State of Utah
Plumbing
Candidate Information Bulletin

FREQUENTLY ASKED QUESTIONS

1. **HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to:
   https://www.provexam.com/scheduler.

   You may also call or text 801-733-4455 or toll free at 801-733-4455. Click here for more information about registering.

2. **WHERE CAN I TEST?** You may test at any one of Prov's testing centers. Click here for a current list and directions to each of our Utah testing centers.

3. **HOW MUCH DOES IT COST?** Each written exam has a fee of **$85**, and each practical exam has an exam fee of **$78** These fees are the same whether you are testing for the first time or are retaking an exam.

4. **WHEN DO I GET MY TEST RESULTS?** The results from your written exam will be provided to you at the exam site. Your practical exam results will be sent to you within fifteen (15) days following your practical exam.

5. **WHAT IS ON THE TEST?** Click here for information about the available exams.

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 - **UT DOPL**	For Testing Questions - **Prov**
160 E 300 S, 4th Floor	200 W Civic Center Drive, Suite 160
Salt Lake City, UT 84114	Sandy, Utah 84070
Ph: (801) 530-6628	Call or Text: 801-733-4455
(866) 275-3675 toll-free in UT	Toll Free: 801-733-4455
https://dopl.utah.gov/pl/	www.provexam.com
Hours: 8 a.m. to 5 p.m.	Hours: 6 a.m. to 10 p.m.

GENERAL TESTING INFORMATION

The Division has contracted with Prov, Inc. to administer the following Plumbing exams:

- Utah Plumber Written Exam
- Utah Residential Plumber Written Exam
- Utah Master Plumber Law and Rule
- Utah Plumber Practical Exam

The purpose of this bulletin is to provide you information about taking your licensing exam(s) for the State of Utah. Most candidates will be required to pass BOTH a written and a practical exam in order to become licensed.

EXAM CATEGORIES & FEES

State regulations require that candidates for a plumbing license need to take both a plumbing theory and a plumbing practical examination. For those seeking a residential license, there is a residential plumbing theory examination. If you have previously passed the practical exam, you will not be required to take it again to upgrade your licensing classification.

The written theory exam covers minimum competency in general plumbing knowledge. This includes: The International Plumbing Code (IPC), the general principles of plumbing, and calculations. The practical exam is hands-on to test the candidate's technical knowledge and abilities. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

The written exam has a fee of **$85.** The practical exam also has a fee of **$78** for the exam. These fees are the same whether you are testing for the first time or for a retake.

Note: all candidates are responsible for bringing their own materials on test day. A list of projects and materials can be found later in this Bulletin.

In order to take any of the plumbing licensing exams, you must first meet the minimum requirements for exam eligibility. Before you begin any exam, you will be asked to self-certify, under penalty of perjury, that you meet the necessary requirements to take the exam.

The following are the education and/or experience requirements for each exam eligibility:

Residential Journeyman Plumber

Education	On-the-Job Training
6 semesters or the competency exam equivalence.	**6,000 hours** of residential plumbing experience as a licensed apprentice plumber.
OR	
	12,000 hours of residential plumbing experience as a licensed apprentice plumber.

Journeyman Plumber

Education	On-the-Job Training
7 semesters or the competency exam equivalence.	**6,000 hours** of plumbing experience as a licensed apprentice plumber.
OR	
	16,000 hours of plumbing experience as a licensed apprentice plumber.

Residential Master Plumber

Education	On-the-Job Training
Associate in Applied Science Degree	**2,000 hours** of supervisory plumbing experience as a licensed residential journeyman plumber. (must be a W-2 employee)
OR	
	4,000 hours* of plumbing experience along with **4,000 hours***

	of supervisory plumbing experience as a licensed residential journeyman plumber. (must be a W-2 employee) *These two hour categories may be obtained simultaneously*

Master Plumber

Education	On-the-Job Training
Associate in Applied Science Degree	**2,000 hours** of supervisory plumbing experience as a licensed journeyman plumber. (must be a W-2 employee)
OR	
	4,000 hours* of plumbing experience and **4,000 hours*** of supervisory plumbing experience as a licensed journeyman plumber. (must be a W-2 employee) *These two hour categories may be obtained simultaneously*

If you are uncertain about whether you meet the education and/or training requirements for exam eligibility, you may review the laws and rules that outline the requirements. The Construction Trades Licensing Act (Utah Code 58-55) and the Plumber Licensing Act Rule (Utah Administrative Code R156-55c) are available at: www.dopl.utah.gov.

Note: Exam eligibility and the requirements for licensure may differ. Please be sure you meet all exam eligibility requirements prior to taking exams and be sure to meet all licensing requirements prior to applying for licensure with the Division.

You may also contact the Utah Division of Occupational and Professional Licensing (DOPL) at B5@utah.gov or (801) 530-6628 to request assistance.

TABLE OF CONTENTS

TESTING WITH PROV

The written exam is a computer-based written exam that will be administered at one of Prov's testing centers. Prov's 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/h3T9svnIdLY.

WHERE TO TAKE YOUR EXAM IN UTAH

The **written** exam is available at **twenty-one (21)** testing centers located from Logan to St. George. You also have the option to take the written exam at home using Prov's Examroom® service.

Please note that you will schedule your **practical** exam separately as it is given in only **three (3)** locations: Salt Lake City, Ogden, and St. George. Site addresses, testing availability, and drive directions are provided at the end of this bulletin.

HOW TO REGISTER ONLINE

1. To schedule online, go to:
   https://www.provexam.com/register

2. Use the Dropdown menu under "Select Certifying Body", and select:

   UT Plumbing

3. Under "Select a License/certificate", choose the license (and language) you are seeking (**choose one of the following**):

   o **Journeyman Plumber**
   o **Master Plumber**
   o **Residential Journeyman Plumber**
   o **Residential Master Plumber**

   Then press: **NEXT**

4. Enter the following information into the fields that Enter your information **exactly** as it appears on your government issued ID.
   • Name (First, Middle and Last)
   • Social Security Number
   • Street Address
   • City, State, ZIP Code
   • Email Address
   • Telephone Number

   Then select: **SAVE CHANGES**

5. Select a date, time and location for your exam by using the link labeled:

   📅 Find suitable time and venue

   Note: Although you will register for each exam separately, you may schedule all exams at one time. When selecting the specific exam, you will be

presented with either a list of written testing centers or practical testing centers.

6. Prov's scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** link to check the calendar for a specific 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. If you want to schedule a **second exam,** use the **Schedule Another Test** button and follow steps 5-7 as shown above; otherwise move to step 9 below.

<div style="text-align:center">

SCHEDULE ANOTHER TEST

</div>

9. Proceed to payment. Please enter your form of electronic payment (e.g. MasterCard, Visa, AMEX). If you have provided an email address, the invoice for your exam payment will be automatically emailed to you. This invoice will include information regarding your scheduled date/time.

If you have any problems with online scheduling, you may contact us at (877) 228-3926.

SCHEDULING BY PHONE

To schedule for an exam by phone, candidates should contact Prov toll free at (877) 228-3926. Prov scheduling staff is available 6:00 a.m. through 10:00 p.m. MT, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their full name (first, middle, last), social security number and their address. Once registered in the database, Prov staff will search 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 a confirmation.

CANCEL/RESCHEDULING POLICY

If you need to change or cancel your scheduled exam 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 reschedule or cancel your testing session by the close of business three (3) days prior to your scheduled test date, you will forfeit your exam fees. Any no-show to a scheduled exam will also forfeit exam fees.

PREPARING FOR YOUR EXAMS

The licensing exams that you will take have been designed to test minimum competency in the plumbing field. The test questions and projects have been prepared and reviewed by subject matter experts in collaboration with the Plumber Licensing Board, the Division, and the Provider.

Prov recommends that you prepare for your exam by familiarizing yourself with the subject areas listed in each exam description along with the associated reference materials. You are encouraged to prepare your test materials by highlighting text or placing permanent tabs on important pages.

PURCHASING REFERENCE MATERIALS & STUDY GUIDES

Reference materials for the exams are available from Prov at:

- **Prov Bookstore**

  200 W Civic Center Drive
  Suite 160
  Sandy, Utah 84070
  https://www.provexam.com/shop/
  Toll Free: 877-228-3926

WRITTEN EXAM DESCRIPTIONS

UTAH PLUMBER WRITTEN EXAM		
Passing Score	Time Allowed (hours)	# of Questions
70%	4	100
Basic Valves		2
Drain, Waste, and Vent DWV		20
Fuel Gas		6
Hydronics		5
Indirect & Special Waste		10
Pipe and Fittings		7
Plumbing Drawing		3
Plumbing Fixtures		6
Plumbing Math		9
Plumbing Safety		9
Structural Penetration, Insulation		3
Water Heaters		5
Water Supply		15

References
The following reference material is allowed to be used during the examination:

- **International Fuel Gas Code, 2021**. ISBN: 978-1-60983-966-6. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at https://www.iccsafe.org/.

- **International Mechanical Code, 2021**. ISBN: 978-1-60983-964-2. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at https://www.iccsafe.org/.

- **International Plumbing Code, 2021**. ISBN: 978-1-60983-962-8. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at https://www.iccsafe.org/.

- **Utah Water Quality, Title R317-4, Onsite Water Systems**. https://adminrules.utah.gov/public/rule/R317-4/Current%20Rules.

- **Code of Federal Regulations, Title 29, Labor, Pt. 1926.** https://www.osha.gov/laws-regs/regulations/standardnumber/1926.
  - Subpart C 1926.21
  - Subpart L 1926.451
  - Subpart M 1926.501
  - Subpart P 1926.651
  - Subpart X 1926.1053

- **NFPA 13D - Standard for the Installation of Sprinkler Systems, 2016**. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471

UTAH RESIDENTIAL PLUMBER WRITTEN EXAM		
Passing Score	Time Allowed (hours)	# of Questions
70%	4	90
Basic Valves		2
Drain, Waste, and Vent DWV		20
Fuel Gas		6
Hydronics		4
Indirect & Special Waste		5
Pipe and Fittings		5
Plumbing Drawing		3
Plumbing Fixtures		6
Plumbing Math		6
Plumbing Safety		6
Structural Penetration, Insulation		3
Water Heaters		7
Water Supply		15

References
The following reference material is allowed to be used during the examination:

- **International Fuel Gas Code, 2021**. ISBN: 978-1-60983-966-6. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at https://www.iccsafe.org/.

- **International Mechanical Code, 2021**. ISBN: 978-1-60983-964-2. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at https://www.iccsafe.org/.

- **International Plumbing Code, 2021**. ISBN: 978-1-60983-962-8. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available at https://www.iccsafe.org/.

- **Utah Water Quality, Title R317-4, Onsite Water Systems**. https://adminrules.utah.gov/public/rule/R317-4/Current%20Rules.

- **Code of Federal Regulations, Title 29, Labor, Pt. 1926.** https://www.osha.gov/laws-regs/regulations/standardnumber/1926.
  - Subpart J 1926.354
  - Subpart P 1926.651
  - Subpart P 1926.652

- **NFPA 13D - Standard for the Installation of Sprinkler Systems,** 2016. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

UTAH MASTER PLUMBER LAW AND RULE		
Passing Score	Time Allowed (hours)	# of Questions
75%	2	40
General Statutes / Regulations		12
Labor Laws		4
Other State Regulations		2
Plumbing Specific Regulations		4
Safety		8
Safety Reporting Requirements		4
Utah Code Amendments		6

References
The following reference material is allowed to be used during the examination:

- **Utah DOPL Licensing Act, 58-1**. 58-1 Part 3, and 58-1 part 5. https://le.utah.gov/xcode/Title58/Chapter1/58-1.html.

- **Plumber Licensing Act, Title R156-55c**. https://adminrules.utah.gov/public/rule/R156-55c/Current%20Rules.

- **Utah Construction Trades Licensing Act, 58-55**. https://le.utah.gov/xcode/Title58/Chapter55/58-55.html.

- **Workplace Safety and Security (R614-1-5)**. https://adminrules.utah.gov/public/rule/R614-1/Current%20Rules.

- **Utah Workers' Compensation Act, Chapter 34A-2**. https://le.utah.gov/xcode/Title34A/Chapter2/34A-2.html?v=C34A-2_1800010118000101.

- **Utah Antidiscrimination Act, Chapter 34A-5**. https://le.utah.gov/xcode/Title34A/Chapter5/34A-5.html?v=C34A-5_1800010118000101.

- **Utah Occupational Safety and Health Act, Chapter 34A-6**. https://le.utah.gov/xcode/Title34A/Chapter6/34A-6.html?v=C34A-6_1800010118000101.

- **Utah Centralized New Hire Registry Act, Chapter 35A-7**. https://le.utah.gov/xcode/Title35A/Chapter7/35A-7.html?v=C35A-7_1800010118000101.

- **Utah Labor Commission - Industrial Accidents**. https://adminrules.utah.gov/public/search/R612.%20%20Labor%20Commission,%20Industrial%20Accidents./Current%20Rules.

- **OSHA CFR, Title 29, Part 1926**.
  https://le.utah.gov/xcode/Title15A/Chapter3/15A-3-
  P3.html?v=C15A-3-P3_1800010118000101**.**
  - o   Subpart C 1926.21
  - o   Subpart L 1926.451
  - o   Subpart M 1926.501
  - o   Subpart P 1926.651
  - o   Subpart P 1926.652
  - o   Subpart X 1926.1053
- **Utah Amendments to International Plumbing Code**.
  https://le.utah.gov/xcode/Title15A/Chapter3/15A-3-
  P3.html?v=C15A-3-P3_1800010118000101.

- **Excavators Guide**. Blue Stakes of Utah, Salt Lake City, UT. Available at
  https://www.bluestakes.org/excavators-guide/.

- **Utah Contractor Education Book, 12th Edition**. ISBN: 979-8-9878142-
  0-8. The Home Builder Association of Utah. Available
  at https://provexam.com/bookstore/.

PRACTICAL EXAM DESCRIPTION

The following is a description of the Utah Plumbing Practical exam. Please note that if you have previously completed the residential practical exam shown below as part of your Utah Residential Journeyman license, you will not be required to retake the same Utah plumber practical exam as part of your Residential Master license.

Utah Plumber Practical Exam

Subject Area	Possible Points
Number of Projects	2
Time allowed (hours)	2.5
Subject Area	**Possible Points**
Plastic Assembly	37 pts.
Copper Assembly	37 pts.

Note: One of the two assigned projects will include a rolling offset.

NEW: As of January 1, 2023, candidates are responsible for bringing their own tools and materials to perform the projects. They will not be permitted to share materials during the exam. All materials should be checked prior to use to make sure they are safe and in good working order. If a candidate fails to bring the necessary materials for their exam they will not be permitted to test.

Please bring the following to the practical exam:

- o   Non-programmable non-construction calculator (silent, battery operated, no alphabetical keyboard, no paper tape)
- o   Torch capable of soldering 1" copper assembly project.
- o   1 tape measure
- o   1 tubing cutter (copper)
- o   1 tubing cutter (PVC schedule 40)

- o   1 reamer
- o   1 level with 45 degree reading
- o   1 framing or carpenters square
- o   Tools to perform copper and plastic pipe assemblies
- o   All consumables, including
  - o   Solder/flux
  - o   Primer/solvent cement (for the plastic pipe project)
- o   Safety glasses for soldering*
- o   Project Material (specified below)

*If you do not bring safety glasses to the practical exam, you will NOT be allowed to complete the soldering project and will receive a failing grade on that part.

All candidates will be required to complete one (1) Copper project and one (1) PVC project. Candidates are responsible for bringing all material to complete the projects. Below is the **minimum** material needed to complete the projects.

Copper Project
- o   16" length of 1" Pipe
- o   30" length of 3/4" Pipe
- o   One - 1" x 3/4" cu Tee,
- o   Two - 1" copper caps,
- o   Three - 3/4" copper 45° elbows,
- o   Two - 3/4" copper 90° elbows
- o   One - 3/4" copper MIP adapter

PVC Project
- o   15-3/4" length of 1" Pipe
- o   36" length of 3/4" Pipe
- o   One - 1" x 3/4" PVC Tee,
- o   Two - 1" PVC caps,
- o   Two - 3 - 3/4" PVC 45° elbows,
- o   Two - 3/4" PVC 90° elbows,
- o   One - 3/4" PVC MIP adapter

If material is not cut before arriving to the testing facility, please refrain from bringing anything over 60" long. If the candidate fails to bring the tools and material needed to complete the projects, they may be denied testing and forfeit exam fees or receive a failing grade.

Please **DO NOT** bring the following materials as they will be provided at the exam site.

- o   Scratch paper

TEST DAY RULES AND PROCEDURES

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. Exam instructions will begin 5 (five) minutes before the scheduled test time.

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.

Permitted Items

Candidates are permitted to use the following items during their written or code examinations:

- o **Reference Books**. Please refer to the reference list beneath each examination description for the books or materials that may be used during the test. Both current and previous year code books permitted for use during the exam.
- o **Calculator**. You will be provided with a simple calculator on-screen that you can use during testing. The calculator has add, subtract, multiply, divide, and square root functions.

Proof of Identity

Upon arriving at the testing center, you will be required to show government-issued photo identification. The photo ID must be current and valid. Additionally, the name on your ID must match exactly with the name you provided to Prov at time of scheduling. Please make any corrections to your name prior to your scheduled testing appointment.

Forms of valid photo-bearing ID are a driver's license card, passport, military ID, or permanent resident card. A temporary Utah Driver's License (paper copy) by itself is not sufficient proof of identity. If you currently have a temporary driver's license, you will ALSO need to bring in your recently EXPIRED original driver's license. Together your new temporary driver's license and your expired original license can be used to verify your identity. If you only have the temporary copy or the expired license, you will be refused entry. 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 or a State ID card without a photo that is issued by the DMV.

You will be refused to test by the testing center staff if:

- your name on the testing roster and name on ID do not match exactly
- you do not produce a valid government-issued photo ID
- you refuse to sign the test center log
- you refuse to be photographed

If refused at the testing center, you will be dismissed and forfeit all testing fees for that testing session.

Prohibited Items

No cameras, recorders, cell phones, computers, pagers, tablet computers, music players, smart watches, radios, electronic games, speed square, or any other electronic devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items should be placed in secure storage at the testing facility.

For exam security you may also be **asked to remove** articles of clothing that may pose a security risk such as the following:

- o Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- o Hats or headgear not associated with religious reasons.
- o Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

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 Division will be notified of your dismissal from the exam.

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 exam, or caught using unauthorized

materials during the exam will be reported directly to the Division. Those caught in the act of cheating will be dismissed from the exam and their testing results will be frozen. Furthermore, the candidate will forfeit the exam fees paid. Anyone caught with test questions in their possession, either during or following the exam will be prosecuted by Prov for theft of copyrighted testing materials.

Candidate Civility Expectations

We understand that taking a test can be stressful. Sometimes this stress may cause someone to visibly show their frustration during or after the testing event. While we understand the sources of the stress, we find any action that threatens our proctors or examiners to be unacceptable. If a candidate verbally or physically threatens or assaults any of our proctors or examiners, that candidate may be banned from testing for a time. The candidate's actions will be reported to the licensing board or agency. If any physical harm occurs, civil action may also be taken against the candidate.

RESULTS REPORTING

Upon completion of the written exam you will be provided with results while at the testing center. The results from your practical exam will be mailed to you within fifteen (15) days of test completion.

The written exam is scored and graded against a cut-score of 70%.

The practical exam is scored on a pass/fail basis. If the candidate fails any of the projects, the candidate must retake the entire exam.

PRACTICAL EXAM REVIEW

If a candidate has failed the PRACTICAL exam, the candidate can request a review. The fee for the practical exam review is **$100**. Requests for a practical exam review MUST be made within **21** days of the date when the test was failed. Candidates will meet one on one with an exam rater and will be given the opportunity to ask questions as well as review their projects from the previous exam. Standard exam security practices will be followed. You may not take any notes out of the review session. To pay and schedule a practical exam review please call Prov at 801-733-4455.

RETESTING POLICY

If you fail one or more of the exams, you must wait **thirty (30)** days before retaking the failed exam. However, after **six (6)** failed attempts, you must wait **90** days before each subsequent attempt.

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 877-228-3926 or write to: Prov, Inc., 200 W Civic Center Drive, Suite 160, Sandy, Utah 84070.

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 (877) 228-3926. 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 exam.

WRITTEN EXAM TEST SITE AVAILABILITY

You may take your written exam at any one of Prov's testing centers located from Logan to St. George. You can also take your written exam at home using Prov's Examroom® service.

What is Examroom?

Examroom is a remote test monitoring service that allows you to take your test on your own computer at your home. You schedule the test the same way you would an in-person testing site; by selecting your preferred test date and time. Then, on test day, you log into the Examroom website and request to start your

exam. A test proctor will greet you over your computer, will verify your identity, take your picture, and observe you throughout the testing process.

How to decide whether to use Examroom? **Not every computer system is capable of taking a test on Examroom.** The following are the MINIMUM requirements that your computer system would need to meet in order to qualify to take your test using the Examroom service:

- Operating system on computer needs to be recent (less than 3-4 years old)
- Works on a MAC, PC, or Chromebook
- Need either a Chrome or Firefox browser (Chrome works best)
- Need a functioning computer web-camera and microphone
- Need a good consistent Internet connection capable of **uploading** files in excess of 3 Mbps

Please use the following links to do a system check **before you schedule** your exam to make sure your computer system will allow you to take a test using this system.

https://examroom.ai/systemtest/

When prompted "Permission to access camera and microphone", you must click "Allow".

If your system does not allow you to test at home, don't worry, we have some great testing locations that are not too far away.

Fixed Testing Locations

The sites shown below are fixed locations where you make take your **written** exam. The asterisk (*) on the chart shows which days of the week the exams are available for scheduling. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location.

Location	Monday	Tuesday	Wednesday	Thursday	Friday
Cedar City – STC	*	*	*	*	*
Cedar City - SUU	*	*	*	*	
Ephraim - USUE	*	*	*	*	*
Herriman - SLCC/H	*	*	*	*	*
Kanab - USUK	*	*		*	
Layton – PTCL	*	*	*	*	*
Logan – BTC	*	*	*	*	*
Logan – USUL					*
Nephi - USUN	*	*	*	*	*
Ogden – OWTC	*	*	*	*	*
Ogden – WSU	*	*	*	*	*
Orem – UVU	*	*	*	*	
Price – USUP	*	*			
Provo – PTCP	*	*	*	*	*
Richfield – SC/R	*	*	*	*	*
Salt Lake City – SLCC/SC	*	*			
Sandy - PTCS	*	*	*	*	*
St. George - PTCSG	*	*	*	*	*
St. George – UTU	*	*	*	*	*
Taylorsville – SLCC/RW	*	*	*	*	*
West Jordan – SLCC/WJC	*	*	*	*	

<div style="text-align:center">FIXED TEST SITE LOCATIONS</div>

Northern Utah

1. **Prov Testing Center - Layton**
   Testing Services
   1776 N. Hill Field Road, Suite 1
   Layton, UT 84041
   (Written & Practical)

2. **Bridgerland Technical College - Logan**
   Assessment Center
   1301 N 600 W
   Logan, UT 84321
   (Written only)

3. **Utah State University** - **Logan**
   Professional Testing Center
   0118 Old Main Hill, Room 115
   Logan, UT 84322
   (Written only)

4. **Ogden Weber Technical College - Ogden**
   Business & Information Technology, Room 200 N Washington Blvd,
   Ogden, UT 84404
   (Written Only)

5. **Weber State University - Ogden**
   Testing Services - Stewart Library Testing Center
   3921 Central Campus Drive, Room 110
   Ogden, UT 84408
   (Written only)

6. **Utah State University - Nephi**
   Testing Center
   346 East 600 North, Basement
   Nephi, UT 84648

7. **Prov Testing Center - Provo**
   Testing Services
   2255 N. University Parkway, Suite 11
   Provo, UT 84604
   (Written & Practical)

8. **Salt Lake City Community College - South**
   South City Testing Services
   1575 State St, Room 2-187
   Salt Lake City, UT 84115
   (Written only)

9. **Prov Testing Center – Sandy**
   10645 S. State Street
   Sandy, UT 84070
   (Written & Practical)

10. **Salt Lake Community College - West Jordan**
    West Jordan Testing Services
    3491 W. Wights Ft Rd, Health Science, 054
    West Jordan, UT 84088
    (Written only)

11. **Salt Lake Community College - Taylorsville/ Redwood**
    Testing Services – LIB 017
    4600 South Redwood Road
    Taylorsville, UT 84130
    (Written only)

12. **Salt Lake Community College** - **Herriman**
    Testing Center
    14551 S Sentinel Ridge Boulevard
    Herriman, UT 84096
    (Written only)

13. **Utah Valley University** - **Orem**
    UVU Testing Services
    1165 West 800 South, Room 114
    Orem, UT 84058
    (Written only)

Central Utah

14. **Utah State University - Ephraim**
    Testing Services
    325 West 100 North
    Ephraim, UT 84627
    (Written only)

15. **Utah State University Eastern - Price**
    Testing Services
    451 East 400 North
    Reeves Building #114
    Price, UT 84501
    (Written only)

16. **Snow College** - **Richfield**
    Testing Center
    200 South 800 West, Room 130 (Washburn)
    Richfield, UT 84701
    (Written only)

Southern Utah

17. **Utah State University - Kanab**
    Testing Center
    733 South Cowboy Way
    Kanab, UT 84741
    (Written only)

18. **Southern Utah University - Cedar City**
    Testing Services
    351 W University Blvd, Room 211
    Cedar City, UT 84720
    (Written only)

19. **Southwest Technical College**
    Testing Services
    757 West 800 South
    Cedar City, UT 84720
    (Written only)

20. **Prov Testing Center - St. George**
    Testing Services
    2654 E. Redcliffs Drive, Suite G
    St. George, UT 84790
    (Written & Practical)

21. **Utah Tech University**
    Testing Center
    46 South 1000 East
    St. George, UT 84770
    (Written Only)

<div style="text-align:center">PRACTICAL EXAM LOCATIONS</div>

The practical exam is delivered in **Salt Lake Community** once per month, **St. George** once per month, and in **Ogden** twice per month.

Practical exams need to be scheduled seven (7) days in advance. Please see the site locations below.

Practical exams in **Salt Lake City** are held at -

> Salt Lake Community College - Redwood Campus
> Construction Trades Building - Room 134
> 4600 S. Redwood Road
> Salt Lake City, UT 84129

Practical exams in **Ogden** are held at -

> Weber Technical College
> 200 N. Washington Blvd
> Practical Testing Services, Business Technology Building, Room MT-120
> Ogden, UT 84404

Directions:
Take Exit 344 for 12th Street. Keep right, then merge onto 12th Street heading east. Turn left onto Washington Blvd, heading north. Turn right onto Tech College Drive, then right again onto Tech College Circle. The Manufacturing Technologies Building will be on your left, located at the southeast corner of campus. Enter through the back of the building, next to the large garage door. Proceed to Testing Room MT 120.

Practical exams in **St. George** are held at -

> Dixie Technical College
> Testing Center - Bldg. C
> 610 S. Tech Ridge Drive
> St. George, UT 84770

Directions and Parking:
From Northbound I-15, take Exit 8 and turn left onto

St. George Blvd. Travel west on St. George Blvd for 2.1 miles to Bluff Street. Continue through the intersection onto Tech Ridge Drive. Travel south (up the hill) for 0.6 miles. Turn left to stay on Tech Ridge Drive. Continue south past Building A on the right, then take the next right into the parking lot. The entrance is on the east side of Building C.

From Southbound I-15, take Exit 8 and turn right onto St. George Blvd. Travel west on St. George Blvd for 2.0 miles to Bluff Street. Continue through the intersection onto Tech Ridge Drive. Travel south (up the hill) for 0.6 miles. Turn left to stay on Tech Ridge Drive. Continue south past Building A on the right, then take the next right into the parking lot. The entrance is on the east side of Building C.

<div style="text-align:center">TEST SITE INSTRUCTIONS</div>

Written test site instructions are attached to this document that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.

Prov✓ Candidate Instructions Handout

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.
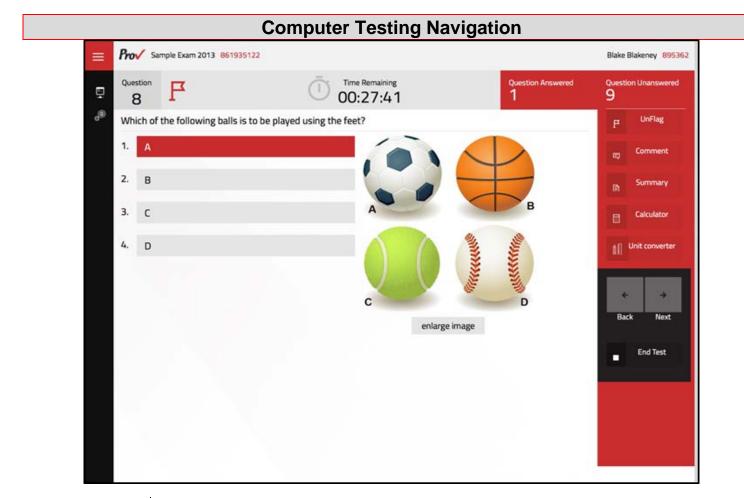
Reference Rules for Open Book Exams

- 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 in pen only, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- 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 Board. 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.

- **NO TALKING**
- **NO EATING**
- **NO DRINKING**
- **NO TOBACCO USE**
- **NO CELL PHONES**
- **NO ELECTRONIC DEVICES**
- **NO VISITORS**
- **NO CHEATING**
- **NO TAKING NOTES**
- **NO MARKING IN BOOKS**

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

Computer Testing Navigation

Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when **Time Remaining** reaches 0:00.
Selecting your answer	Use your mouse to select a number (**1**, **2**, **3**, or **4**). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the **Flag** Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking **Summary**.
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the **Comment** button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your examination handbook for more information on how comments are processed.
Moving to a different question	Use your mouse to select the **Next** or **Back** buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys (← →) to move forward and backward through the test.
Reviewing your progress	Press the **Summary** button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press **End Test** button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.