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## Montana State Electrical Board

# ELECTRICIAN EXAMINATIONS CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

## GUIDELINES FOR EXAMINATION QUALIFICATION

### HOW TO OBTAIN A LICENSE

1. Request the license application instructions from:

Department of Licensing and Regulatory Affairs  
Montana State Electrical Board  
301 South Park, 4th Floor  
P. O. Box 200513  
Helena, Montana 59620  
(406) 841-2202 FAX (406) 841-2305  
Email: DLIBSDLicensingUnitB@mt.gov  
www.electrician.mt.gov

2. Once the Board has approved you for the examination, you will receive an admission letter. This notification will also be submitted to PSI.

## EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Upon approval of licensure eligibility, the Board will mail an admission letter. It is your responsibility to contact PSI to pay and schedule for the examination.

- ✎ Candidates who have failed an exam for the first time will be allowed to reschedule an exam without any waiting period.
- ✎ Upon a second exam failure you will be required to wait six months before being allowed to take the exam again. In addition, you will need to provide proof of having attended at least one eight-hour electrical code seminar approved by the board, since the initial failure to pass.
- ✎ Upon three or more exam failures you will be required to wait one year and submit a new application to the board before being allowed to take the exam again. In addition, you will need to attend at least two eight-hour electrical code seminars approved by the board.

Exam	Fee
Master Electrician	\$80.00
Journeyman Electrician	\$70.00
Residential Electrician	\$70.00

**NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.**

ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Board has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**.
2. You will be asked to select the examination and enter your social security number. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

### TELEPHONE

Call (800) 733-9267, PSI registrars are available to receive payment and to schedule your appointment for the examination.

To register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover.)

	Monday-Friday	Saturday-Sunday
Eastern Time	8:00am - 8:00pm	9:00am - 5:30pm
Central Time	7:00am - 7:00pm	8:00am - 4:30pm
Mountain Time	6:00am - 6:00pm	7:00am - 3:30pm
Pacific Time	5:00am - 5:00pm	6:00am - 2:30pm

### RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at [www.psiexams.com](http://www.psiexams.com) or call PSI at (800) 733-9267.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative**

### MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### SPECIAL EXAMINATION ARRANGEMENTS (ADA)

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Candidates who require special accommodations will need to complete the necessary forms prior to registering for an exam with PSI. Please contact the board office for more information or



download the ADA form at [www.electrician.mt.gov](http://www.electrician.mt.gov) under the "Forms" tab. You will need to have your care provider complete this form in order to be approved for your accommodation.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation via telephone and email. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

### EXAMINATION SITE LOCATIONS

There are nationwide examination centers. You will be provided with the locations upon scheduling for your examination.

### REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

### REQUIRED IDENTIFICATION

Candidates need to provide one (1) form of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

### REQUIRED IDENTIFICATION (with photo) - Choose One

- State issued driver's license
  - State issued identification card
  - US Government Issued Passport
  - US Government Issued Military Identification Card
  - US Government Issued Alien Registration Card
  - Canadian Government Issued ID
- NOTE: ID must contain candidate's photo, be valid and unexpired.

### YOU MUST ALSO PROVIDE THE ADMISSION LETTER FROM THE BOARD.

If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be allowed to test and their examination fee will not be refunded.

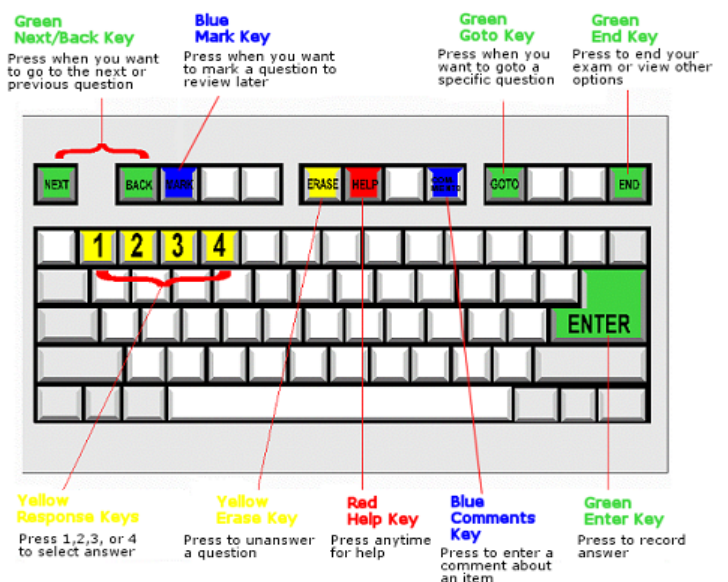
### SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will have access to an online calculator.
- You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- No children, notes, books, briefcases, backpacks, hats, cellular telephones, or pagers are allowed in the examination area (and examination centers have no space to store your items). Small purses (size of a wallet) will be permitted. Larger purses cannot be taken to the candidate's seat.
- No smoking, eating, or drinking is allowed in the examination center.
- Once you have been seated and the examination begins, you may leave the examination center only to use the restroom, and only after obtaining permission from the proctor. You will not receive extra time to complete the examination.
- Any candidate seen giving or receiving assistance, found with unauthorized materials, or who violates any security regulation will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Department and you may be denied licensure.
- Copying or communicating examination content is a violation of Montana law and PSI security regulations and may result in the cancellation of your examination, nullification of examination results, forfeiture of examination fees or legal action.

### TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



## IDENTIFICATION SCREEN

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

## TUTORIAL

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

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

## EXAMINATION QUESTION EXAMPLE

You will begin with an Examination Tutorial to practice answering questions and review the computer examination process. The "Function Bar" at the top of the screen provides mouse-click access to the features available on the current examination. These also are available by using the labeled keys on the keyboard.

The screenshot shows a software interface for an examination. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main content area contains a question: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the interface, there are two buttons: "<< Back" and "Next >>".

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

## EXAMINATION REVIEW

PSI, in cooperation with the Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

## **SCORE REPORTING**

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- If you **pass**, you will receive a successful score report.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report.

## DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

## **EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINES**

### **MASTER ELECTRICIAN**

# of Questions	Minimum Passing Score	Time Allowed
80	75% correct	240 Minutes

Description of the Examination:

1. National Electrical Code
2. Cost Estimating
3. Procurement & Material Handling
4. Printreading
5. Layout of Electrical Circuits
6. Electrical Theory

The examination is OPEN BOOK. The following reference material is allowed in the examination site:

- National Electrical Code®<sup>®</sup>, 2014 Edition (the code book may have factory markings or highlights with factory tabs only).
- Print reading based on the 2014 NEC published by American Technical Publishers - author R.T. Miller.
- Electrical Estimating Pal published by Pal Publications - author Paul Rosenberg (1-800-246-2175).

Candidates are responsible for bringing their own references to the examination center. Reference materials must be unmarked, meaning no highlighting, underlining, writing and/or indexing may exist in the reference. Any candidate caught writing, highlighting, underlining and/or indexing in the references during the examination will be reported to the BCC. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references.



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## JOURNEYMAN ELECTRICIAN

# of Questions	Minimum Passing Score	Time Allowed
60	75% correct	180 Minutes

Description of the Examination:

1. National Electrical Code
2. Ohm's Law
3. Layout and practical installation of Electrical Circuits

The examination is OPEN BOOK. The following reference material is allowed in the examination site:

- National Electrical Code®<sup>®</sup>, 2014 Edition (the code book may have factory markings or highlights with factory tabs only).

Candidates are responsible for bringing their own references to the examination center. Reference materials must be unmarked, meaning no highlighting, underlining, writing and/or indexing may exist in the reference. Any candidate caught writing, highlighting, underlining and/or indexing in the references during the examination will be reported to the BCC. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references.

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## RESIDENTIAL ELECTRICIAN

# of Questions	Minimum Passing Score	Time Allowed
50	75% correct	150 Minutes

Description of the Examination:

1. National Electrical Code
2. Ohm's Law
3. Layout and practical installation of Electrical Circuits

The examination is OPEN BOOK. The following reference material is allowed in the examination site:

- National Electrical Code®<sup>®</sup>, 2014 Edition (the code book may have factory markings or highlights with factory tabs only).

Candidates are responsible for bringing their own references to the examination center. Reference materials must be unmarked, meaning no highlighting, underlining, writing and/or indexing may exist in the reference. Any candidate caught writing, highlighting, underlining and/or indexing in the references during the examination will be reported to the BCC. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references.

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