

Professional Licensing Boards

Georgia Construction Industry Licensing Board

*Division of Utility Manager
Contractors*

Candidate Information Bulletin

October 2020

Examination Development and Testing Unit



Table of Contents

<p>Introduction 1</p> <p>Examination Administration 1</p> <p style="padding-left: 20px;">Veterans' Preference Points 1</p> <p>Applying and Scheduling an Examination 2</p> <p style="padding-left: 20px;">Applying for an Examination 2</p> <p style="padding-left: 20px;">Scheduling an Examination Appointment 2</p> <p style="padding-left: 20px;">Rescheduling or Canceling an Examination 2</p> <p style="padding-left: 20px;">Special Accommodations for Candidates with Disabilities 2</p> <p style="padding-left: 20px;">Inclement Weather, Power Failure or Emergency 3</p> <p>On the Day of Your Examination 3</p> <p style="padding-left: 20px;">Identification 3</p> <p style="padding-left: 20px;">Security 3</p> <p style="padding-left: 20px;">Personal Belongings 3</p> <p style="padding-left: 20px;">Examination Restrictions 4</p> <p style="padding-left: 20px;">Misconduct 4</p> <p style="padding-left: 20px;">Copyrighted Examination Questions 4</p> <p style="padding-left: 20px;">Failing to Report for an Examination 4</p> <p style="padding-left: 20px;">Dressing for the Examination 4</p>	<p>Examination Content 4</p> <p style="padding-left: 20px;">Description of the Examinations 4</p> <p style="padding-left: 20px;">Content Categories for Utility Managers 5</p> <p>Taking the Examination 8</p> <p style="padding-left: 20px;">Time Limits 8</p> <p style="padding-left: 20px;">Pre-testing 8</p> <p style="padding-left: 20px;">Candidate Comments 9</p> <p>After the Examination 9</p> <p style="padding-left: 20px;">Statistical Review of Examination Performance 9</p> <p style="padding-left: 20px;">Final Scaled Scores 9</p> <p style="padding-left: 20px;">Score Reports 9</p> <p style="padding-left: 20px;">Licenses 9</p> <p style="padding-left: 20px;">Re-examination Procedure 9</p> <p style="padding-left: 20px;">Duplicate Score Report 9</p> <p style="padding-left: 20px;">Sample Questions 10</p> <p>Duplicate Score Report 11</p>
--	--

The Professional Licensing Boards do not discriminate among candidates on the basis of age, gender, race, religion or national origin. The Professional Licensing Boards also do not discriminate among mentally or physically challenged candidates.

The Examination Development and Testing Unit gratefully acknowledges the assistance of other state licensing programs in the development of this candidate information bulletin. Portions of this bulletin were based on candidate information bulletins of other states.



Introduction

The Division of Utility Manager Contractors of the Georgia Construction Industry Licensing Board was created by the Georgia legislature to protect the public by taking steps to ensure that Utility Managers are competent in their profession. To achieve this goal, minimum standards and requirements were established by the Board for entry into the profession. Passing of the examination is one of the requirements for obtaining Utility Managers' registration.

Please review this bulletin carefully. It provides you with information you need about the utility manager examinations.

Examination Administration

Examinations are delivered by computer at PSI Test Centers located throughout Georgia and in Jacksonville, FL, Tallahassee, FL and Chattanooga, TN. For application deadlines, please see the application posted online at <http://schedule.psiexams.com>. The examinations are administered by appointment only Monday through Saturday. Available dates will be indicated when scheduling your examination. Appointment starting times may vary by location. Candidates are scheduled on a first-come, first-served basis.

A current listing of PSI Test Centers, including addresses and driving directions, may be viewed at the <http://schedule.psiexams.com> website. Specific address information will be provided when a candidate schedules an examination appointment.

■ Veterans' Preference Points

Georgia law [General Provisions Volume 30, Title 43-1-9.(1)(2)(3)] provides that veterans meeting certain conditions are eligible for the addition of five to ten points to their examination scores. If you have served on active duty in the Armed Forces, the Reserves or the National Guard during wartime or during any conflict when military personnel were committed by the President, you may be eligible for Veterans' Preference Points to be added to your examination scores. The law provides that you may also qualify for veterans' preference points if you were discharged for injury or illness incurred in the line of duty and your disability is officially rated. To apply for veterans' preference points, submit a copy of your DD 214 form to Exam Development and Testing Unit, Professional Licensing Board Division, 237 Coliseum Drive, Macon, GA 31217-3858.



Applying and Scheduling an Examination

■ Applying for an Examination

You may submit an application online by visiting <http://schedule.psiexams.com>.

OR

Complete and submit to PSI the paper application available online at <http://schedule.psiexams.com> with appropriate fee (company check, cashier's check or money order).

A paper application is considered complete only if all information requested is complete, legible and accurate; if you are eligible for the examination; and if the appropriate fee accompanies the application.

The application must be received by the deadline indicated. PSI will mail/email confirmation of receipt of applications within two weeks. If your application is approved by the Board, PSI will mail/email a notice with instructions for scheduling an examination appointment. If confirmation of receipt is not received 15 business days from the date the application is submitted, contact PSI toll-free at 855-898-0711.

■ Scheduling an Examination Appointment

After receiving application approval, you may schedule online at <http://schedule.psiexams.com> or by phone at 855-898-0711. This toll-free number is 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/Saturday
Thursday	Monday
Friday	Tuesday

Persons who have a disability and may require accommodations should contact the Board office at 478-207-1419 to obtain the 'Request for Disability Guidelines' form.

If special accommodations are being requested, please contact PSI at 855-898-0711 to schedule an appointment.

■ Rescheduling or Canceling an Examination

Fees are nonrefundable. You may reschedule an examination once at no charge by going online to <http://schedule.psiexams.com> or by calling PSI at 855-898-0711 at least 2 business days prior to a scheduled computer administration. The following schedule applies:

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

- If you wish to reschedule a second time, appear more than 15 minutes late for an examination, or fail to report for the scheduled examination, you may reapply for the examination. A new, complete application and examination fee are required to reapply for examination.
- If you cancel your examination after your application is submitted, you will forfeit the application and all fees paid to take the examination. A new, complete application and examination fee are required to reapply for the examination.

■ Special Accommodations for Candidates with Disabilities

PSI complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability.

PSI recognizes that at times a candidate may request special testing accommodations. PSI makes every attempt to address requests for testing accommodations based upon review of documented health needs. In all cases, requests for special accommodations and documentation of disability needs are required at the time of application. Contact the Board at 478-207-1419 to obtain the "Request for Disability Guidelines" form.

Wheelchair access is available at all PSI Test Centers.



■ Inclement Weather, Power Failure or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit the www.psonline.com/openings website prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. Responses provided up to the point of interruption will remain intact, but for security reasons the questions will be scrambled.

On the Day of Your Examination

On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. Once you enter the office, look for the signs indicating PSI Test Center check-in. IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.

■ Identification

To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. Temporary ID is not accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display 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).

■ Security

PSI and the Georgia Construction Industry Licensing Board 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 equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

■ Personal Belongings

No personal items, valuables or weapons should be brought to the Test Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings.



If any personal items are observed or heard (cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

■ Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

■ 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.

Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

■ Copyrighted Examination Questions

All examination questions are the copyrighted property of PSI Services and the Examination Development and Testing Unit (EDTU) of the State Examining Boards. It is forbidden 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 severe civil and criminal penalties.

■ Failing to Report for an Examination

If you fail to report for an examination, you will forfeit the registration and all fees paid to take the examination. A new, complete application and fee are required.

■ Dressing for the Examination

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

Examination Content

■ Description of the Examinations

The Utility Managers examination consists of 95 multiple-choice questions. Please refer to the information on the following pages for the number of questions on the examination and the content categories.



Content Categories for Utility Managers

	<u>Number of Questions</u>
1. Regulations, Laws, and Administrative Functions	<u>12</u>
A. <i>Comply with Laws</i>	4
1. Workers' compensation	
2. Americans with Disability Act (ADA)	
3. Georgia Construction Industry Licensing Board	
4. State sales and use tax	
5. Business license	
B. <i>Comply with Regulations</i>	4
1. Code of Federal Regulations, Title 29, Part 1926 (OSHA)	
2. Local ordinances	
3. Utility Protection Center (UPC)	
4. Obtain necessary permits and inspections	
5. Minority Business Enterprise/Women Business Enterprise (MBE/WBE)	
6. Dewatering regulations and procedures	
7. Soil and erosion control regulations	
8. Department of Transportation (DOT)	
9. Environmental Protection Agency (EPA)	
10. HAZCOM	
11. Equal Employment Opportunity Commission (EEOC)	
12. Department of Labor (DOL)	
13. Georgia Environmental Protection Division (EPD)	
14. Georgia Environmental Facilities Authority (GEFA)	
C. <i>Comply with Administrative Requirements</i>	4
1. Bonding and liquidated damages	
2. Insurance – liability, property damage, auto, etc.	
3. Accident or incident reports	
4. Job cost estimating and bidding procedures	
5. Contracts and purchase orders	
6. Inventory equipment, materials, and supplies	
7. Determine licensing requirements for specialty and other subcontracts (electrical, blasting, etc.)	
2. Technical Functions	<u>68</u>
A. <i>Job Planning</i>	14
1. Plan and Organize Work:	
a. compile bill of materials from drawings and specifications (job takeoff)	
b. match equipment type and size to excavation requirements	
c. match supervision and labor to the job requirements	
d. analyze abilities of employees in terms of job requirements	
e. interpret pipe specifications (SDR 18, SDR 26, SDR 35, etc.)	
f. prepare and submit shop drawings	
g. schedule and manage project	
h. conduct preconstruction meeting with subcontractors	
i. interpret plans and layout project	
j. request location of existing underground utilities (UPC)	
1) document/verify location of overhead utilities	
k. identify and subcontract specialty items	
l. prepare and/or submit erosion control plan	



Number of Questions

2. Site Layout and Controls:
 - a. determine survey requirements
 - 1) verify elevations
 - 2) verify easements
 - 3) verify reference points
 - b. perform construction staking
 - 1) verify existing utility location (above and below ground)
 - 2) verify/set elevation and alignment controls

B. Job Start-Up

12

1. Equipment and Crew Mobilization:
 - a. obtain necessary permits for routing
 - b. move equipment and crew to job site
2. Material Delivery and Storage:
 - a. locate site for material delivery
 - b. verify material specifications
 - c. distribute materials on site (string out)
 - d. establish long-term storage requirements (security, deterioration, hazardous materials, etc.)

C. Line Work

14

1. Trenching and Excavation Requirements:
 - a. determine OSHA trenching and excavation requirements
 - b. analyze soil conditions and interpret requirements
 - c. determine dewatering methods
 - d. determine rock removal procedures
 - e. select shoring/sloping methods
 - f. obtain certification for shoring methods
 - g. perform excavation and trenching
 - h. perform boring and jacking, and tunneling
2. Pipe Installation and Testing:
 - a. follow bedding requirements (Type, Class, etc.)
 - b. select line and grade procedure
 - c. install pipe to line and grade
 - d. infiltration and exfiltration
 - e. pressure testing
 - f. line sterilization
 - g. air testing
 - h. vacuum testing
 - i. video inspection
 - j. deflection testing
 - k. cathodic protection requirements
 - l. X-ray testing
3. Back Fill and Compaction:
 - a. test soil conditions to determine method
 - b. achieve specified compaction
 - c. perform compaction test
4. Site Restoration and Protection:
 - a. perform erosion and sediment control
 - b. pretest/restore ground/land cover according to specifications
 - c. restore asphalt and concrete paving
 - d. tree protection plan



	<u>Number of Questions</u>
<i>D. Concrete Work and Testing</i>	4
1. Perform form work and locate pipe sleeves, etc.	
2. Install reinforcement (rebar, etc.)	
3. Pour concrete structures	
4. Prepare test cylinders	
5. Strip forms	
6. Perform finishing operations	
7. Concrete testing	
<i>E. Process Equipment Installation and Testing</i>	4
1. Install equipment:	
a. pipe: water, sewer, gas, etc.	
b. valves and hydrants	
c. pumps	
d. treatment	
e. instrumentation	
f. flow measuring	
g. electrical	
h. manholes and other precast structures	
2. Test equipment for proper function and correct if necessary	
3. Perform plant start up and check out period	
<i>F. Safety and Quality Control Programs</i>	20
1. Employee training programs ("competent person," etc.)	
2. Provide periodic general safety meetings	
3. Monitor project safety and quality control	
4. Provide required safety equipment	
5. HAZMAT/HAZCOM	
Total Number of Test Questions	80
Additional Pre-Test Questions	<u>15</u>
Total Number of Test and Pre-Test Questions	95



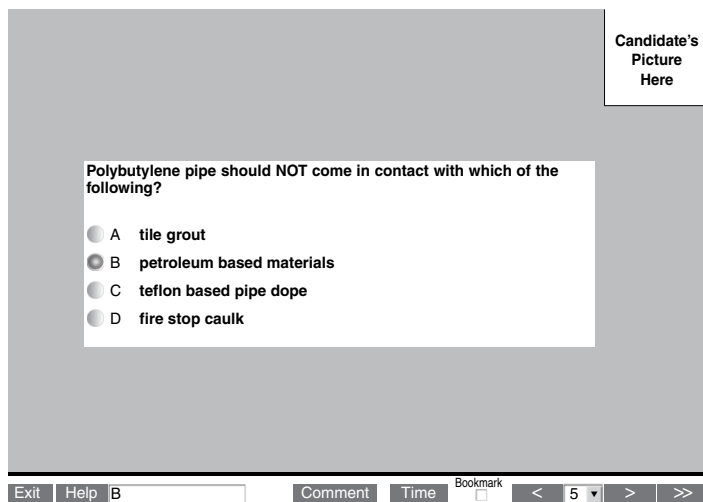
Taking the Examination

Your examination will be given by computer at a PSI Test Center. You do not need any computer experience or typing skills to take your examination.

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on-screen throughout your examination session. This photograph will also print on your score report.

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right-hand corner of the screen. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right hand corner of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in 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 option by typing in the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in 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 on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If not all questions have 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. There is no penalty for guessing.

■ Time Limits

You will have four (4) hours to complete the Utility Managers examination. This limit includes time for the 15 pre-test questions.

■ Pre-testing

The total number of questions on the examinations will include pre-testing of new test questions. The number of questions used to compute your score is shown on page 7 (total number of test questions). The pre-test questions will not be used to compute your score, but will allow for the collection of statistical information on the questions. Pre-test questions will be either rewritten or included on future examinations based on the statistical information collected.



■ Candidate Comments

During the examination, you may make comments for 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.

candidates will receive their examination score and subscores in the major examination content areas. Subscores will be provided for the examination major content areas listed in this bulletin (see page 5). Scores are reported in printed form only, in person or by U.S. mail. Scores are not reported over the telephone, by electronic mail or by facsimile.

After the Examination

■ Statistical Review of Examination Performance

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

■ Licenses

The Board Office will mail passing candidates their licenses approximately six (6) weeks after each examination window. Any questions regarding licensing should be directed to the Board Office at 237 Coliseum Drive, Macon, GA 31217-3858, 478-207-1416.

■ Final Scaled Scores

To record and report scores for examination forms with different passing points in a consistent manner, the minimum passing score for each examination form is converted to a final scaled score of 70. In this manner, the minimum passing score is 70 for all examination forms, regardless of the difficulty level of the individual examination form.

The final scaled score of 70 is required for passing any examination form. By scaling the scores based on a common passing score of 70, a candidate's performance from one examination form to another is directly comparable, the relative performance of examination forms administered from one time period to another can be evaluated, and the processing of candidate scores is fairer because the difficulty level of the individual examination forms has been controlled.

■ Re-examination Procedure

Candidates failing the examination must retake and pass the examination in order to become licensed. Board rule 121-2-.05 states that "Any applicant for licensure who takes and fails the examination twice after July 1, 1989, must present satisfactory evidence to the appropriate division of the Board that the applicant has completed a Board approved review course before such applicant will be admitted to a third examination. If such applicant fails the examination a third time, the applicant shall not be required to complete additional courses prior to taking subsequent examinations." Questions about examination scheduling may be directed to PSI Candidate Services at 855-898-0711. A current application form may be obtained from the Board Office or from the Board's website at www.sos.state.ga.us.

■ Score Reports

After completing the examination, you are asked to answer a short evaluation of your examination experience. Then, you are instructed to report to the Test Center supervisor to receive your score report. The score report will include your photograph and your examination results indicating "pass" or "did not pass" along with the final scaled score. Failing

■ Duplicate Score Report

Requests for a duplicate score report must be made in writing within one year of the examination date. Complete the request form enclosed in this booklet, include 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 approximately five (5) business days following receipt of the request.



■ Sample Questions

The following questions are intended to help you become familiar with some of 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. An employee must miss more than how many days from work due to a work-related injury before he is eligible to receive compensation for lost wages under Georgia Worker's Compensation Law?
 - A. 1
 - B. 5
 - *C. 7
 - D. 10

2. While trenching next to a state roadway, the placement of warning devices is based on which of the following?
 - A. easement width
 - B. length of the trench
 - C. traffic count over a 24 hour period
 - *D. speed limit

3. When a contractor calls the Utility Protection Center, he will be required to give which of the following information?
 1. time and date
 2. address and phone number of the person digging
 3. where and when he plans to dig
 4. type of excavation
 - A. 1, 2, and 3 only
 - B. 1, 2, and 4 only
 - C. 1, 3, and 4 only
 - *D. 2, 3, and 4 only

***Correct Answer**



Duplicate Score Report

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 approximately five (5) business days following receipt of the request.

Name: _____ Social Security #: _____

Address: _____

_____ Daytime Phone: _____

Test Taken: Utility

Examination Date: _____ Test Center: _____

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

Signature: _____ Date: _____

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

