INTERNATIONAL CODE COUNCIL

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Wyoming Association of Municipalities (WAM) Contractor/Trades Examination Information Bulletin

Published July 28, 2014
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.

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1-888-ICC-SAFE (422-7233), ext. 5524

www.iccsafe.org/contractor

SUMMARY OF BULLETIN CHANGES		
Date of Change	**Section Affected**	**Revision**
March 28, 2012	WAM Contractor/Trades Examinations	Updated reference for 367 exam
July 6, 2012	WAM Contractor/Trades Examinations	Updated references for 845 exam
October 8, 2012	n/a	Revised candidate services email
December 3, 2012	WAM Examination Applications	Updated to 2013 versions
March 27, 2013	WAM Contractor/Trades Examinations	Added notification of reference updates
May 1, 2013	WAM Contractor/Trades Examinations	Updated exam references
May 1, 2013	WAM Examination Applications	Updated applications
May 1, 2013	WAM Contractor/Trades Examinations	Added new manufactured housing exam
May 28, 2013	n/a	Revised candidate services extension
November 27, 2013	WAM Examination Applications	Updated to 2014 versions
January 8, 2014	Front cover	Updated revision date
February 28, 2014	WAM Contractor/Trades Examinations	*NEC* removed as a reference for the 848 exam
February 28, 2014	What Can I Expect at the Test Site	Updated security procedures; additional information about whiteboards; Pearson VUE security video link added.
February 28, 2014	Test Site Regulations	Added section on exam site comments
April 18, 2014	Administrative Rules and Procedures	Corrected to state only one paper and pencil exam can be taken per day
July 28, 2014	WAM Contractor/Trades Examinations	Revised 364 exam content and percentages

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?	Computer-based testing: visit www.pearsonvue.com/icc or call Pearson VUE at 1-877-234-6082 Paper-and-pencil testing: visit www.iccsafe.org/contractor
• change my name or address?	Fax or mail ICC a letter containing your name, old and new addresses, contact phone number, **and signature**; ICC will advise if additional documentation is needed
• request a duplicate pass letter?	Visit www.iccsafe.org/contractor for a request application
• review an exam I failed?	See page 9 for more information on the exam feedback and appeals process
• request special testing accommodations?	Computer-based testing: call Pearson VUE at 1-800-466-0450 and ask for special arrangements Paper-and-pencil testing: 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?	Computer-based testing: call Pearson VUE at 1-877-234-6082 prior to your scheduled exam—see page 16 for deadlines Paper-and-pencil testing: provide a request to the WTCP (see page 18 for more information)
• cancel an exam?	Computer-based testing: call Pearson VUE at 1-877-234-6082 prior to your scheduled exam—see page 16 for deadlines Paper-and-pencil testing: provide a request to the WTCP (see page 18 for more information)
• find my exam code (ID)?	See pages 20-26 for the exam outline listings in this bulletin
• know what I can take into the exam?	See page 11 for the Test Site Regulations section
• obtain the books for my exam?	Most references can be purchased at www.iccsafe.org/store; more information is found in the exam outline listings starting on page 20
• access information on my passed exams on ICC's website?	Visit www.iccsafe.org/contractor to access the Official Contractor Exam Pass List link

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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/contractor.

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/contractor 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.

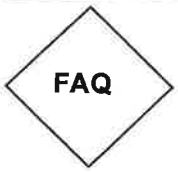
Examination information, including registration/scheduling requirements, dates, locations, fees, and references, are subject to change. **Candidates should make sure they have the most current information before registering for/scheduling a Code Council examination by going to www.iccsafe.org/contractor.**

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.

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 paper-and-pencil testing, you may obtain a paper application at the end of this bulletin or by contacting the licensing agency.

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. 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?

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.

Paper-and-pencil examinations are administered monthly at different locations across the State of Wyoming. Administration dates and locations may be found on the paper application at the end of this bulletin.

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 Contractor/Trades Examination Information Bulletin on the Code Council's website at www.iccsafe.org/contractor.

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/contractor. You can also contact the Code Council at 1-888-422-7233 ext. 5524 to request a bulletin.

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/contractor. 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?

Computer-based exams:

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

Paper-and-pencil exams:

Results for examinations taken by paper-and-pencil are mailed within three to four weeks of the exam date. Pass results also will be posted to the Code Council website in approximately the same time frame.

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 visit www.iccsafe.org/contractor.

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/contractor.

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. For paper-and-pencil exams, you may schedule only one exam at one administration.

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. 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 Certification and Testing staff review comments or challenges on specific exams, exam items, or any issues encountered during your examination, you must submit a Comment/ Challenge form to the Code Council. The form is available by request to the proctor following completion of your exam or on the Code Council website at www.iccsafe.org/contractor.

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, Certification and Testing 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 mailed or faxed to the following address or fax number:

International Code Council
ATTN: Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213
Fax: 205-599-9884

Review Session

Reviews are designed to review missed questions and your original, incorrect answers on the most recently taken exam. It is **not** an opportunity to change answers on an examination or retake the exam.

During the Review, you may challenge questions you feel contain errors, or to defend your original answer. Review sessions are limited to one half of the original examination time. You may bring in any of the references listed in this bulletin as approved references for the examination you are challenging.

Challenges completed during a review session will be returned to Certification and Testing for analysis, and you will be provided a response to any items on which you complete a challenge form during your review session.

To be eligible for a review, you must have scored within **10 points** of the minimum passing score. Reviews must be scheduled no more than **ninety (90)** days following your most recent testing session.

The cost of the review is $50 for each test reviewed. To review an exam taken via computer, you will schedule directly with Pearson VUE. To review an exam taken via paper-pencil, you will need to fill out the Review Session request form at www.iccsafe.org/contractor and submit to the Code Council.

Hand Score

You may request a hand score of your examination to verify the accuracy of your reported score. Please be aware that the Code Council and Pearson VUE follow very careful procedures to ensure the accuracy prior to issuance of score reports.

The cost of a hand score is $25. You must complete the Hand Score Request form (at www.iccsafe.org/contractor) and submit this form with a copy of your score report to the Code Council. Hand score requests must be submitted to the Code Council within 90 days from your exam date.

You will be mailed the results of the hand score within 15 business days from receipt of your request.

Please know that it is very rare that a score will be changed based on a hand score, as the automated scoring systems are very accurate; a request for hand score is based solely upon the most recent examination taken.

Test Site Regulations

To ensure the security of examination materials, reliable test results, and public confidence in the integrity of certified professionals, the rules and procedures below are strictly enforced at all Code Council examinations.

What should I bring to the test site?

For computer-based examinations, 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.

For paper-and-pencil or computer-based examinations, 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.

For computer-based examinations, **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 (for computer-based examinations) or ICC (for paper-and-pencil examinations) at least two days prior to your scheduled examination.

Examinees may bring the following items to the examination:

1. Three No. 2 pencils (sharpened) [PAPER-AND-PENCIL TESTING ONLY]
2. Reference(s) as listed in this Examination Information Bulletin for the applicable exam—**no other reference material will be allowed into the testing center**:
   - Bound (original bound book, three-ring binder, or stapled)
   - Notes written in ink or highlighted in code sections
   - Permanently attached tabs (tabs that can't be removed without destroying the page)
   - Pencil notes in your references that are highlighted <u>prior to arrival at the test center</u>
   - **Photocopies of copyrighted materials are not allowed**
3. Eraser [PAPER-AND-PENCIL TESTING ONLY]
4. Magnifying glass
5. Eyeglasses, if necessary
6. Architects' scale or rule
7. Watch **without** alarm/camera [PAPER-AND-PENCIL TESTING ONLY]
8. Battery-operated calculator:
   - Nonprogrammable
   - Not capable of storing examination information
   - No ribbon or paper printing capabilities
9. Foreign language/English translation dictionaries, if needed

What should I leave 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. Cell phones, beepers, radios, MP3 players, and/or PDAs

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 candidateservices@iccsafe.org.

Please note all comments will be read; however, you will not receive a written response.

What does the Code Council expect of me?

Examinees are responsible for arriving at the exam site on the proper date, at the proper time, and with proper identification. You should 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 note: if you are taking a computer-based exam, your Pearson VUE confirmation letter automatically adds 30 minutes to the actual exam time (as noted in this bulletin) for you to complete the tutorial and exit surveys.

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

Before the Exam

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.

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.

During the Exam

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.

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."

Computer-based Testing

How do I register for e computer-based exam?

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. 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** 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 www.pearsonvue.com/vouchers/pricelist/icccert.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 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
Thanksgiving (including Friday following holiday)
Christmas Day and the day after Christmas

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 test?

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 test?

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 exam results?

After completing the test, candidates will raise their hands and the assessment center 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 addi-

tion, 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.

Paper-and-Pencil Testing

How do I register for a paper-and-pencil exam?

A registration application is required to be completed and forwarded to the WTCP with pre-payment. The application can be obtained at the end of this bulletin, by contacting the WTCP by phone or mail, or by downloading the form from www.wyomuni.org. Submit your completed application and exam fee to:

Wyoming Trades Certification Program
315 W. 27th Street
Cheyenne, WY 82001
(307) 632-0398

Completed applications must be mailed or hand delivered to the WTCP office. Faxes will not be accepted. The deadline for submitting the certification application is the last business day of the month prior to the testing date. Applications received after this date will automatically be scheduled for the next testing session at the same location.

It is important to note that applications are processed on a "first come, first served basis". The testing sites are limited to a capacity of twenty (20) individuals. Once the testing session is full, extra applications will be scheduled for the following testing date at the same location.

Once your application has been received and scheduled, you will receive a letter from the Certification Program confirming your testing date and location.

What if I need to cancel or transfer my exam?

Candidates that need to reschedule their paper-and-pencil exams may do so at any time without penalty up to 15 days prior to the scheduled exam date. No reschedules will be permitted after this cut-off period. Failure to appear for your scheduled examination will result in your forfeiting your exam fee.

If you do not appear on your scheduled examination date, no refund is made, and the option to transfer registration to the next scheduled examination administration will require written request within 7 days of the examination date. The following reasons will be accepted:

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.

What if I have special needs?

If you have a disability that prohibits you from taking the examination under standard conditions, you may request special arrangements. Your request must accompany your registration form. In addition to the letter of request, a special accommodations form must be submitted. This form may be obtained by contacting the Candidate Services Coordinator at candidateservices@iccsafe.org or 1-888-422-7233 ext 5552. Please contact the department for instructions concerning the required information before you submit your application. Completed accommodations forms must be submitted and approved by the examination department a minimum of three months prior to the requested examination administration date.

What can I expect during the exam?

Each candidate will be given a packet containing an examination booklet, plans (if appropriate), an answer sheet, and a sheet for calculations. You will not need additional scratch paper. All of this material must be enclosed in the return envelope along with the original envelope and confirmed by the proctor.

Any comments pertinent to the examination or site should be recorded by you on a comment sheet available from the proctor, and mailed to the Code Council. Under no circumstances are examination materials to be taken from the room.

When do I get my exam results?

All examinees are notified by mail of their examination results from three to four weeks after the examination date. Candidate results are not available by telephone.

When you receive your paper-and-pencil testing results, they will include a Code Council ID number which participating jurisdictions may use to verify your passing status on the Code Council website.

If you are successful in passing your examination, you will receive a certificate and a certification card. If you are unsuccessful in passing your test, you will receive a new application and a new testing schedule. If you misplace or lose your certificate or certification card, you may request a replacement through the WTCP by sending in a $20 payment for the new documents.

WAM Contractor/Trades Examinations

Please visit www.iccsafe.org/contractor for the most up-to-date information. Outlines are subject to change. Exam fees are listed for paper-and-pencil (P&P) method, if available, and computer-based testing (CBT).

362 Wyoming (WAM) General Building Contractor (A)

90 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—4-hour time limit

Content Area	% of Total	Approved References
Footings and Foundations	18%	2012 *International Building Code®*
Structural and Design	46%	ACI 318-11 or ACI 318-08 or
Nonstructural Elements	18%	2009 or 2012 ICC *Concrete Manual*
Plan Reading	11%	
Administration	7%	
Total	**100%**	

363 Wyoming (WAM) Building Contractor (B)

80 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—4-hour time limit

Content Area	% of Total	Approved References
Footings, Foundations, and Crawlspaces	15%	2012 *International Building Code®*
Building Planning	18%	2012 *International Residential Code®*
Floors	15%	
Walls	18%	
Roofs	15%	
Plan Reading	13%	
Administration	8%	
Total	**100%**	

364 Wyoming (WAM) Residential Building Contractor (C)

80 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—4-hour time limit

Content Area	% of Total	Approved References
Administrative	9%	2012 *International Residential Code®*
Building Planning	11%	
Plan Reading	13%	
Life Safety	5%	
Exterior Walls	3%	
Roof Assemblies and Rooftop Structures	8%	
Soils and Foundations	11%	
Concrete	3%	
Masonry	8%	
Wood	24%	
Glass and Glazing	3%	
Gypsum Board and Plaster	3%	
Energy Efficiency	3%	
Total	**100%**	

367 Wyoming (WAM) Concrete Contractor

50 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—2-1/2-hour time limit

Content Area	% of Total	Approved References
General Trade Knowledge	22%	2012 *International Building Code®*
Reinforcement	30%	ACI 318-11 or ACI 318-08 **or**
Formwork, Joints, and Embeds	22%	2009 or 2012 ICC *Concrete Manual*
Concrete Placement, Protection, and Curing	26%	
Total	**100%**	

846 Wyoming (WAM) Journeyman Wood Framing

50 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—2-hour time limit

Content Area	% of Total	Approved References
General Trade Knowledge	26%	2012 *International Building Code®*
Foundation and Floor Framing	22%	2012 *International Residential Code®*
Wall Framing	32%	
Roof Framing	20%	
Total	**100%**	

844 Wyoming (WAM) Drywall Contractor

40 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—2-hour time limit

Content Area	% of Total	Approved References
General Trade Knowledge, Code Definitions, and Terms	30%	2012 *International Building Code®*
Interior and Exterior Installation Methods and Materials	33%	2012 *International Residential Code®*
Fire-resistance Ratings, Firestopping, Penetrations, Etc.	33%	
Metal Framing	5%	
Total	**100%**	

368 Wyoming (WAM) General Roofing Contractor

50 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—2-1/2-hour time limit

Content Area	% of Total	Approved References
Job Planning and Setup	18%	2012 *International Building Code®*
Types of Roofing Material and Application	26%	2012 *International Residential Code®*
Fasteners, Flashings, Scuppers, Etc.	32%	
Re-roofing	24%	
Total	**100%**	

373 Wyoming (WAM) Shingle Roofing

40 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—2-hour time limit

Content Area	% of Total	Approved References
Job Planning and Setup	18%	2012 *International Building Code®*
Types of Roofing Material and Application	23%	2012 *International Residential Code®*
Fasteners, Flashings, Scuppers, Etc.	33%	
Re-roofing	28%	
Total	**100%**	

845 Wyoming (WAM) Masonry Contractor

50 multiple-choice questions
Exam fee: $100 (CBT)
Open book—2-hour time limit

Content Area	% of Total	Approved References
General Requirements, Code Definitions, and Terms	12%	2012 *International Building Code®*
Masonry Materials, Mortar, Grout, and Testing	26%	2011 TMS 402 *Building Code Requirements and Specifications for Masonry Structures*
Masonry Placement, Embedded Items, Joints, and Protection	22%	
Reinforcement Placement, Splices, Details, Hooks, Bends, Etc.	24%	
Grout Placement and Consolidation	16%	
Total	**100%**	

252 Wyoming (WAM) Manufactured Housing Installation Contractor

35 multiple-choice questions
Exam fee: $100 (CBT)
Open book—1-1/2-hour time limit

Content Area	% of Total	Approved References
General Code Provisions, Permits, and Pre-installation	18%	2012 *International Residential Code®*, ch. 1, 3, and App E
Foundations and Anchorage Against Wind	46%	24 CFR Part 3285—Model Manufactured Home Installation Standards
Crawlspace and Skirting	8%	
Multi-section Manufactured Housing	8%	
Building Services and Optional Features	20%	Reference #2 is available at http://www.communityservices.nd.gov/uploads%5Cresources%5C581%5Cmanufactured-home-installation-standards-final-rule.pdf
Total	**100%**	

360 Wyoming (WAM) Master Plumber

100 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—4-hour time limit

Content Area	% of Total	Approved References
Plumbing Fixtures and Terminology	7%	2012 *International Plumbing Code®*
Plumbing Fundamentals	13%	
Traps, Cleanouts, and Interceptors	7%	
Special Requirements	3%	
Drainage Requirements	19%	
Vent Requirements	17%	
Water Distribution	11%	
Plan and Analysis	23%	
Total	**100%**	

361 Wyoming (WAM) Journeyman Plumber

70 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—3-hour time limit

Content Area	% of Total	Approved References
Plumbing Fixtures and Terminology	6%	2012 *International Plumbing Code®*
Plumbing Fundamentals	14%	
Traps, Cleanouts, and Interceptors	6%	
Special Requirements	4%	
Drainage Requirements	16%	
Vent Requirements	16%	
Water Distribution	11%	
Plan Reading	27%	
Total	**100%**	

372 Wyoming (WAM) Master Plumber with Gas

100 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—4-hour time limit

Content Area	% of Total	Approved References
Plumbing Fixtures and Terminology	7%	2012 *International Plumbing Code®*
Plumbing Fundamentals	13%	2012 *International Fuel Gas Code®*
Traps, Cleanouts, and Interceptors	7%	
Special Requirements	6%	
Drainage Requirements	8%	
Vent Requirements	9%	
Water Distribution	7%	
Plan and Analysis	23%	
Gas	20%	
Total	**100%**	

371 Wyoming (WAM) Journeyman Plumber with Gas

70 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—3-hour time limit

Content Area	% of Total	Approved References
Plumbing Fixtures and Terminology	4%	2012 *International Plumbing Code®*
Plumbing Fundamentals	13%	2012 *International Fuel Gas Code®*
Traps, Cleanouts, and Interceptors	4%	
Special Requirements	4%	
Drainage Requirements	14%	
Vent Requirements	14%	
Water Distribution	11%	
Plan Reading	14%	
Gas	20%	
Total	**100%**	

359 Wyoming (WAM) Master HVAC

100 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—4-hour time limit

Content Area	% of Total	Reference
General Requirements	33%	2012 *International Mechanical Code®*
Appliances and Equipment	10%	2012 *International Fuel Gas Code®*
Exhaust and Ventilation Systems	8%	2011 *National Electrical Code*
Duct Systems	12%	
Combustion Air	8%	
Chimneys and Vents	7%	
Fuel Supply Systems	7%	
Special Requirements	4%	
Electrical	9%	
Water	2%	
Total	**100%**	

366 Wyoming (WAM) Journeyman HVAC

50 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—2-1/2-hour time limit

Content Area	% of Total	Approved References
Basic Heat Flow	4%	2012 *International Mechanical Code®*
Boilers	6%	2012 *International Fuel Gas Code®*
Combustion Air	4%	2011 *National Electrical Code*
Ducts	6%	
Electrical	4%	
Gas Piping	16%	
Heating and Cooling Calculations	2%	
Installation Requirements—A.C.	2%	
Installation Requirements—Heating	6%	
Insulation	4%	
Materials and Standards	4%	
Mechanical Principles and Terminology	4%	
Plan Reading and Analysis	22%	
Refrigeration Cycle	4%	
Types of Air Flow and Distribution Systems	2%	
Types of Refrigeration Systems	2%	
Venting	6%	
Workman Safety	2%	
Total	**100%**	

848 Wyoming (WAM) Refrigeration Master

60 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—3-hour time limit

Content Area	% of Total	Approved References
Theory, Terminology, and General Requirements	15%	2012 *International Mechanical Code®*
Compressors and Types of Systems	10%	2004 *Modern Refrigeration and Air Conditioning*, 18th Edition
Evaporators, Condensers, and Cooling Towers	10%	
Piping Inspection and Field Testing	10%	
Air Ducts and Insulation	10%	
Electrical and Controls	20%	
Refrigerants	10%	
Operation Procedures	5%	
Maintenance and Repairs	10%	
Total	**100%**	

849 Wyoming (WAM) Refrigeration Journeyman

30 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—2-hour time limit

Content Area	% of Total	Approved References
Theory, Terminology, and General Requirements	13%	2012 *International Mechanical Code®*
Compressors and Types of Systems	10%	2011 *National Electrical Code*
Evaporators, Condensers, and Cooling Towers	10%	
Piping Inspection and Field Testing	10%	
Air Ducts and Insulation	10%	
Electrical and Controls	20%	
Refrigerants	10%	
Operation Procedures	7%	
Maintenance and Repairs	10%	
Total	**100%**	

365 Wyoming (WAM) Master Gas Pipe Fitter

75 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—3-hour time limit

Content Area	% of Total	Approved References
Terminology and Fundamentals	13%	2012 *International Fuel Gas Code®*
Theory and Principles	12%	
Plan Reading	13%	
Operating Principles	7%	
Materials	7%	
Pipe Sizing and Installation	9%	
Appliances	16%	
Vents	5%	
Special Requirements	7%	
Plan Application	11%	
Total	**100%**	

370 Wyoming (WAM) Journeyman Gas Pipe Fitter

50 multiple-choice questions
Exam fee: $110 (P&P); 100 (CBT)
Open book—2-hour time limit

Content Area	% of Total	Approved References
Terminology and Fundamentals	6%	2012 *International Fuel Gas Code®*
Basic Theory and Principles	10%	
Materials	12%	
Appliances	24%	
Venting	24%	
Pipe Sizing and Installation	24%	
Total	**100%**	

200 Wyoming (WAM) Fire Suppression Installer/Worker

60 multiple-choice questions
Exam fee: $110 (P&P); $100 (CBT)
Open book—2-hour time limit

Content Area	% of Total	Approved References
Inspection (Alarms and Subsection)	15%	2012 *International Fire Code®*
Emergency Impairment	5%	2012 *International Building Code®*
Piping Systems	20%	2010 NFPA 13, 13D, 13R, 14, and 20
Water Supply	10%	2008 NFPA 25
Fire Pumps	10%	
Special Systems	20%	
Accepting Systems	20%	
Total	**100%**	

2014 WYOMING TRADES CERTIFICATION
ELECTRICAL APPLICATION

ALL APPLICATIONS MUST BE IN BY THE LAST BUSINESS DAY OF THE MONTH PRIOR TO THE TEST DATE BY 5:00PM.

NOTE: Please type or print all information clearly

Name:_____Company:_____

Mailing Address:_____ City/Town_____ State_____ Zip_____

Daytime Phone ( )_____ Evening Phone ( )_____

Email:_____

I. I HERE BY APPLY TO TAKE THE FOLLOWING TEST: (CHECK ONE)

Only one test will be given per testing date.

_____ Master Electrician

_____ Journeyman Electrician

_____Low Voltage Communication Technician

_____ Low Voltage General Technician

_____ Limited Elevator Technician

_____ Low Voltage Alarm Technician

_____ Low Voltage Sound Technician

_____ Low Voltage Television Technician

_____ Low Voltage Control Technician

_____ Limited Sign Technician

_____Limited Well Pump Technician

_____ Limited HVAC Technician

_____ Limited Light Fixture Technician

This is an International Code Council Test (ICC).

I HEREBY REQUEST TO TAKE THE TEST ON THE FOLLOWING DATE AT THE FOLLOWING LOCATION:
(SEE ATTACHED CALENDAR FOR TEST DATES/LOCATIONS)

TEST DATE:_____ TEST LOCATION:_____

Please attach your approval letter from the Dept. of Fire Prevention & Electrical Safety to this application.

Any disabled applicant requiring assistance to take the examination check here _____.
If special assistance is needed please contact Michelle Morley at the International Code Council (800) 422-7233 X-5270 before turning in this application.

Confirmation of a complete application, including testing time, date, and location will be sent to each applicant.

ICC Allowed Items:

- **Two (2) No. 2 Pencils**
- **ID with Picture (Driver's License)**
- **Calculator which must be paperless, non-programmable, cordless**
- **Reference Books as listed on the ICC information bulletin located at www.iccsafe.org/contractor**

  Any tabs in your books must be permanent.
  Any notes must be in the code sections only, written in ink or highlighted in the books.

  Please review the ICC bulletin.

Items Not Allowed:

- **Pens, highlighters, any markers other than pencils**
- **Cell phones, pagers, cameras, recorders**
- **Photocopies of reference books or extra books, notebooks**
- **TEMPORARY TABS OR STICKY NOTES, loose notes or paper of any kind**
- **Calculators with data entry function, specifically those designed for use in construction or electrical fields**

I further herby absolve the Wyoming Trades Certification Program and the Wyoming Association of Municipalities from any liability in connection with the administration of the certification test(s) and acknowledge that I do so voluntarily and with knowledge of my rights.

Sign and mail this application along with a check for $110 to cover the testing fee to the address listed below.

Cancellation must be in writing 15 days prior to the testing date or the testing fee is forfeited. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Space is limited to the first twenty (20) applicants; please make sure applications are sent early to assure a testing space. Any application received after the first 20 will be processed for the next testing month and you will be notified of this change.

Signature:_____ **Date:**_____

PLEASE RETURN TO:
Wyoming Trades Certification Program
315 W. 27th Street, Cheyenne, WY 82001
Telephone: (307) 632-0398
checchi@wyomuni.org

CALENDAR OF TEST LOCATIONS AND DATES FOR THE WYOMING TRADES CERTIFICATION PROGRAM

This list is subject to change without prior notice. Applicants should rely on the test confirmation they receive after filing a completed application for the exact test, test date, and location.

Exam applications must be received by the last business day of the month prior to the exam by 5:00pm

Month	Date	Location
January	January 17, 2014	Cheyenne
February	February 14, 2014	Cheyenne
March	March 21, 2014	Cheyenne
April	April 18, 2014	Cheyenne
May	May 23, 2014	Cheyenne
June	June 20, 2014	Cheyenne
July	July 18, 2014	Cheyenne
August	August 22, 2014	Cheyenne
September	September 19, 2014	Cheyenne
October	October 24, 2014	Cheyenne
November	November 21, 2014	Cheyenne
December	December 19, 2014	Cheyenne

2014 WYOMING TRADES CERTIFICATION APPLICATION

ALL APPLICATIONS MUST BE IN BY THE LAST BUSINESS DAY OF THE MONTH PRIOR TO THE TEST DATE BY 5:00PM.

NOTE: Please type or print all information clearly

Name:_____Company:_____

Mailing Address:_____ City/Town_____ State_____ Zip_____

Daytime Phone ( )_____ Evening Phone ( )_____

Email:_____

I. I HEREBY APPLY TO TAKE THE FOLLOWING TEST: (CHECK ONE)

Only one test will be given per testing date.

_____ Master Plumber with Gas

_____ Master HVAC

_____ Journeyman Plumber with Gas

_____ Journeyman HVAC

_____ Master Gas Pipe Fitter

_____ Fire Suppression

_____ Drywall Contractor

_____ Masonry Contractor

_____ Master Plumber

_____ Master Refrigeration

_____Manufactured Housing Installer

_____ Building Contractor B

_____ Residential Contractor C

_____ General Building Contractor A

_____ Shingle Roofing Contractor

_____ General Roofing Contractor

_____ Journeyman Gas Pipe Fitter

_____ Journeyman Wood Framing

_____ Concrete Contractor

_____ Journeyman Plumber

_____ Journeyman Refrigeration

This is an International Code Council Test (ICC).

PLEASE CHECK WITH THE BUILDING OFFICIAL WHERE YOU WILL BE PERFORMING THE WORK TO SEE WHICH TEST IS APPLICABLE.

I HEREBY REQUEST TO TAKE THE TEST ON THE FOLLOWING DATE AT THE FOLLOWING LOCATION: (SEE CALENDAR OF TEST DATES/LOCATIONS)

TEST DATE:_____ TEST LOCATION:_____

PLEASE SEE CANCELLATION POLICY ON PAGES 2.

NOTES:

Check, money order or cash in the amount of $110 made payable to the Wyoming Trades Certification Program must accompany the application. A $30 charge will be accessed on all Non-Sufficient Funds (returned checks). A money order or cash will only be accepted to clear the returned check. REFUND REQUESTS MUST BE IN WRITING AND MUST BE RECEIVED AT THE PROGRAM OFFICE *15 DAYS PRIOR TO TEST DATE*. NO OTHER REFUNDS SHALL BE MADE. (FAXED COPIES OF CANCELLATION WILL BE ACCEPTED.)

A confirmation will be sent to the applicant approximately one to two weeks before the test. The confirmation will include specific information regarding the test site, location, date and time. Please make sure the mailing address listed on application is the one you wish to receive the confirmation/test results at. You will be notified of any changes.

The completed test application and testing fee must be received at the WTCP office by the **last business day of the month prior to the testing date you choose by 5:00pm.** For example the application must be received by December 31st to be included in the group taking the test in January **APPLICATIONS RECEIVED AFTER THE DEADLINE DATE WILL NOT BE PROCESSED.**

Any disabled applicant requiring assistance to take the examination check here_____. If special assistance is needed please contact Michelle Morley at the International Code Council (800) 422-7233 X-5270 before turning in this application. I hereby certify that the information contained in this Test Application is true to the best of my knowledge.
I further hereby absolve the Wyoming Trades Certification Program and the Wyoming Association of Municipalities from any liability in connection with the administration of the certification test(s) and acknowledge that I do so voluntarily and with knowledge of my rights.

ICC Allowed Items:

- **Two (2) No. 2 Pencils**
- **ID with Picture (Driver's License)**
- **Calculator which must be paperless, non-programmable, cordless**
- **Reference Books as listed on the ICC information bulletin located at www.iccsafe.org/contractor**
  - **Any tabs in your books must be permanent**
  - **Any notes must be in the code sections only, written in ink or highlighted in the book**
  - **Please review the ICC bulletin.**

Items Not Allowed:

- **Pens, highlighters, any markers other than pencils**
- **Cell phones, pagers, cameras, recorders**
- **Photocopies of reference books or extra books, notebooks**
- **TEMPORARY TABS OR STICKY NOTES, loose notes or paper of any kind**
- **Calculators with data entry function, specifically those designed for use in construction or electrical fields**
- **Pocket Knives, or any equivalent items**

Sign and mail this application along with a check for $110 to cover the testing fee to the address listed below. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Space is limited to the first twenty (20) applicants; please make sure applications are sent early to assure a testing space. Any applications received after the first 20 will be processed for the next testing month and you will be notified of this change.

Signature:_____ Date:_____

Wyoming Trades Certification Program
Attn: Earla Checchi
315 W. 27th St, Cheyenne, WY 82001
Telephone 307-632-0398 email: checchi@wyomuni.org

THE WYOMING TRADES CERTIFICATION PROGRAM DOES NOT HAVE COPIES OF THE CODE BOOKS OR STUDY GUIDES. YOU CAN ORDER BOOKS FROM ICC BY CALLING 1.800.786.4452 OR ON-LINE AT WWW.ICCSAFE.ORG/STORE

Wyoming Trades Certification Program
CODE BOOKS FOR TESTS

Master or Journeyman Plumber with Gas

2012 International Plumbing Code & 2012 International Fuel Gas Code

Master or Journeyman Plumber

2012 International Plumbing Code

Master or Journeyman Gas Pipe Fitter

2012 International Fuel Gas Code

Master or Journeyman HVAC

2012 International Mechanical Code, 2012 International Fuel Gas Code & 2011 National Electrical Code

General, Building, Residential Contractor

2012 International Building Code & one (1) of the following: ACI 318-08 or ACI-318-11 or 2009 or 2012 ICC Concrete Manual - **General Building Contractor A**

2012 International Building Code & 2012 International Residential Code - **Building Contractor B**

2012 International Residential Code - **Residential Contractor C**

General Roofing or Shingle Roofing Contractor

2012 International Building Code & 2012 International Residential Code

Concrete Contractor

2012 International Building Code & one (1) of the following: ACI 318-08 or ACI 318-11, Building Code Requirements for Structural concrete or 2009 or 2012 ICC Concrete Manual

Fire Suppression

2012 International Fire Code, 2012 International Building Code, 2010 NFPA 13, 13D, 13R, 14, 20 & 2008 NFPA 25

Journeyman Wood Framing Contractor

2012 International Residential Code & 2012 International Building Code

Masonry Contractor

2012 International Building Code, Chapters 17 & 21; TMS 402-11, Building Code Requirements & Specifications for Masonry Structures, 2011

Drywall Contractor

2012 International Building Code & 2012 International Residential Code

Master & Journeyman Refrigeration

2012 International Mechanical Code, 2011 National Electrical Code and 2004 Modern Refrigeration & Air Conditioning

Manufactured Housing Installer

2012 International Residential Code Chapters 1, 3 & Appendix E, 24 CFR Part 3285 – Model Manufactured Home Installation Standards

CALENDAR OF TEST LOCATIONS AND DATES FOR THE WYOMING TRADES CERTIFICATION PROGRAM

This list is subject to change without prior notice. Applicants should rely on the test confirmation they receive after filing a completed application for the exact test, test date, and location. Test sites are also subject to change if a more convenient location can be found for those taking the tests.

Exam applications must be received by the last business day of the month prior to the exam by 5:00pm

Month	Date	Location
January	January 17, 2014	Cheyenne
February	February 14, 2014	Cheyenne
March	March 21, 2014	Cheyenne
April	April 18, 2014	Cheyenne
May	May 23, 2014	Cheyenne
June	June 20, 2014	Cheyenne
July	July 18, 2014	Cheyenne
August	August 22, 2014	Cheyenne
September	September 19, 2014	Cheyenne
October	October 24, 2014	Cheyenne
November	November 21, 2014	Cheyenne
December	December 19, 2014	Cheyenne