



State of Utah Electrical Candidate Information Bulletin

IMPORTANT NOTICE:

CHANGES TO THE ELECTRICIAN LICENSING EXAMINATIONS
STARTING JANUARY 1, 2026

Journeyman Electrician (including **Residential**) license candidates will be required to be preapproved for testing by the training school where they received their formal education. This means that once you (the license candidate) submit your registration, you will be required to wait for your school to approve your application for testing. Once the school has given its approval, then you (the testing candidate) will be able to schedule for your examinations. This approval is only required for the first time you apply for testing.

Journeyman Experience Verification

When applying to take the test, you will need to be prepared to upload your verification of electrical experience form found using the hyperlink below:

<https://commerce.dev.utah.gov/wp-content/uploads/2025/12/Verification-of-Electrician-Experience-page4.pdf>

Journeyman Trained Out of State

If you received your training **out-of-state**, then you will also be required to upload your transcripts from your training school or education provider.

FREQUENTLY ASKED QUESTIONS

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

You may also call us 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 combined Theory & Code exam has a fee of **\$85**. Practical exams are **\$25 per section**. These fees are the same whether you are testing for the first time or are retaking an exam. The practical exam cost is the same whether taking all or only one of the tasks.

- 4. WHEN DO I GET MY TEST RESULTS?** The results from your code and theory exams 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. ARE THERE ANY STUDY AIDS?** Yes, in our [bookstore](#) we sell practice exams to help you prepare for your test.
- 6. WHAT IS ON THE TEST?** [Click here](#) for information about the available exams.
- 7. ARE THERE ANY UNIQUE POLICIES FOR THE PRACTICAL EXAMS ?** Yes. A) Candidates only need to pass each task once. If you pass a task on one day of testing but fail a separate task, you will only be required to retest on the tasks you failed. B) You will be allowed to take all scheduled tasks even if you fail a different on the same day, and C) the tests are available at Prov's four (4) Utah testing centers.

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
160 E 300 S, 4th Floor
Salt Lake City, UT 84114
Ph: (801) 530-6628
(866) 275-3675 toll-free in UT
<https://dopl.utah.gov/el/>
Hours: 8 a.m. to 5 p.m.

For Testing Questions -
Prov
200 W Civic Center Drive
Suite 160
Sandy, Utah 84070
Phone: (801) 733-4455
www.provexam.com
Hours: 6 a.m. to 10 p.m.

GENERAL TESTING INFORMATION

Prov will be administering the following electrical examinations:

- Journeyman Examination
- Residential Examination
- Master Law and Rules Examination
- Utah Electrician Practical
- Utah Residential Electrical Practical

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 all three exams (code, theory, and practical) in order to become licensed. **Note:** Master Electrician and Residential Master Electrician candidates do not need to retake the practical if they passed the respective Utah Electrician practical when earning their Journeyman licenses.

EXAM CATEGORIES & FEES

Most candidates seeking licensure in the State of Utah must successfully pass three (3) exams. The code and theory exams cover minimum competency in general electrical knowledge. This includes: The National Electrical Code (NEC), the application of electrical theory, 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 code, theory, and practical exams each have a fee of **\$85**. The fee is the same whether you are testing for the first time or for a retake, whether you are taking one practical task or all practical tasks.

EXAM PRE-QUALIFICATIONS

In order to take any of the electrical 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 exam eligibility:

Residential Journeyman Electrician	
Education	On-the-Job Training
Completion of a 2 year (min. 288 classroom hours) electrical apprenticeship education program or the competency exam equivalence	3,000 hours of residential electrical experience as a licensed apprentice electrician.
OR	
	8,000 hours of residential electrical experience as a licensed apprentice electrician.

Journeyman Electrician	
Education	On-the-Job Training
Completion of a 4 year (min. 576 classroom hours) electrical apprenticeship education program or the competency exam equivalence	6,000 hours of electrical experience as a licensed apprentice electrician.
OR	
	16,000 hours of electrical experience as a licensed apprentice electrician.

Residential Master Electrician	
Education	On-the-Job Training
Bachelors or Master Degree in Electrical Engineering with EAC/ABET accreditation	2,000 hours of residential electrical experience as a licensed apprentice electrician.
OR	
	4,000 hours of residential electrical experience as a licensed residential journeyman electrician.

Master Electrician	
Education	On-the-Job Training
Bachelors or Master Degree in Electrical Engineering with EAC/ABET accreditation	2,000 hours of electrical experience as a licensed apprentice electrician.
OR	
Associate Degree in Applied Science	4,000 hours of electrical experience as a licensed journeyman electrician.
OR	
	8,000 hours of electrical experience as a licensed journeyman electrician.

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 Electricians Licensing Act Rule (Utah Administrative Code R156-55b) 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.

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TESTING WITH PROV

The code and theory exams are computer-based written exams 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/h3T9svnlDLy>

WHERE TO TAKE YOUR EXAM IN UTAH

The **written** exams are available at **twenty-one (21) testing centers** located from Logan to St. George. You also have the option to take the code and theory exams at home using Prov’s **Examroom®** service.

Please note that you will schedule the **practical** exam separately as it is given at separate times and locations from the Theory and Code exams. Site addresses, testing availability, and drive directions are provided at the end of this bulletin.

HOW TO REGISTER ONLINE

- To schedule online, go to: https://scheduler.provexam.com/#/pages/schedule_test
- Use the Dropdown menu under “Select Certifying Body”, and select:

UT Electrical

3. Under “Select a License/certificate”, choose the license (and language) you are seeking (**choose one of the following**):
 - Journeyman Electrician
 - Master Electrician
 - Residential Journeyman Electrician
 - Residential Master Electrician

Then press: **NEXT**

4. 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**

Once your registration has been submitted, you will see a notice indicating that your test has been submitted to your school for training verification approval. Once you have received notice of approval, you may return to the Provexam website and resume scheduling.

Resume Registration

When you receive notification that you can continue to schedule your exam, you must log back into Prov’s website at the following URL:

<https://scheduler.provexam.com/#/pages;icode=en-us/scheduler>

Enter your CandidateID or Email, then enter your last name. You will then be taken to a screen you can use to schedule your exams.

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



Candidates taking a practical exam will register for the individual tasks that they need to take. The scheduling system is set up so that if you select ANY

practical exam portion and schedule it, ALL of the practical exam parts that are still needed for your license will be added to your shopping cart automatically.

The exam below shows several practical tasks for the Residential Electrician Practical.

UT - 4-way Light Switch UT - Electrical Practical	Eligibility StartDate 29/Mar/2021	Find suitable time
UT - Motor Control UT - Electrical Practical	Eligibility StartDate 29/Mar/2021	Find suitable time
UT - Schematic Plan UT - Electrical Practical	Eligibility StartDate 29/Mar/2021	Find suitable time
UT - Torque Settings UT - Electrical Practical	Eligibility StartDate 29/Mar/2021	Find suitable time

To schedule a practical exam appointment, select any of the practical tasks shown by selecting the link titled **Find Suitable Time and Venue**.

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 **Add to Cart**.
- If you have added a Practical Exam task, all other incomplete practical exam tasks will also be added to the 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.

SCHEDULE ANOTHER TEST

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 (801) 733-4455.

SCHEDULING BY PHONE

To schedule an exam by phone, candidates should contact Prov toll free at (801) 733-4455. 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 electrical field. The test questions and projects have been prepared and reviewed by subject matter experts in collaboration with the Electrician 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.

LICENSING EXAM DESCRIPTIONS – AFTER AUG 1, 2025

Beginning on August 1, 2025, the following three examinations (**Journeyman**, **Master Law and Rules**, and

Residential) will be replacing the existing code and theory examinations.

JOURNEYMAN ELECTRICIAN		
Passing Score	Time Allowed (mins)	# of Questions
75%	240	100
Conductors & Cables		7
Current		6
Definitions & General Requirements		6
Grounding & Bonding		10
Lighting & General Use Equipment		7
Motors & Controllers		6
Overcurrent Protection		9
Power		5
Raceways & Enclosures		7
Resistance		6
Services, Feeders & branch Circuits		8
Special Occupancies & Equipment		6
State Laws & Rules		4
Voltage		6
Voltage Drop		7

References

- **NFPA 70 - National Electrical Code 2023**, 2023. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **Ugly’s Electrical References**, 2023. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776.
- **Title 58. Occupations and Professions | Chapter 1. Division of Professional Licensing Act | Part 3 and Part 5 | sections 301 & 501.** https://le.utah.gov/xcode/Title58/Chapter1/58-1.html?v=C58-1_1800010118000101
- **Department of Commerce | Division of Professional Licensing | General Rule of the Division of Professional Licensing, R156-1 Sections 102, 308, 309.** <https://adminrules.utah.gov/public/rule/R156-1/Current%20Rules?searchText=R156-1>
- **Department of Commerce | Division of Professional Licensing | Electricians Licensing Act Rule, R156-55b**, 2020. <https://adminrules.utah.gov/public/search/R156-55b/Current%20Rules>
- **Title 58. Occupations and Professions | Chapter 55. Utah Construction Trades Licensing Act.** <https://le.utah.gov/xcode/Title58/Chapter55/58-55.html> <https://le.utah.gov/xcode/Title58/Chapter55/58-55.html>

MASTER ELECTRICIAN RULE AND LAWS		
Passing Score	Time Allowed (mins)	# of Questions
75%	240	80
Communications Systems		1

Conductors & Cables	3
Construction Trades Licensing Act	7
Current, Resistance, Voltage Drop	8
Definitions & General Requirements	1
DOPL Licensing Act	8
Electricians Licensing Act, Administrative Rule	7
General DOPL Licensing Laws, Administrative Rule	7
Grounding & Bonding	5
Lighting & General Use Equipment	1
Motors & Controllers	2
NFPA 70E	5
Overcurrent Protection	2
Raceways & Enclosures	1
Services, Feeders & Branch Circuits	4
Special Conditions	2
Special Occupancies & Equipment	3
Utah Health and Safety	2
Utah Labor Code	5
Utah Occupational Health and Safety	2
Utah NEC Amendments	4

References

- **NFPA 70 - National Electrical Code 2023**, 2023. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **NFPA 70E - Standard for Electrical Safety in the Workplace**, 2024. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **Ugly's Electrical References**, 2023. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776.
- **State Construction and Fires Codes Act Title 15A, Chap 3, Part 6, Section 601 15A-3-601(1)**. https://le.utah.gov/xcode/Title15A/Chapter3/15A-3-S601.html?v=C15A-3-S601_2025070120250507
- **Title 58. Occupations and Professions | Chapter 1. Division of Professional Licensing Act | Part 3 and Part 5 | sections 301 & 501**. https://le.utah.gov/xcode/Title58/Chapter1/58-1.html?v=C58-1_1800010118000101
- **Title 58. Occupations and Professions | Chapter 55. Utah Construction Trades Licensing Act**. <https://le.utah.gov/xcode/Title58/Chapter55/58-55.html> <https://le.utah.gov/xcode/Title58/Chapter55/58-55.html>
- **Department of Commerce | Division of Professional Licensing | Electricians Licensing Act Rule, R156-55b**, 2020. <https://adminrules.utah.gov/public/search/R156-55b/Current%20Rules>
- **Department of Commerce | Division of Professional Licensing | General Rule of the Division of Professional Licensing, R156-1 Sections 102, 308, 309**. <https://adminrules.utah.gov/public/rule/R156-1/Current%20Rules?searchText=R156-1>

- **Utah Labor Commission | Occupational Safety and Health, R614-1-5**. <https://adminrules.utah.gov/public/rule/R614-1/Current%20Rules?searchText=R614-1>
- **Utah Labor Commission - Industrial Accidents**. Department of Commerce | Division of Professional Licensing | Utah Office of Administrative Rules. <https://adminrules.utah.gov/public/rule/R602-2/Current%20Rules>
- **Occupational Safety and Health Administration (2025). 29 CFR Part 1910, Subpart I - Personal Protective Equipment, Section 1910.132, 1910.133, 1910.134**. U.S. Department of Labor. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910>

RESIDENTIAL ELECTRICIAN EXAMINATION		
Passing Score	Time Allowed (mins)	# of Questions
75%	240	100
Conductors & Cables		7
Current		6
Definitions & General Requirements		5
Grounding & Bonding		9
Lighting & General Use Equipment		7
Overcurrent Protection		8
Pools, Photovoltaic & Wind		7
Power		6
Raceways & Enclosures		5
Resistance		6
Services, Feeders & Branch Circuits		8
State Laws & Rules		4
Voltage		6
Voltage Drop		6

References

- **NFPA 70 - National Electrical Code 2023**, 2023. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.
- **Ugly's Electrical References**, 2023. Jones and Bartlett Publishers, 40 Tall Pine Dr., Sudbury, ME 01776.
- **Title 58. Occupations and Professions | Chapter 1. Division of Professional Licensing Act | Part 3 and Part 5 | sections 301 & 501**. https://le.utah.gov/xcode/Title58/Chapter1/58-1.html?v=C58-1_1800010118000101
- **Department of Commerce | Division of Professional Licensing | General Rule of the Division of Professional Licensing, R156-1 Sections 102, 308, 309**. <https://adminrules.utah.gov/public/rule/R156-1/Current%20Rules?searchText=R156-1>
- **Department of Commerce | Division of Professional Licensing | Electricians Licensing Act Rule, R156-55b**, 2020. <https://adminrules.utah.gov/public/search/R156-55b/Current%20Rules>
- **Title 58. Occupations and Professions | Chapter 55. Utah Construction Trades Licensing Act**. <https://le.utah.gov/xcode/Title58/Chapter55/58-55.html>

[55.html https://le.utah.gov/xcode/Title58/Chapter55/58-55.html](https://le.utah.gov/xcode/Title58/Chapter55/58-55.html)

PRACTICAL EXAM DESCRIPTIONS

In 2020, Prov, in conjunction with DOPL reviewed and revised the requirements for the two practical examinations; Electrician and Residential Electrician.

The following changes will be made for those taking the examination:

- 1) Tasks only need to be completed once. If you pass a task, you will not have to pass that task again. If you do need to retest on an unsuccessful task, you will only need to select and pass that task or tasks.
- 2) You will be allowed to complete all of the tasks on your day of testing.
- 3) Practical exams will now be delivered weekly at Prov’s testing centers throughout Utah in Layton, Sandy, Provo and St. George. This will nearly double Prov’s monthly capacity allowing you to retest sooner.

The following are the descriptions of the practical exams. Please note that if you have previously completed the residential practical exam shown below as part of your Residential Journeyman license, you will not be required to retake the same practical exam as part of your Residential Master license.

Utah Residential Electrician Practical Exam

Number of Tasks	4
Time allowed (Minutes)	95

Tasks

- Torque setting* (5 min)
- Evaporative Cooler Motor Wiring (**residential**) (use of schematic diagram) (30 min)
- 4-way & 3-way Light Switch Wiring (30 min)
- Schematic Reading & Wiring (30 min)

Candidates are responsible for bringing their own tools 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.

Please bring the following to the practical exam:

- One continuity tester or multi meter
- One straight blade screwdriver
- One pair of long nose pliers
- One pair of side cut pliers

- One pair of wire strippers
- Safety glasses
- Cut-resistant gloves

*Prov will provide the torque wrench for use while testing.

Each task is scored on a pass/fail basis. Once you pass a task you no longer need to take that task. You must successfully pass all of the tasks before being considered for licensure. However, you may pass the tasks over a period of testing days if necessary.

Please note that if you have previously completed the practical exam shown below as part of your Journeyman license, you will not be required to retake the same practical exam as part of your Master license.

Utah Electrician Practical Exam

Number of Tasks	6
Time allowed (minutes)	130

Subject Area

- Torque setting* (5 min)
- Transformer termination ‡ (5 min)
- Conduit bending ‡ (30 min)
Candidates will bend two pieces of conduit using a **3 & 4 point** bends
- Motor Control (**commercial**) ‡ (use of ladder diagram) (30 min)
- 4-way & 3-way switch wiring (30 min)
- Schematic reading & wiring (30 min)

‡ These additional tasks are required if upgrading from the Residential Electrician licenses.

Candidates are responsible for bringing their own tools 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.

Please bring the following to the practical exam:

- Two 5-foot pieces of ½-inch EMT conduit
- One ½-inch EMT bender
- One continuity tester or multi meter
- One ½-inch conduit reamer
- One straight blade screwdriver
- One pair of long nose pliers
- One pair of side cut pliers
- One pair of wire strippers
- One hacksaw or cordless saw
- One tape measure
- One pencil or marker
- Non-digital torpedo level
- Safety glasses
- Cut-resistant gloves

*Prov will provide the torque wrench for use while testing.

All of the tasks, except for conduit bending, are scored on a pass/fail basis. Once you pass a task you no longer need to take that task. You must successfully pass all of the tasks before being considered for licensure. However, you may pass the tasks over a period of testing days if necessary.

Conduit bending tasks are scored on a point basis with point deductions occurring based on errors related to straight, plumb, or level as well as conduit bending best practices.

Notes about all of the tasks:

- **Torque setting** requires the identification of the grade of a provided to the candidate using a chart provided at the examination. Also requires setting a 5-80 lb torque wrench to the appropriate setting based on the torque requirements
- **Transformer termination** requires matching the various conductors to their appropriate points on a Delta-Wye transformer
- **Conduit bending** requires the candidate to fit a length of conduit between two fixed junction boxes. Candidates are evaluated on their workmanship which includes box offsets, obstruction clearance tolerances, and performing either a 3-point and 4-point bend over an obstruction. (both are required to be demonstrated but between different junction boxes). It is not necessary to have a factory end on the finished product and the candidate can field fit the conduit as needed.
- **Motor control** tasks require the candidate to read a ladder diagram and wire a motor control (commercial), or a schematic diagram to wire an evaporative cooler motor connection (residential). Note the tasks vary in complexity based on whether the candidate is testing for an unlimited or residential license.
- **4-way & 3-way** light switch wiring. Candidates will install both a 3-way and 4-way light switch so that they operate properly in conjunction with each other.
- **Schematic reading** involves using the schematic drawing on a doorbell so that it functions as requested
- **Acceptable saws are:**
 - Hacksaw
 - Cordless reciprocating saw
 - Cordless band saw

No other types of saws are acceptable

The motor control, light switch, and schematic reading tasks will need to be completed **WITHOUT** energizing the project. Once the candidate is ready for testing of the project, the examiner will inspect the wiring. If the wiring is deemed to be safe, the examiner will energize the project and will test the project's functions. If the examiner feels the wiring will lead to a short circuit which may damage the equipment or lead to an unsafe condition, the examiner will not energize the project, will ask the candidate to break down the project and will direct the candidate to a next project. Reworking the project after the examiner evaluates the project is not allowed. Once the candidate requests inspection, the test for that task is over.

Safety Equipment

Designated personal protective equipment must be worn were appropriate during all exam tasks.

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. 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 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.

Permitted Items

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

- **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 are permitted for use during the exam. *No references may be used during the Practical examination.
- **Calculator.** The calculator permitted in the testing venue is linked here: <https://testconsole.provexam.com/#/pages/calculatorpage>. Please take time to Practice using it prior to your exam. No other calculators will be permitted.

Prohibited Items

No cameras, recorders, cell phones, computers, pagers, tablet computers, music players, smart watches, radios, electronic games, 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:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- 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.

If you violate any of these procedures during testing, your test will be stopped, your test be graded as failed, you will forfeit your testing fees, and you will be reported to your licensing board, which typically ends in a 12-month testing moratorium.

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 code and theory exams, 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.

All code and theory exams will be scored and graded against a cut-score of 75%.

Each exam is scored separately, and a passing score is required on each exam in order to qualify for licensure.

The practical exams are scored on a pass/fail basis. If the candidate fails on any of the projects, the candidate must retake only the specific projects that were failed.

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 **120** 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 801-733-4455 or write to: Prov, Inc., 150 W Civic Center Drive, Suite 601, Sandy, UT 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 (801) 733-4455. 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.

CODE AND THEORY EXAM TEST SITE AVAILABILITY

You may take the code and theory exams at any one of Prov's testing centers located from Layton to St. George. You can also take the code and theory exams at home using Prov's Examroom® service.

What is Examroom?

Examroom is a remote test monitoring service that allows you to take the 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, 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 in order to qualify to take the 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 link to do a system check **before you schedule** the exam to make sure your computer system will support testing using the Examroom Service.

<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.

Remote testing is offered as a convenience to you to help you take your test without having to travel. However, by choosing to test remotely, you are agreeing to abide by the following conditions:

1. You will need to be in a quiet, distraction free environment.
2. You need to be sitting at a table, desk, or counter.
3. Your table or desk needs to be completely clear of anything you are not permitted to use during testing; no papers, notes, non-testing books, practice exams, water bottles, drinks, food, etc.
4. All non-testing electronic equipment needs to be removed from the room; 2nd monitors, calculators, additional cell phones, etc.
5. Your area under your table, desk, or chair needs to be clear of everything; blankets, pillows, papers, backpacks, boxes, etc.
6. Your work area needs to be obstruction free so that we can see you, your arms and hands, throughout the entire testing process.
7. You are not permitted to have anyone in the room with you, nor can you receive any aid from anyone during the test.
8. You are not permitted to access any other website during testing unless directed by the system to do so.
9. If requested to download a special extension on your computer, you will not tamper with the extension or try to disable it while testing.

If you are unable to have a testing environment that meets these conditions, we may deny you the ability to test remotely, and we will reschedule you at one of our in-person testing center.

Fixed Testing Locations

The sites shown below are fixed locations where you may take your **code and theory** exams.

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
Layton – PTCL	*	*	*	*	*
Provo – PTCP	*	*	*	*	*
Sandy - PTCS	*	*	*	*	*
St. George - PTCSG	*	*	*	*	*

FIXED TEST SITE LOCATIONS

Northern Utah

1. **Prov Testing Center - Layton**
 Testing Services
 1776 N. Hill Field Road, Suite 1
 Layton, UT 84041
(Written & Practical)
2. **Prov Testing Center - Provo**
 Testing Services
 2255 N. University Parkway, Suite 11
 Provo, UT 84604
(Written & Practical)
3. **Prov Testing Center – Sandy**
 10645 S. State Street
 Sandy, UT 84070
(Written & Practical)

Southern Utah

4. Prov Testing Center - St. George

Testing Services

2654 E. Redcliffs Drive, Suite G

St. George, UT 84790

(Written & Practical)

TEST SITE INSTRUCTIONS

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.

Pro[✓]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 Pro[✓] 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 Pro[✓] for theft of copyrighted testing materials.

In the next few days, Pro[✓] 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.