

Professional Licensing Boards Division
**Georgia Construction
Industry Licensing Board**

*Division of
Master and Journeyman Plumbers*

Licensure Examinations

***Candidate Information
Handbook***

October 2022

Examination Development and Testing Unit



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The Professional Licensing Boards Division does not discriminate among candidates based on age, gender, race, religion, or national origin. The Professional Licensing Boards Division also does not discriminate among mentally or physically challenged candidates.

The Examination Development and Testing Unit gratefully acknowledge the assistance of other state licensing programs in the development of this Candidate Information Handbook. Portions of this Handbook were based on Candidate Information Handbooks of other states.

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Introduction

The Division of Master and Journeyman Plumbers of the Georgia Construction Industry Licensing Board was created by the Georgia legislature to protect the public by taking steps to ensure that Master and Journeyman Plumbers are competent in their profession. To achieve this goal, minimum standards and requirements were established by the Board for entry into the profession. Passing the examination is one of the requirements for obtaining a Master or Journeyman Plumber License.

Please review this Handbook thoroughly. It provides a good overview of the exam process and content.

Examination Administration

Examinations are Computer Based Tests that are given at PSI Test Centers located throughout the Southeast. The examinations are administered by appointment only Monday through Saturday. Available dates are provided when you schedule your examination. Appointment times may vary by location, and candidates are scheduled on a first-come, first-served basis.

Online Resources

Visit PSI's website for more information:

Video - PSI Test Center Experience:
<https://psi.wistia.com/medias/3321yp1ic8>

Exam Tutorial:
<http://candidate.psiexams.com/tutorial.jp>

Registration deadlines:
<http://schedule.psiexams.com>

FAQs:
<https://candidate.psiexams.com/faqs/faqs.jsp>

Questions about scheduling your exam

should be directed to PSI Candidate Services at 855-898-0711.

Questions about a professional licensing

should be directed to the Board Office, 237 Coliseum Drive, Macon, GA 31217, 404-424-9966.

Veteran's Preference Points

Georgia law [General Provisions, O.C.G.A. § 43-1-9.(1)(2)(3)] provides that Veterans meeting certain conditions are eligible for five or ten points to be added to their examination scores.

You may be eligible for Veteran's Preference Points to be added to your examination scores if you have served on active duty in the Armed Forces, Reserves, or the National Guard during wartime or during any conflict when military personnel were committed by the President.

The law provides that you may also qualify for Veteran's Preference Points if you were discharged for injury or illness incurred in the line of duty and your disability is officially rated. Click this link for additional information:

[Veteran's Preference Points.](#)

To apply for Veteran's Preference Points, submit a copy of your DD 214 form to Exam Development and Testing Unit, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, GA 31217.

Accommodations for Candidates with Disabilities

PSI complies with the Americans with Disabilities Act and strives to ensure that disabled individuals have the opportunity to take the examination.

Disabled persons who require accommodations must complete the *Request for Disability Guidelines* form. This form can be downloaded from the Board's website - [REQUEST FORM](#) - or call 404-424-9966 to request the form.

If you are requesting accommodations, contact PSI at 855-898-0711 to assist you with scheduling your examination appointment.

Wheelchair access is available at all PSI Test Centers.



Scheduling an Examination Appointment

You must be approved by the Board to sit for an examination. If you have not received notice that you have been approved, you will be unable to schedule an examination appointment with PSI.

The Board will notify PSI of your approval to sit for the exam. In turn, PSI will send you a confirmation notice with information on how to register and schedule your examination.

PSI's instructions will direct you to visit <http://schedule.psiexams.com> or to call PSI at 855-898-0711 (toll free) to schedule your examination appointment. PSI's phones are answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday, and 8:30 a.m. to 5:00 p.m. on Saturday.

If you contact PSI by 3:00 p.m. Central Time on	Depending on availability, your examination may be scheduled as early as...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday or Saturday
Thursday	Monday
Friday	Tuesday

Inclement Weather, Power Failure

In the event of inclement weather or emergencies on the day of your exam, PSI will determine if circumstances warrant the cancellation, and subsequent rescheduling, of the examination. If the Test Center personnel open the Test Center, the exam is usually not rescheduled.

Visit www.psionline.com/openings prior your scheduled appointment to see if any Test Centers have reported closing. Should a Test Center close, you will be notified regarding procedures to reschedule or re-register.

If a Test Center loses power during an examination, your examination will be restarted. Examination question responses entered up to the point of the power interruption will be saved, but for security reasons, the questions will be randomly resorted upon the restart.

Rescheduling or Canceling an Examination

Exam fees are non-refundable. However, you may reschedule an examination once at no charge online at <http://schedule.psiexams.com> or by calling PSI at 855-898-0711. You must reschedule **at least 2 business days prior to** a scheduled examination appointment. Review the chart below:

If the examination is scheduled on...	PSI must be contacted by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

The following situations will result in forfeiture of your appointment time and paid fees, and you must re-register and pay the exam fee again to sit for the exam:

- Arriving more than 15 minutes after your exam has begun.
- Not showing up for the exam appointment.
- Canceling your appointment after your registration has been submitted.

Failing to Report for an Examination

If you fail to report for an examination, you will forfeit your registration and all exam fees paid. A new registration and fee are required to sit for the examination again.



Exam Day

Dressing for the Exam

Dress comfortably. Because individuals have different temperature preferences, we recommend that you dress in layers so that you can be comfortable in various conditions.

Arrival, Check In

Report to the Test Center at least 20 minutes before your scheduled appointment time. Upon arrival, look for the signs directing you to PSI Test Center Check-in.

If you arrive more than 15 minutes after your scheduled exam time, YOU WILL NOT BE ADMITTED.

Identification

You must present two forms of identification at Check-in. Temporary IDs are not accepted. You will also be required to sign a roster for verification of your identity.

- One form of ID must be a current government-issued ID which includes your name, signature, and photograph (i.e., driver's license; state identification card; passport; military identification card).
- The second form of ID must include your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree, or court order).

Personal Belongings

Personal items, valuables, or weapons should not be brought to the Test Center. Large coats and jackets must be left outside the testing room. You will be provided a soft locker in which to store the following items:

- wallet - keys
- watches - hats

You will not have access to these items until after the examination is completed.

Once you have placed your personal belongings into the soft locker, you will be asked to turn your pockets out to verify that they are empty.

If you bring personal items that will not fit in the soft locker, you may not be allowed to test. The site will not store or be responsible for your personal belongings.

Prohibited items that are observed or heard (cell phone, alarm) in the testing room after the examination has started will result in the individual possessing those items being dismissed and subsequently forfeiting the exam appointment and fees paid.

General Information

- Pencils will be provided during check-in.
- One piece of scratch paper at a time is provided to use during the examination unless otherwise noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor after testing to receive your score report.
- Documents and notes are not to be removed from the Test Center.
- You are not permitted to ask questions about the content of the examination during the examination.
- Eating, drinking, or smoking is not permitted in the Test Center.
- You may take a break whenever you wish, but you will not be awarded additional time to make up for the time lost during breaks.



Security

PSI and the Georgia Construction Industry Licensing Board, Division of Master and Journeyman Plumbers, maintain examination administration and security standards that are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance for security purposes.

The following security procedures apply during the examination:

- Examination content is proprietary. Notes, cameras, tape recorders, pagers, cell phones, tablets, or laptops are not allowed in the testing room. These and similar electronic devices are prohibited and will result in dismissal from the examination if found in your possession during the examination.
 - Silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
 - Guests, visitors, and family members are not allowed in the testing room or reception areas
 - You will be asked to store personal items (see Personal Belongings section), and you will be asked to turn your pockets out before entering the exam area to verify that they are empty.
-

Copyrighted Material

All examination questions are the copyrighted property of PSI Services and the Examination Development and Testing Unit (EDTU) of the Georgia Professional Licensing Boards Division. It is prohibited under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part. Doing so may subject you to civil and criminal penalties.

Beta (Pretest) Questions

Beta (pretest) questions are included in the total number of examination questions. These beta questions do not count towards your score but do provide useful information on the quality and relative difficulty of the questions. The beta questions also vet questions that may be used on future exams.

Misconduct

If you engage in any of the following conduct during the examination, you may be dismissed, your scores will not be reported, and examination fees will not be refunded. These are examples of misconduct:

- creating a disturbance, being abusive or otherwise uncooperative;
 - displaying and/or using electronic communications equipment as noted in the Security section on the previous page;
 - conversing with other examination candidates;
 - giving or receiving help or are suspected of doing so;
 - leaving the Test Center during the administration of the examination;
 - attempting to record the examination questions or taking notes;
 - attempting to take the examination for someone else;
 - are observed with prohibited personal belongings;
 - are observed with notes, books, or other aids without it being noted on the sign-in roster.
-

Time Limits

Journeyman – You will have a total of five (5) hours to complete the Journeyman examination. The examination will be administered in two parts. You will have two and one-half (2.5) hours to complete part 1, followed by a break. You will then have two and one-half (2.5) hours to complete part 2.

Master Class I – You will have a total of seven (7) hours to complete the Master Class I examination. The examination will be administered in two parts. You will have three and a half (3.5) hours to complete part 1, followed by a break. You will then have three and a half (3.5) hours to complete part 2.

Master Class II – You will have a total of seven (7) hours to complete the Master Class II examination. The examination will be administered in two parts. You will have three and a half (3.5) hours to complete part 1, followed by a break. You will then have three and a half (3.5) hours to complete part 2.



**Content Categories for Journeyman Plumber, Master Plumber Class I
(Restricted), and Master Plumber Class II (Unrestricted)**

Restricted/Unrestricted	Number of Questions		
	JM	Class I	Class II
A. Comply with General Laws	<u>100</u>	<u>80</u>	<u>100</u>
1. Georgia Construction Industry Licensing Board (complaint procedures, function of, renewal, etc.)	5	5	5
2. Location law for underground utilities			
3. Americans with Disabilities Act (ADA)			
4. American National Standards Institute (ANSI) Handicap Accessibility			
5. State water conservation law			
B. Comply with Regulations	15	15	15
1. Georgia State Plumbing Code and Standard Building Code Congress (SBCCI) Plumbing Code			
2. Standard Building Code Congress (SBCCI) Gas Code			
3. Code of Federal Regulations, Title 29, Part 1926 (OSHA)			
4. Obtain necessary permits and inspections (plumbing, boiler, etc.)			
5. State Trenching Law			
6. Georgia State Boiler Code			
7. Health Department			
8. Manufacturer's recommendations			
C. Work Planning/Organizing	7	8	7
1. Compile bill of materials from drawing and specifications (job takeoff)			
2. Interpret equipment name plate data: pump, water heater, backflow preventer, lift stations			
3. Draw waste and water diagrams (isometrics)			
4. Interpret bar chart schedule			
5. Determine precedence of various codes, laws, manufacturer's instructions, regulations, etc.			
D. Perform Pipe Cutting and Joining Activities	10	4	10
1. Cut cast-iron pipe (using snap-type chain cutter, hammer and chisel, metal saw, demolition saw, hydraulic cutters, etc.)			
2. Cut concrete pipe (using saws, hammer and chisel, etc.)			
3. Cut and ream copper tubing and pipe (using metal saws, tubing cutter, etc.)			
4. Cut and ream plastic pipe (using saws, tubing (scissor) cutter, etc.)			
5. Cut and ream steel pipe (using hand pipe cutter, metal saw, power pipe cutter			
6. Join cast-iron soil pipe (using lead and oakum, rubber-type seal, no-hub			
7. Use transition fittings (clay pipe to cast-iron pipe, cast iron to plastic, etc.)			
8. Join copper or brass pipe (tubing) to fittings (sweat method, compression, flare, T-drill method, etc.)			
9. Join PVC, CPVC plastic pipe using solvent method, fusion method, threaded, grooved, etc.			
10. Cut and join ductile iron pipe			
11. Join steel pipe (threaded, welded, grooved, flanged, etc.)			
12. Cut and join vent and flue pipe (Class B and C)			
13. Cut and join other types of pipe (glass, polyethylene, acid resistant, etc.)			



	Number of Questions		
	JM	Class I	Class II
E. Perform Plumbing Systems Installation Activities	21	16	21
1. Interpret plans and install according to specifications			
2. Size and install water supply			
3. Size and install drainage systems			
4. Size and install gas pipes			
5. Assemble plumbing fittings and fixtures (interpret manufacturer's instructions)			
6. Locate/mark holes for plumbing in walls, ceilings, or floors			
7. Install pipe through concrete walls, ceilings, or floors			
8. Install pipe through wood floors			
9. Install pipe through metal walls, ceilings, or floors			
10. Install pipe to meet fire code regulations			
11. Secure horizontal and vertical lines of pipe to masonry and concrete, metal, etc., surfaces			
12. Secure horizontal and vertical lines of pipe to wood surface			
13. Insulate water lines			
14. Locate and install clean-cuts			
15. Install pipe in trenches (layout, digging, compaction, bedding, and thrust blocks)			
16. Install footing drains			
17. Calculate the slope required for building sewer lines			
18. Install vent terminals (roof-flashing)			
19. Fabricate fixture support (backing)			
20. Mount fixture carriers			
21. Install bathroom fixtures: water closet, tubs, showers, bidets, lavatories, etc.			
22. Install clothes dryer vent			
23. Install/fabricate sump reservoir			
24. Install sinks			
25. Install dishwashers			
26. Install garbage disposal			
27. Install "Instant Hot" water heaters			
28. Install water heaters			
29. Install boilers			
30. Install specialty fixtures: hospital, medical, restaurant, prison, etc.			
31. Install industrial piping and fixtures			
32. Install specialty piping: gas, air, vacuum, etc.			
33. Install valves according to manufacturer's instructions			
34. Install specialty valves: backflow, T and P, pressure relief, check, vacuum relief, backwater, pressure-reducing, etc.			
35. Install specialty traps and interceptors (grease, sand, oil, etc.)			
36. Install shower and safety pans			
37. Install fixtures according to ADA, ANSI regulations			
38. Install specialty waste systems (continuous, indirect, and safe waste systems, open site drains, trailer site waste systems, etc.)			
39. Install roof and storm drain systems			
40. Install sewage ejection systems			
F. Perform System Testing Activities	7	5	7
1. Pressure test water distribution system (air, water, hydrostatic, etc.)			
2. Test sanitary and drainage systems (water, smoke, air, peppermint, etc.)			
3. Pressure test gas lines (air)			
4. Certify backflow test			
5. Sterilize potable water systems and obtain certification			
G. Perform Maintenance and Repair Activities	15	11	15
1. Locate leaks in gas supply lines (using soapy water, gas detector)			
2. Service gas appliances (clean and adjust gas burners, check valves and venting, etc.)			
3. Service electric appliances (replace electric water heater element, check controls, relief valves, etc.)			
4. Locate, identify, and remove obstructions in drain lines and water closets			
5. Clean backwater valves			
6. Repair leaking water faucets or valves			
7. Repair tank type and flush valve water closets			
8. Locate leak in drainage/vent systems (peppermint test, Smoke test)			
9. Free jammed garbage disposal			
10. Test/adjust pressure reducing valves			
11. Test/replace thermocouple and/or pilot light			
12. Service backflow preventer			
13. Service sewage pumps			
14. Locate underground lines			



	<u>Number of Questions</u>		
	<u>JM</u>	<u>Class I</u>	<u>Class II</u>
H. Safety-related Issues	15	11	15
1. Identify and control for the following potential safety hazards during installation and service:			
a. hot water heater and pressure vessels (vent system – slope, classification, sizing, routing and termination; testing, relief valves – sizing, pressure rating, routing and termination, etc.)			
b. gas piping: testing and support			
c. backflow prevention			
d. personal safety: poisonous gases, trenching, faulty equipment, etc.			
I. Calculate the following during installation and service: offset, volume, area, pressure, depth, circumference, radius, weight, etc.	5	5	5
Administrative/Business/Design	<u>NA</u>	<u>40</u>	<u>40</u>
A. Comply with Business Laws	NA	15	15
1. Workers' compensation			
2. Unemployment insurance			
3. Employer's tax guide (circular E)			
4. State sales and use tax			
5. Business license			
6. Completion of I-9 form			
7. Lien Rights			
B. Administrative Requirements	NA	15	15
1. Bonding and liquidated damages			
2. Insurance: liability, property damage, auto, etc.			
3. Financing and cash flow			
4. Bookkeeping and accounting			
5. Job cost estimating and bidding procedures			
6. Contracts and purchase orders			
7. Scheduling and project management			
8. Accident or incident reports			
C. Plumbing System Design	NA	10	10
1. Select sump reservoir			
2. Select water heaters (size and capacity)			
3. Select boilers (size and capacity)			
4. Select specialty fixtures: hospital, medical, restaurant, prison, etc.			
5. Select industrial piping and fixtures			
6. Select specialty piping: medical, gas, air, vacuum, etc.			
7. Select sewage ejection systems			
8. Select valves: backflow, T and P, pressure relief, check, vacuum relief, backwater, pressure-reducing, according to manufacturer's specifications			
9. Select specialty traps and interceptors (grease, sand, oil, etc.)			
10. Select shower and safety pans			
11. Select fixtures according to ADA, ANSI regulations			
12. Select specialty waste systems (continuous, indirect, and safe waste systems, open site drains, trailer site waste systems, etc.			
13. Select roof and storm drain systems			
	<u>JM</u>	<u>Class I</u>	<u>Class II</u>
Total Number of Test Questions	100	120	140
Additional Beta (Pretest) Questions	<u>20</u>	<u>24</u>	<u>28</u>
Total Number of Questions (Test and Beta)	120	144	168

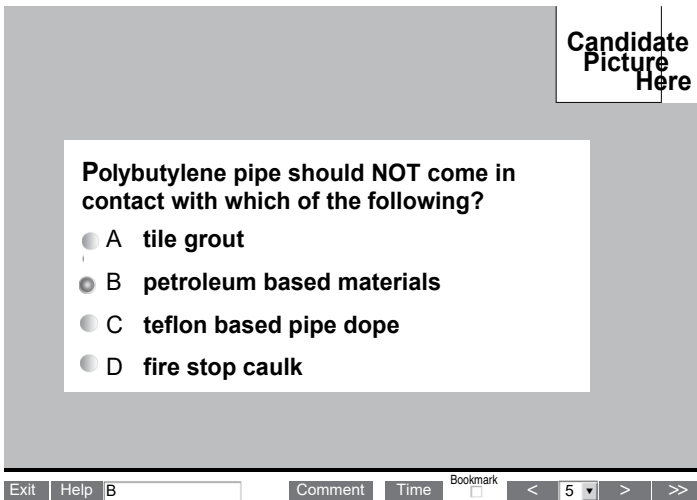


Taking the Examination

Your examination is a Computer Based Exam given at a PSI Test Center. Computer experience or typing skills are not necessary to take your examination.

After confirming your identity, you will be directed to an exam cubicle. Follow the on-screen instructions to enter your Social Security number and take a photo of yourself. Your photo will remain on-screen throughout your examination session and will be printed on your score report.

You will have an opportunity to take a computer based practice exam before starting the official examination. The time used for the practice examination is NOT counted as part of your official examination time or score. When you are comfortable with the testing process, exit the practice session and begin the timed examination.



The testing program tracks the time you spend on the examination. To view your remaining time, click on the "Time" box in the lower right-hand corner of the screen. A digital clock displays the time remaining for you to complete the examination. The Time feature may be turned off during the examination. The examination will terminate if you exceed the time allowed.

One question is presented at a time, and the question number appears in the lower right-hand corner of the screen. Answer choices are identified as A, B, C, or D. You must indicate your choice by either typing the letter in the response box in the lower left hand of the computer screen or clicking in the option using the mouse. To change your answer, enter a different letter by typing in the response box or click the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To advance to the next question, click the forward arrow (>) in the lower right portion of the screen. This action moves you through the examination question by question. To review a question that you've already answered, click the back arrow (<) or use the left arrow key to move back through the examination.

You may skip (not answer) a question and return to it later during the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click the double arrows (>>) to advance to the next unanswered or bookmarked question. To identify all unanswered and bookmarked questions, repeatedly click the double arrows (>>). If some questions have not been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination as there is no penalty for guessing. When the examination is completed, the number of examination questions answered is reported.

Candidate Comments

During the examination, you may type comments on any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.



After the Examination

Statistical Review of Exam Performance

A statistical analysis of the examination and each question is conducted. Based on the statistics and the candidates' comments, questions that might be flawed will be reviewed by the Division.

Final Scaled Scores

The minimum passing final scaled score for each examination is 70.

The exam scores are scaled. This means that your raw score (the total number of questions answered correctly), taking into consideration question difficulty, is transformed into a scaled score. Because each candidate answers a unique set of questions on an adaptive exam, scaled scores are reported to provide a direct comparison of performance across candidates and exams. This allows candidates to be held to the same passing standard regardless of which questions they receive.

Score Reports

After completing the examination, you will be asked to complete a short survey about your examination experience.

Then, you are to report to the Test Center supervisor to receive your score report. The score report will include your photograph, your examination results indicating "pass" or "did not pass", and your final scaled score.

If you do not pass the exam, you will also receive the subscores for the major exam content areas.

Scores are provided in person via print format or by U.S. mail. Scores are not reported over the telephone, by email, or by fax.

Licenses

PSI will provide the Board with an Official Score report. This could take up to 6 weeks to be received by the Board. Once received, Board staff will communicate with you regarding your results.

Re-examination Procedure

If you fail an exam twice, you are required to complete a Board-approved Review Course before you may take the exam a third time. (Board Rule 121-2-.06).

Should you complete the Review Course, take the exam a third time, and still not achieve a passing score, you do not have to take another Review Course. You are allowed to test again if your exam approval time granted by the Board has not expired.

Duplicate Score Report

Requests for duplicate score reports must be made in writing within one year of the examination date.

Complete the request form included with this Handbook, submit a check or money order for \$25 per copy made payable to PSI Services Inc., and mail your request to PSI.

Duplicate score reports will be processed and mailed within seven (7) business days from receipt of the request. Please note that your receipt of a duplicate score report may be affected by US Postal Service mailing times.



Sample Questions

The following questions are intended to help you become familiar with the types of questions you may encounter on the examination. These sample questions do not represent the full range of content or difficulty levels contained in the actual examination.

1. A dual check backflow preventer must be installed
 - A. with a union on the inlet only.
 - B. with a strainer installed just ahead of the inlet.
 - C. on a water service in the ground, within 2' downstream from the meter.
 - *D. with a union on the inlet and outlet and a shut off valve near the inlet.

2. When installing medical gas lines, what is the reason for using nitrogen?
 - *A. Prevent contamination of lines.
 - B. Prevent the possibility of explosion.
 - C. Prevent chemical reactions with residual air.
 - D. Sterilize pipe and prevent harmful bacteria and viruses.

3.

MAN HOLE #1	280'	MAN HOLE #2
○ → → → → →		○
Invert Out 80.5		Invert In 81.9

What is the percentage of slope between manhole #1 and manhole #2?

- A. .4%
- *B. .5%
- C. 1.0%
- D. 1.4%

*** Denotes the correct answer**



Duplicate Score Report Request

DIRECTIONS: Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order, payable to PSI Services Inc., for \$25 per copy. Duplicate score reports will be mailed within seven (7) business days following receipt of the request.

Name: _____ Social Security #: _____

Address: _____

Daytime Phone: _____ Email: _____

Test Taken: Journeyman Plumber Master Plumber Class I Master Plumber Class II

Examination Date: _____ Test Center: _____

I hereby authorize PSI to send me a duplicate exam score report.

Signature: _____ Date: _____

Please take note of the current delivery time frames posted by the US Postal Service. For mailed registrations, this may result in longer processing times.

Mail Request Form to: PSI
18000 W. 105th St.
Olathe, KS 66061
