

THE WASHINGTON SUBURBAN SANITARY COMMISSION



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



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

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INTRODUCTION

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

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

WHY AN EXAMINATION?

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

WHAT EXAMINATIONS ARE GIVEN?

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

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

ELIGIBILITY

General

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

Journeyman Plumber Examination

The qualification requirements are:

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

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

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

Master Plumber Examination

The qualification requirements are:

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

Journeyman Gasfitter Examination

The qualification requirements are:

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



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

Master Gasfitter Examination

The qualification requirements are:

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

QUESTIONS

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

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

Questions about the licensure process should be directed to the:

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

PREPARING FOR THE EXAM

Tips for Exam Preparation

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

All Exams:

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

Structural Integrity: Applicants should be familiar with structural safety requirements required in each model Code adopted by WSSC, or by reference to other International Codes: In particular, the boring and notching limitations included in but not limited to Appendix C of the International Plumbing Code.

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

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

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

Master Gasfitter Exam: Questions will be taken from the International Fuel Gas Code. Many questions require deeper knowledge of Codes than at the Journeyman exam level, interaction between more than one Code section, proficiency in piping system layout, design and sizing, venting, and combustion air, as well as practical application of math and problem solving related to the trade.

Reference Books and Preparation

Open Book: All exams are "open book." The applicant shall bring his/her own Code books to the exam test center. The "Commentary" versions of the International Codes may be permitted at the test center as a substitute for the standard code books. Code books may be highlighted, underlined, and/or indexed; however must otherwise be **unmarked (not written in)** and may **not** contain additional papers (loose or attached). References may be tabbed with permanent tabs only. NO REMOVABLE TABS are allowed.



CODE BOOKS WILL NOT BE AVAILABLE AT THE TEST CENTER. Information reference materials with frequently used weights and measures necessary for answering test questions will be provided at the test center.

You can use any editions of references and Code books. However for Code questions, the examination will be based only on the edition of the Code book that is listed. It is strongly recommended to use current versions.

Where to Get Code Books:

- The WSSC Plumbing and Fuel Gas Code 2018; available at the WSSC Permits Counter or by free download from www.wsscwater.com (Click on *Business & Construction*, then click on *Plumbing & Fuel Gas Codes*).
- International Plumbing Code 2018 and International Fuel Gas Code 2018; available at the ICC Store (1-800-786-4452), or online at www.iccsafe.org

Study Suggestions:

- Use the exam content outline provided in this bulletin as the basis of your study.
- Learn the major points associated with each outline topic.
- Underline or highlight key ideas for a later review.
- Your studies will be most effective if you study frequently, for about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.
- Check each topic off the outline when you feel you have an adequate understanding. Plan to take your test when all topics have been checked.

Be sure to read the reference materials, making sure you understand each idea before going to another. Below are some other resources that might be helpful for general knowledge: *items 1-7 not for specific "Code" information.* The following resources are permitted at the test center, but not recommended due to time constraints.

1. International Approval Services (formerly AGA). *Fundamentals of Gas Appliances*. International Approval Services.
2. International Approval Services (formerly AGA). *Fundamentals of Gas Appliance Venting and Ventilation*. International Approval Services.
3. International Approval Services (formerly AGA). *Fundamentals of Gas Combustion*. International Approval Services.
4. American Society of Plumbing Engineers. *ASPE Data Book. Fundamentals of Plumbing Design*.
5. *Mathematics for Plumbers and Pipefitters*, Lee Smith, 8th Edition, 2013
6. *Standard Plumbing Engineering Design*. Nielsen, Louis S. McGraw-Hill Book Co.
7. International Approval Services (formerly AGA). *National Fuel Gas Code, NFPA*. International Approval Services.
8. The "Commentary" versions of each International code book are available at the ICC Book Store, iccsafe.org. The Commentary is illustrated, provides examples, and background to specific Code Sections. However, while the "Commentary" version is an excellent reference, it is advisable to take your exam with the standard Code book, which will minimize time spent looking up the correct response.

Examination Content Outlines and Time

In addition to the number of examination items specified in the "Examination Content Outlines", a small number of up to 5 "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

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

Examples of Formulas Used

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

$$\pi = 3.14$$

r = Radius

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

$$\pi = 3.14$$

r = Radius

h = Height

3. 1 gallon of water weighs 8.35 lbs
4. 1 gallon = 231 cubic inches
5. 1 cubic foot = 7.48 gallons
6. 1 cubic foot = 1,728 cubic inches
7. Atmospheric pressure = 14.7 psi
8. Head Pressure of water: 0.434 psi per foot; 1 psi = 2.30 feet of head

Journeyman Plumber

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

Journeyman Gasfitter

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

Master Plumber

Subject Area	Number of Items
Administration	4
WSSC Water Meters	3
Site-Utility Systems	1
Trade Knowledge	2
Safety	4
Definitions	5
Math	5
Materials	4
Pipe Protection and Support	4
Structural Integrity	4
Tests and Inspections	4
Plumbing Fixtures and Appliances	5
Plumbing Facilities	2
Water Supply and Distribution	8
Backflow	5
Sanitary Drainage	8
Sanitary Vents	8
Traps and Interceptors	2
Storm Drainage	2
TOTAL QUESTIONS	80
TIME ALLOWED	3-HRS

Master Gasfitter

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



EXAMINATION FEES

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

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

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

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

Applicants who have failed their examination must wait for **30-days** before retesting.

Social Security Number Confidentiality

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

SCHEDULING PROCEDURES

Confirmation Notice

Upon approval of your application packet, PSI will confirm your eligibility to take the examination by emailing you a confirmation notice.

90-Day Expiration Period

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

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

Scheduling an Appointment

After you have received the email confirmation notice of PSI's acceptance of your application packet, you are responsible for contacting PSI to schedule an appointment to take the

examination. PSI will make every effort to schedule the test center location and time that is most convenient for you. To schedule your examination, call PSI at **1-800-733-9267**, Monday through Friday, between 7:30 am and 10:00 pm and Saturday or Sunday, between 9:00 am and 5:30 pm, Eastern Time. If space is available in the test center of your choice, you may schedule an examination up to two business days prior to the examination date of your choice. Please be prepared to offer alternative test appointment choices.

Canceling or Rescheduling an Appointment

You may cancel and reschedule an appointment without forfeiting your fee *if your notice is received **two (2) full business days** before the scheduled testing date.* You may call (800-733-9267) or fax (702-932-2666) your notice to PSI.

Missed Appointment or Late Cancellation

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

- Do not schedule **and take** your examination prior to the last business day of the 90-day application expiration period;
- Do not cancel your appointment two days before the scheduled testing date;
- Do not appear for your examination appointment;
- Arrive too late to begin your test without disrupting the center's schedule; or
- Do not present proper identification when you arrive for the examination (see "Required Identification" on page 8).

Reapplying for an Exam

If you need to reregister for an exam due to an unsuccessful exam attempt, you may choose one of the following procedures :

- Reapply for an exam by phone (800-733-9267) or fax (702-932-2666) and make payment using a credit card (Visa, MasterCard, American Express or Discover). If you register by phone, you may also schedule an appointment at the same time.
- Mail a copy of your original application or a new Examination Application Form, along with a new fee, to PSI. You do **not** need to resubmit any supporting or reference documentation. PSI will send another Confirmation Notice and then you can schedule as before.

Exam Accommodations

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



Emergency Test Center Closing

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

TEST CENTER LOCATIONS

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

Baltimore Falls Road Center

Mount Washington Area
6115 Falls Road, Suite 100
Baltimore, MD 21209

From the Beltway I-695, take I-83 South (Jones Falls Expressway) to the Northern Pkwy exit East. Turn left onto Northern Pkwy heading East. Turn left onto Fall Road. Go about 1 mile. You will come to a Light Rail overpass/bridge. The Test Center is at 6115 Falls Rd.

Building is immediately on your right, on the other side of the overpass/bridge. When you turn in, you will drive past the "MAIN Entrance" and turn right in the lot, proceeding to free parking available on the left side and rear side of the building. Please come back to the "MAIN Entrance" and enter the building there (not the rear entrance). PSI is in Suite 100, the first suite door to your left. This site is also conveniently located adjacent to an MTA Light Rail Station, and accessible by MTA bus routes.

Note: Due to building management requests, please DO NOT DISTURB other business neighbors for directions to PSI's office.

College Park Center

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

From I-95 North/Beltway, take Exit 25/Route 1 toward College Park. Continue straight across Route 1 onto Edgewood Road. Continue to the 4-way stop.

Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.

From I-95 South take Exit 25. Stay in the left turn lane and make a left at the next light which is Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.

Crofton Center

Morauer III Building
2137 Espey Court, Suite 3
Crofton, MD 21114

From the Defense Highway 450, take the Priest Bridge Rd exit going South. Turn right on Espey Court.

From the Washington Beltway, take 50 East to 3 North. Turn right on Defense Highway 450, take the Priest Bridge Rd exit going South. Turn right on Espey Court.

Hagerstown Center
140 West Franklin St, Suite A
Hagerstown, MD 21740

From I 70: Take exit 32B Hagerstown. This is US Route 40 west. Follow Route 40 for 4.1 miles to 140 W. Franklin St. It is slightly past the intersection of Jonathan and Franklin. You must turn into the church parking lot on the right before you reach 140 W. Franklin St.

There are many parking spots reserved for PSI testing on that lot. You will then walk past the front of the church and into 140 W. Franklin St. Suite A is on the ground floor. No steps required to enter.

From I 81: Take exit 6 US Route 40 east. Follow on Route 40 for 1.6 miles and turn left on to Jonathan St. After one block turn left on to Franklin St. Stay right and enter the church parking lot. This will come up quickly on the right.

There is one handicapped spot reserved for PSI on the lot at 140 W. Franklin St. near the entrance door. All other parking has to be on the church lot.

Lanham Center

5900 Princess Garden Pkwy, Suite 501
Lanham, MD 20706

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

Salisbury Center

1323 Mt. Hermon Road
Beaglin Park Plaza, Suite 2A
Salisbury, MD 21804

From Rt 50 E, take 50 Business thru Salisbury. Turn right onto Beaglin Park Dr. Turn left onto Mt Hermon Road. Take the first left into Beaglin Park Plaza Complex. Look for Building 2.

From Rt 13S, take 13 S Norfolk exit. Take 50 Business exit and turn left onto Beaglin Park Dr. Turn left onto Mt Hermon Rd. Take the first left into Beaglin Park Plaza Complex. Look for Building 2.

From Rt 13N, take Rt 50/Salisbury Business exit. Turn left onto Beaglin Park Dr. Turn left onto Mt Hermon Rd. Take the first left into Beaglin Park Plaza Complex. Look for Building 2.

REPORTING FOR THE EXAMINATION

Reporting to the Test Center

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

Required Identification

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

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

Failure to provide ALL of the required identification at the



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

Security Procedures

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION

The examination will be administered via computer. You will be using a mouse and computer keyboard.

Identification Screen

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

Tutorial

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

The screenshot shows a software interface for an examination. At the top, there is a navigation bar with icons for 'Mark', 'Comments', 'Goto', 'Help', and 'End'. Below this is a status bar displaying 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 3:59'. The main content area contains a question: '3. What do the stars on the United States of America's flag represent?'. Below the question is a text input field. Underneath the input field, it says '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the interface, there are two buttons: '<< Back' and 'Next >>'.

Test Question Screen

The “Function Bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

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

Score Reporting

Your passing or failing indication will appear immediately on the computer screen at the end of your test. Within two days of your exam, a printed score report will be placed in the mail to you. Exam results are confidential and will be revealed only to you and the Washington Suburban Sanitary Commission. A score of 70% is required to qualify for a license as a Journeyman Plumber, Journeyman Gasfitter, Master Plumber, or Master Gasfitter.

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

Examination Review

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

Duplicate Score Reports

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

I qualify for Express Service and wish to pay by credit card.

Check one: VISA MasterCard American Express Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

9. I am submitting the Exam Accommodations Request (at the end of this bulletin) and required documentation.

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

Signature: _____ **Date:** _____

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

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

PSI licensure:certification * ATTN: Examination Registration WSSC

3210 E Tropicana * Las Vegas, NV 89121

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

Photocopy this form for additional References. You are required to provide at least three (3) letters of reference from Master Plumbers or Master Gasfitters as appropriate or OTHER individuals FAMILIAR with your work.

WSSC EXAMINATION REFERENCE FORM

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

Has the applicant worked for you? Yes No

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

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

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

Please comment briefly on the applicant's qualifications:

NAME OF INDIVIDUAL SUPPLYING REFERENCE:

(Please print) (Signature)
COMPANY NAME & TELEPHONE NUMBER: _____
COMPANY ADDRESS: _____
TODAY'S DATE: _____

CUT HERE

CUT HERE

WSSC EXAMINATION REFERENCE FORM

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

Has the applicant worked for you? Yes No

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

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

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

Please comment briefly on the applicant's qualifications:

NAME OF INDIVIDUAL SUPPLYING REFERENCE:

(Please print) (Signature)
COMPANY NAME & TELEPHONE NUMBER: _____
COMPANY ADDRESS: _____
TODAY'S DATE: _____

WSSC EXAMINATION REFERENCE FORM

Applicant's Name: _____

(Please print)

(Applicant's Signature)

Has the applicant worked for you? Yes No

If you answered Yes, for approximately how many hours?

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

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

Please comment briefly on the applicant's qualifications:

NAME OF INDIVIDUAL SUPPLYING REFERENCE:

(Please print)

(Signature)

COMPANY NAME & TELEPHONE NUMBER: _____

COMPANY ADDRESS: _____

TODAY'S DATE: _____

CUT HERE

CUT HERE

Make sure you provide all required additional documents mentioned in ELIGIBILITY on page 2 of the Qualification Information Bulletin.

FOR JOURNEYMAN EXAMINATION APPLICANTS ONLY:

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

No Yes

FOR MASTER EXAMINATION APPLICANTS ONLY:

Do you have a WSSC Journeyman License? No Yes

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

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

License Number: _____

Date Journeyman License Received: _____



EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

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

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

Requirements for exam accommodation requests

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

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

Date: _____ Social Security or ID#: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

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

Email Address: _____

Check any exam accommodations you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (Additional time requested: _____)
- Large-print written examination
- Other _____
- Out-of-State Testing Request (this request does not require additional documentation) _____

Site requested: _____

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121