FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to [https://www.provexam.com/register](https://www.provexam.com/register). You may also call us at 866-720-7768. Click here for more information about registering.

2. **WHERE CAN I TEST?** You may test at any one of Prov’s testing centers throughout the United States. Click here for a current list of our West Virginia based testing centers.

3. **HOW MUCH DOES IT COST?** Exams costs **$51.95** each.

4. **WHEN DO I GET MY TEST RESULTS?** Exam results are available at the testing center once you complete your exam.

5. **ARE THERE ANY STUDY AIDS?** Yes, in our bookstore we sell practice examinations to help you prepare for your test.

6. **WHAT IS ON THE TEST?** Click here for information about the available examinations.

MORE QUESTIONS

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

For Licensing Questions -
WV Contractors Licensing Board
1900 Kanawha Blvd East
State Capitol Complex
Building 3, Room 200
Charleston, WV 25305
Phone: 304-558-7890
Fax: 304-558-5174
[www.labor.wv.gov](http://www.labor.wv.gov)

For Testing Questions -
Prov
200 Association Drive
Suite 190
Charleston, WV 25311
Phone: 304-414-0190 ext. 3
Toll free: 866-720-7768
Fax: (877)228-3926
Hours: 8 a.m. to 4 p.m.
[www.provexam.com](http://www.provexam.com)

GENERAL TESTING INFORMATION

The West Virginia Contractor Licensing Board (Board), with administrative and enforcement assistance by the West Virginia Division of Labor, oversees the licensing process for contractors. The Board has contracted with Prov, Inc. to develop and administer its licensing examination program for contractors. This bulletin has been developed to help explain the rules and processes candidates will need to undertake to complete the testing requirement for their contractor license.

West Virginia law requires that each business operating in the construction industry be licensed. To become licensed, a company representative must demonstrate competency by passing the required exam(s) in the field of construction for which licensure is being sought. A company can have multiple qualifiers.

Board regulations require that qualifying individual(s) taking an exam be an owner, a partner, a corporate officer or a full-time employee of the entity seeking licensure.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before registering. If candidates have questions regarding which exam(s) to take, they must call the Board at (304) 558-7890. If candidates take the wrong exam, the exam fee will not be refunded.

EXAMS AND FEES

All examinations for the State of West Virginia Contractor Licensing Board are available in either computer or paper/pencil format. All examinations are delivered by computer cost **$51.95**. The following are available exams:

- Business & Law
- Concrete Contractor
- Electrical Contractor
- Excavation Contractor
- General Building Contractor
- General Engineering Contractor
Note: Those seeking licensure as a contractor are required to pass both a trade knowledge exam as well as a Business knowledge exam.

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### TESTING WITH PROV

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

The following link will take you to a short video that demonstrates Prov’s testing system: https://youtu.be/h3T9svnlDLY.

### WHERE TO TAKE YOUR EXAM

You may take your examination at any of Prov’s testing facilities throughout the United States. Prov has four (4) West Virginia-based testing centers where candidates can take their examinations. These testing centers are located in Charleston, Martinsburg, Morgantown, and Wheeling. Site addresses are provided at the end of this bulletin.

### HOW TO SCHEDULE ONLINE

1. To schedule online, navigate to the following URL:
   https://www.provexam.com/register
2. Use the Dropdown menu under “Select Certifying Body”, and select:
   **West Virginia Contractor’s Licensing Board**
3. Under “Select a License/certificate”, choose the license you are seeking. Note, the Business and Law exam will be included with any contractor licensing exam selected.
4. Enter the following information into the fields that are provided.
   - Name (First and Last)
   - Social Security Number (SSN)
   - Street address
   - City, State, Postal Code
   - Email Address
   - Telephone Number

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Then select the button labeled: **Save Changes**

5. Select a Date, Time, Location for your exam by selecting the link labeled: 
   ![Find suitable time and venue](image)
6. Select the SCHEDULE hyperlink to check the calendar for the testing center.

7. Select a test date and time from the calendar that matches your schedule. Confirm your selected date and time, and select **Add to Cart.**

8. Proceed to payment. If you have provided an email address, the invoice for your exam payment will be automatically emailed to you.

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

**SCHEDULING BY PHONE**

To schedule for an examination by phone, candidates should contact Prov at 866-720-7768, ext. 3. Ask to be transferred to a West Virginia scheduling agent. Prov’s West Virginia scheduling staff is available 8:00 a.m. through 4:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, driver’s license number and their address. Once Prov confirms the candidate’s identity, Prov staff will search the database for the next available testing session at the candidate’s preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

**CANCEL/RESCHEDULING POLICY**

If you need to change or cancel their testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline.

If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

**PREPARING FOR YOUR EXAMS**

The licensing examination that you will take has been designed to test what qualified individuals contractors should know as they work in the construction field. The test questions used on the examinations have been prepared and reviewed by a panel of qualified individuals and cover the wide range of topics individuals would normally encounter as a contractor during regular work operations.

Prov recommends that you prepare for your exam by familiarizing yourself with the subject areas listed in each exam description. Additionally, familiarize yourself with the reference materials that are allowed during the examination. The more time you spend outside of the testing room studying, the less time you will need to spend in the testing room trying to location information. You are encouraged to prepare your test materials by highlighting text or placing permanent tabs on important pages.

**PURCHASING REFERENCE MATERIALS & STUDY GUIDES**

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

Many of the books for your examination are available from Prov using the following information.

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

Books also available from the following book vendors.

- **@ Home Prep, Inc.**
  900 East Hill Ave., Ste. 380, Knoxville, TN 37915
  [www.contractor-licensing.com](http://www.contractor-licensing.com)
  800-952-0910

- **AAA Construction School, Inc.**
  34 Arlington Road South, Jacksonville, FL 32216
  [www.aaaconstructionschool.com](http://www.aaaconstructionschool.com)
  800-741-7277 or 904-722-9994
American Contractors Exam Services
737 Southern Hwy., Mineral Wells, WV 26150
www.examprep.org
800-992-1910

Builder’s Book Depot
1001 East Jefferson Rd., Ste., 5, Phoenix, AZ 85034
www.buildersbookdepot.com
800-284-3434 or 602-252-4050

International Code Council
900 Montclair Rd., Birmingham, AL 35213
4051 Flossmoor Rd., Country Club Hills, IL 60478
5360 Workman Mill Rd., Whittier, CA 90601
11711 W 85th St., Lenexa KS 66214
www.iccsafe.org
800-786-4452

My Pearson Bookstore
http://www.mypearsonstore.com
800-947-7700 (Opt. 5)

North American Contractors Assoc.
www.infonaca.com
336-540-0149

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

Practice Exams Available from Prov

Prov also offers practice examinations in several exam categories. Practice examinations cost $25.00 each and may be ordered either by phone or online at www.provbookstore.com. Practice examinations prices do not include tax nor shipping. Candidates must be sure to use the correct shipping option when ordering. Prov provides practice exams for the following tests:

- Business and Law
- Building Contractor
- Electrical Contractor
- General Building Contractor
- Heating, Ventilating, and Cooling
- Journeyman Electrician
- Journeyman Plumber
- Residential Contractor

Available at:

Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

Proof of Identity

Upon arriving at the testing center, you will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver’s license, passport, or military ID. You will also be required to sign a test center log, and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

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

Prohibited Items

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

Approved Items

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

- Pencils. (Paper/pencil testing only)
- Calculator. Only simple 4-function calculators are permitted. PDAs, tablets, cell phones or other special calculators are NOT permitted.

- Approved References. (Refer to the exam information for the specific references permitted for the exams)
Reference Material Rules

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

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

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

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

- Handwritten notes in pencil NOT allowed in any portion of a reference book and will need to be erased prior to using the materials.
- Moveable tabs are NEVER permitted in a reference book.
- A reference book CANNOT contain Post-it notes.
- Photocopied documents CANNOT be added to a reference book.
- Photocopied versions of a reference book are NEVER permitted.
- Test preparation study guides are NOT approved references and are NOT permitted in the testing center; this includes practice examinations.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Department will be notified of your dismissal from the exam. During the testing process you MAY NOT:

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

Visitor Policy

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

Unethical Conduct Policy

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

RESULTS REPORTING

Upon completion of an examination, your test will be scored and you will be provided with a score result while at the testing center. There is no charge for the on-site scoring. The State will be notified of your results automatically.

All exams will be scored and graded against a cut-score of 70%. Those achieving a score of 70% or higher will receive a passing grade on that exam.

RETESTING POLICY

You may retake a failed examination as often as is necessary. There is no waiting period between testing attempts; you can schedule a new testing session for the first available testing date. You may not, however, retake an exam once you have received a passing score unless required by the State of West Virginia. Retake fees are the same as the original exam fees.

REVIEWS

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

You may request a review of your exam only after failing an exam category a minimum of two (2) times. To be eligible for a review, you must score within 10 points of the required 75% passing score. The review for all tests is 1-1/2 hours in length. During the review you will be provided a printout of the questions you
missed on your most recent examination. Additionally you will receive the answers you chose for those questions. The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the review is the same as the exam fees and based on when you wish to review your test. Candidates will request or schedule a review using the same methods described earlier for scheduling.

**Exam Challenge Process**

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

Candidates testing on computer may make their comments in the testing system, while those taking a paper/pencil format exam may submit comments on a comment form that can be obtained from the test proctor at the testing center.

Candidates who are reviewing an exam will automatically be provided with an Exam Comment form.

Prov staff will review each comment within two weeks of receipt by Prov and will make scoring adjustments should any comment result in a change to a test question.

**Hand Score Request**

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

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

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

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

**Prov’s Non-Discrimination Statement**

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

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

**Special Accommodations**

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

The following are sample questions that reflect the format and style of the questions found on exams.

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

2. The accounting method that recognizes income and expenses only when money is received or paid is called:
   a. PCM Method.
   b. Accrual Method.
   c. Cash Method.
   d. Cost-Comparison Method.

3. If 15 amp circuits were used, the NEC would require a 2000 square foot house to have a MINIMUM of how many branch circuits?
   a. 2
   b. 3
   c. 4
   d. 5

4. Equipment that is electrically connected to a telecommunications network is required to be listed in accordance with section _______ of the NEC.
   a. 110.16
   b. 240.6
   c. 800.18
   d. Chapter 9, Table 5(A)

5. Duct systems installed in single family dwellings must be sized per
   a. ACCA Manual D.
   b. ACCA Manual J.
   c. SMACNA Manual R.
   d. SMACNA Manual N.

6. What is the recommended MAXIMUM spacing of nails when installing drywall on a ceiling?
   a. 6" o.c.
   b. 7" o.c.
   c. 8" o.c.
   d. 12" o.c.

7. Which of the following types of joint reinforcement is NOT used to tie connecting cavity walls and intersecting walls?
   a. Z-tie
   b. Box tie
   c. Hardware cloth
   d. Ladder type joint reinforcement

8. What is the recommended concrete cover over #6 steel reinforcing in areas exposed to the weather?
   a. 3"
   b. 2"
   c. 1.5"
   d. 1"

ANSWERS TO SAMPLE QUESTIONS

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

1. **Prov Testing Center**  
   Northgate Business Center  
   200 Association Drive, Suite 190  
   Charleston, WV 25311

   Availability: Both Paper/Pencil or Computer Tests are administered Monday through Friday at 8:30 a.m. & 12:30 p.m.
   
   Directions: From I-64, take exit 99 for West Virginia 114/Greenbrier. Drive toward the Airport about .8 miles (away from the Capitol complex). Turn left on Detrick Boulevard into Northgate Industrial Park. Turn left again on Association Drive. Prov’s testing center is in the Forbes Center Building on the right side of Association Drive (see map above).

2. **Blue Ridge Community and Technical College**  
   13650 Apple Harvest Drive  
   Room 1400  
   Martinsburg, WV 25403

   Computer Testing is administered every Thursday at 8:30 a.m. & 1:30 p.m.

3. **Monongalia County Technical Education Center**  
   1000 Mississippi Street  
   Room 121 for Computer-based tests  
   Room 159 for Paper/Pencil based tests  
   Morgantown, WV 26501

   Availability: Paper/Pencil Testing is administered the 2nd Tuesday of each month at 4:00 p.m. Computer Testing is administered every Tuesday evening at 5:00 p.m. **except** on the 2nd Tuesday of the month.

4. **West Virginia Northern Community College**  
   1704 Market Street  
   Wheeling, WV 26003

   Availability: Paper/Pencil Testing is administered the 2nd Tuesday of each month at 9:00 am & 1:00 pm. Computer Testing is administered every Tuesday at 9:00 am & 1:00 pm. **except** on the 2nd Tuesday of the month.

EXAM DESCRIPTIONS

The State of West Virginia requires all Contractors to take and pass both a knowledge as well as a Business and Law examination in order to be licensed in the State. The following is a description of the Business and Law examination.

**Business & Law**

This exam covers basic business management skills necessary to run a construction business. It also addresses the legal requirements of establishing a business including taxes, laws, and regulations governing construction.

- **Number of Questions**: 50
- **Time allowed (hours)**: 3
- **Subject Area**
  - Business Organization: 2
  - Contracts: 8
  - Estimating and Bidding: 4
  - Financial Management: 5
  - Labor Law: 8
  - Licensing: 4
  - Lien Law: 2
  - Project Management: 6
  - Risk Management: 3
  - Safety-OSHA: 3
  - Tax Law: 5

References

  - http://www.provbookstore.com/
  - 100% of questions for this test come from this book
CONCRETE

"Concrete Contractor" means a contractor whose primary business is installation and repair of concrete, concrete reinforcing materials, concrete products and accessories common to the industry, including the forming, pouring, and finishing of concrete structures such as footings, foundations, slabs, basements, sidewalks and walkways, driveways and parking areas, fence footings, decorative concrete walls not to exceed four (4) feet in height and retaining walls not to exceed five (5) feet in height and the excavation incidental to the performance of that work.

Reference:
- Concrete Finishing Level One, 1998. ISBN: 978-0-13-010246-1. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at http://nccer.pearsonconstructionbooks.com. 16-20% of questions for this test come from this book

ELECTRICAL

"Electrical Contractor" means a person who engages in the business of contracting to install, erect, repair or alter electrical equipment for the generation, transmission or utilization of electrical energy and work incidental to the undertaken contract.

Wiring Methods
- Equipment for General Use
- Special Occupancies
- Special Equipment
- Special Conditions
- Communications Systems
- Tables and Examples
- Conduit Fill
- Service Loads
- Voltage Drop

Reference:

EXCAVATION

"Excavation Contractor" means a contractor whose primary business is the installation, alteration, and repair of earthen material by digging, trenching, grading, or compacting the material for a cut, fill, grade, or trench and work incidental to the undertaking, including the installation, alteration, and repair of crib walls, gabion walls, and other devices not to exceed six (6) feet in height for the purpose of controlling the movement of earthen materials.

Reference:
### GENERAL BUILDING

"General Building Contractor" means a person whose principal business is in connection with any structures built, being built or to be built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind, requiring in the construction the use of more than two contractor classifications, or a person who supervises the whole or any part of the construction. A General Building Contractor is considered to be a commercial, business or industrial contractor. A General Building Contractor who desires to perform electrical, plumbing, heating, ventilating and cooling, piping, or general engineering contracting work as defined in this rule; shall obtain a license in those classifications. The General Building Contractor classification applies to work on both commercial and private properties.

**Number of Questions** 80  
**Time allowed (hours)** 3

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># Quest.</th>
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<tbody>
<tr>
<td>Plan Reading and Estimating</td>
<td>8</td>
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<tr>
<td>Sitework</td>
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<tr>
<td>Concrete</td>
<td>12</td>
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<tr>
<td>Masonry</td>
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<tr>
<td>Structural Steel</td>
<td>12</td>
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<tr>
<td>Carpentry</td>
<td>8</td>
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<tr>
<td>Roofing</td>
<td>4</td>
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<tr>
<td>Doors and Windows &amp; Stairs</td>
<td>4</td>
</tr>
<tr>
<td>Interior Finish</td>
<td>4</td>
</tr>
<tr>
<td>Exterior Finish</td>
<td>4</td>
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<tr>
<td>Safety-OSHA</td>
<td>8</td>
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</tbody>
</table>

**References**


### GENERAL ENGINEERING

"General Engineering Contractor" means a person whose principal business is in connection with public or private works projects, including, but not limited to, one or more of the following: irrigation, drainage and water supply projects; electrical generation projects; swimming pools; flood control; harbors; railroads; highways; tunnels; airports and airways; sewers and sewage disposal systems; bridges; inland waterways; pipelines for transmission of petroleum and other liquid or gaseous substances; refineries; chemical plants and other industrial plants requiring a specialized engineering knowledge and skill; piers and foundations; and structures or work incidental thereto. "Swimming pool" means a public swimming pool as defined by the Building Officials and Code Administrators B.O.C.A. National Building Code 1990, article 6, section 623.2.A.

**Number of Questions** 80  
**Time allowed (hours)** 3

<table>
<thead>
<tr>
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<tr>
<td>Sitework</td>
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<tr>
<td>Excavation</td>
<td>12</td>
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<tr>
<td>Foundation</td>
<td>4</td>
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<tr>
<td>Concrete</td>
<td>8</td>
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<tr>
<td>Steel</td>
<td>12</td>
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<tr>
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<td>16</td>
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<tr>
<td>Paving</td>
<td>4</td>
</tr>
<tr>
<td>Safety-OSHA</td>
<td>4</td>
</tr>
<tr>
<td>Estimating and Plan Reading</td>
<td>12</td>
</tr>
</tbody>
</table>

**References**

HVAC

"Heating, Ventilating and Cooling Contractor" means a person who engages in the business of contracting to install, erect, repair, service or alter heating, ventilating and air conditioning equipment or systems to heat, cool or ventilate residential and commercial structures or work incidental to the installation or repair.

**Number of Questions** 80
**Time allowed (hours)** 3

**Subject Area**
- General Knowledge: 30
- Load Calculations: 6
- Code Requirements: 4
- Controls: 10
- Ducting, Insulation: 10
- Piping: 6
- Safety - OSHA: 4
- Equipment: 10

**References**

- **International Mechanical Code, 2015**. ISBN: Item #: 3300S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. available @iccsafe.org 62-66% of questions for this test come from this book

MANUFACTURED HOME INSTALLATION

**Number of Questions** 65
**Time allowed (hours)** 3

**Subject Area**
- Anchors & Tie Downs: 12
- Connections: 3
- Footing & Foundations: 12
- Placement: 3
- Plan Reading & Estimating: 3
- Sitework: 6
- Skirting & Ventilation: 8
- Support & Leveling: 12
- Manufactured Home Administration: 6

**References**


MASONRY

"Masonry (specialty) Contractor" means a contractor whose primary business is the installation of brick, concrete block, stone, marble, slate or other units and products common to the masonry industry, with or without mortar and work incidental to the installation, including the installation of grout, caulking, tuck pointing, sand blasting, mortar washing, parging, cleaning, and welding of reinforcement steel related to masonry construction.

**Number of Questions** 50
**Time allowed (hours)** 3

**Subject Area**
- Plan Reading and Estimating: 5
- Concrete Block: 13
- Brick: 11
- Stone: 3
- Glass Block: 4
- Mortar: 6
- Steel Reinforcement: 3
- Safety-CFR: 5

**References**

MULTIFAMILY

"Multifamily Contractor" means a person who is engaged in the construction, repair or improvement of a multifamily residential structure or work incidental to the construction, maintenance or repair. Multifamily residential structure means a structure containing two or more residential units.

Number of Questions: 74
Time allowed (hours): 3

Subject Area # Quest.
Plan Reading 9
Sitework 6
Concrete 9
Masonry 8
Structural Steel 3
Carpentry 15
Roofing, Siding, and Insulation 6
Doors and Windows 6
Interior Finish 3
Safety-OSHA 6
Exterior Finishes 3

References


PIPING

"Piping Contractor" means a person whose principal business is the installation of process, power plant, air, oil, gasoline, chemical or other kinds of piping; and boilers and pressure vessels using joining methods of thread, weld, solvent weld or mechanical methods or work incidental to the installation.

Number of Questions: 50
Time allowed (hours): 3

Subject Area # Quest.
General Regulations 20
Weld Pipe Fabrication 10
Underground Piping 8
Safety 6
Piping Systems 6

References

▪ Basic Safety. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com. 1-5% of questions for this test come from this book


▪ Underground Pipe Installation. ISBN: 978-0-136-13604-0. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com. 14-18% of questions for this test come from this book
PLUMBING

Master Plumber means a person whose principal business is the installation, maintenance, extension and alteration of piping, plumbing fixtures, plumbing appliances and plumbing appurtenances, venting systems and public or private water supply systems within or adjacent to any building or structure; including the installation of gas piping, chilled water piping in connection with refrigeration processes and comfort cooling, hot water piping in connection with building heating, piping for stand pipes or work incidental to the installation.

Number of Questions: 100
Time allowed (hours): 3

Subject Area
- General Knowledge: 10
- Fixtures & Fittings: 6
- Storm Drainage: 5
- Fuel Gas Systems: 10
- Safety: 7
- Isometrics: 13
- Water Supply and Distribution: 14
- Water Heaters: 7
- Drain, Waste and Vent Systems: 14
- Plumbing Math: 9
- Plumbing Tools: 5

References

REMODELING AND REPAIR

Number of Questions: 50
Time allowed (hours): 3

Subject Area
- Planning and Estimating: 5
- Sitework: 4
- Concrete: 5
- Masonry: 5
- Carpentry: 10
- Roofing, Siding & Insulation: 6
- Doors & Windows & Stairs: 5
- Finishes: 5
- Safety: 5

References
RESIDENTIAL

"Residential Contractor" means a person whose principal business is in connection with the construction, repair or improvement of real property used as, or intended to be used for, residential occupancy or work incidental to the construction or repair. A Residential Contractor is considered licensed for all crafts required in the construction, repair or improvement of a residential structure, as that term is defined in subsection 3.33 of this rule, except those crafts for which local ordinance or state law other than W. VA. Code 21-11-1, et seq, require licensure, such as the electrician’s license required by the office of the State Fire Marshall under the provisions of W. VA. Code 29-3b-1, et seq.

Number of Questions 60
Time allowed (hours) 3

Subject Area # Quest.
Plan Reading 9
Sitework 6
Concrete 9
Masonry 9
Carpentry 15
Interior Finish 3
Exterior Finish 3
Safety OSHA 6

References


Note: the following two books can be substituted for the Residential Home Builder study guide listed above.


SPRINKLERS & FIRE PROTECTION

"Sprinklers and Fire Protection Contractor" means a contractor engaged in the installation, repair or maintenance of fire suppression systems, including water sprinkler and chemical systems, and work incidental to the installation or repair.

Number of Questions 80
Time allowed (hours) 3

Subject Area # Quest.
Code and General Knowledge 8
Sprinkler Systems 36
Water Supply, Storage and Distribution 12
Materials and Methods 8
Private Hydrants and Stand Pipe Systems 8
Commercial Kitchen Equipment 8

References

- NFPA 10 - Standard for Portable Fire Extinguishers, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. 1-5% of questions for this test come from this book


- NFPA 17 - Standard for Wet Chemical Extinguishing Systems, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. 1-5% of questions for this test come from this book

- NFPA 24 - Standard for Installation of Private Fire Service Mains and Their Appurtenances, 2013. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471. Available at www.nfpa.org. 1-5% of questions for this test come from this book


Note: the following two books can be substituted for the Residential Home Builder study guide listed above.


STEEL ERECTION

"Steel Erection Contractor" means a contractor engaged in the erection of structural steel connected, attached or joined by riveting, welding, rigging, or fastening devices, for buildings and other structures, and work incidental to the erection.

Number of Questions: 50
Time allowed (hours): 3

Subject Area
Plan Reading & Estimating: 5
Structural Steel: 10
Welding & Cutting: 6
Structural Steel Bolting: 4
Metal Decking: 6
Metal Siding: 3
Metal Joists: 5
Rigging & Cranes: 6
Safety - OSHA: 5

References
- **Ironworking Level Three**, 2012. ISBN: 978-0-13-257785-4. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at http://nccer.pearsonconstructionbooks.com. 4-8% of questions for this test come from this book

UTILITIES (WATER & SEWER)

"Utilities (Water & Sewer) Contractor" means a person whose principal business is in the installation of water and sewer lines on private projects and work incidental to the installation. The "utilities (Water & Sewer) Contractor" classification applies to work on both commercial and residential properties.

Number of Questions: 50
Time allowed (hours): 3

Subject Area
Utilities Sitework: 5
Excavation: 9
Water Piping: 9
Sewer Piping: 8
Estimating and Plan Reading: 9
Safety: 7

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

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

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

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

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

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