his or her own ductulator.

What is not allowed:

- Printed .pdf versions of reference materials are not allowed.
- Candidates may **not** write, underline, index, mark or make calculations or notations in their reference materials, manuals, or codebooks prior to or during the examination(s).
- Candidates are **not** permitted to have their reference materials, manuals, codebooks tabbed with homemade or DIY tabs. The only approved loose-leaf full-page inserts are the "Turbo Tabs" offered by ICC. Any other tabbed divider pages are not allowed.
- Books with markings that have been whited out are not allowed.
- **NO** additional paper (loose, taped, adhered, stapled etc.) will be allowed in the examination room.
- Copies of the reference material, manuals, and codebooks will **not** be allowed in the examination room except as set out above.
- Taking notes of any kind at the examination site is prohibited.
- Pencils, scratch paper, calculators, and the NC Heating and Plumbing Figures will be provided at the test sites. All materials, including scratch paper, shall be returned to the examination proctor before leaving the examination site.
- You will not be permitted to bring cellphones cameras or any other electronic or communication devices into the examination site.

Audio or video recording, any type of copying and/or live streaming is strictly prohibited. Leave inappropriate items in your car. Inappropriate materials or items taken into the examination site will be confiscated by PSI and forwarded to the Board for further action. Any candidate entering the test site with unauthorized materials or devices will not be allowed to take their scheduled examination, will be escorted from the premises and must wait ninety (90) days before they can reschedule their examination. In the discretion of the Board, any candidate who has sought or obtained unfair advantage or violated these examination requirements may be found guilty of fraud or deceit in obtaining license and forbidden to obtain license from the Board in the future.

Please note that it is your responsibility to adhere to the above rules and assure examination integrity.

Allowable Code Books

Only printed loose-leaf codebooks purchased from ICC, NCDOL or a reseller (such as a community college bookstore) are allowed for examination purposes. Pages must be contained in the original 3-ring binders provided by the publisher, as shown below.

Printed .pdf codes purchased from ICC or any other reseller are not allowed. Other binders are not allowed.



Index Page Tabs: See following page for examples

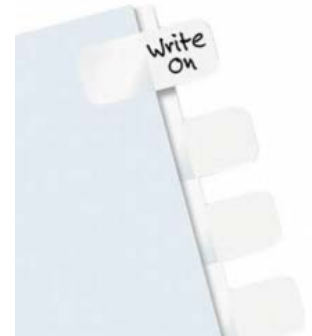
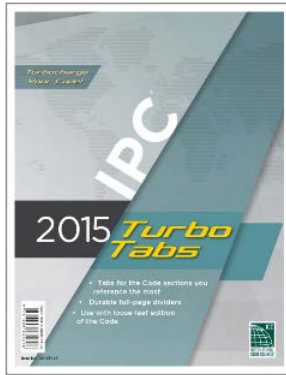
Index Page Dividers: See following page for examples

INDEX PAGE TABS

Commercially available tabs that are permanently attached to code book pages are allowed as follows:

“Turbo Tabs Soft Cover Tabs” purchased from ICC (see example below).

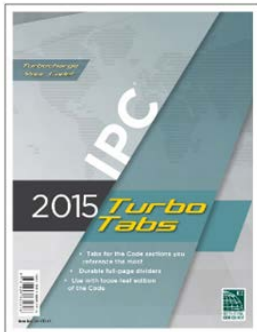
Other brands of index tabs available from other commercial vendors (see examples below).



INDEX PAGE DIVIDERS

Only one type of index page divider is approved.

“Turbo Tabs Loose Leaf Tabs” purchased from ICC (see example below).



Any other type of divider pages (commercially available, homemade or DIY) are **not** allowed: (see example below).

