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**Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes**



CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination process for obtaining a license from the Bureau of Construction Codes.

The Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI Services LLC (PSI) to conduct the Bureau of Construction Codes examination program. PSI provides this examination through a network of computer examination centers in Michigan.

GUIDELINES FOR EXAMINATION QUALIFICATION

HOW TO OBTAIN A LICENSE

1. Request the examination application instructions from:

Department of Licensing and Regulatory Affairs
Bureau of Construction Codes (BCC)
P.O. Box 30254
Lansing, MI 48909
Phone: (517) 241-9316
www.michigan.gov/bcc

(Select "Examinations and Licensing/Continuing Education")

2. Complete the application and return it to the Department. Only the State of Michigan may determine your eligibility for a license.
3. Once the Department has approved you for the examination, you will receive a notification letter with instructions on how to pay and schedule for the examination. This notification will also be submitted to PSI.
4. Candidates that have their application for examination denied are notified by the Department of the elements they need to complete in order to be approved for licensure.

All questions and requests for information about examinations should be directed to PSI.

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EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Upon approval of licensure eligibility, PSI will notify the authorized candidate to pay for and schedule the required licensure examination with PSI.

- Master, Journeyman and Sign Specialist candidates are limited to 2 attempts within 1 year. Once your attempt or time limit has been exceeded, you must reapply with the state to become eligible again.

- Contractor and Fire Alarm Specialty Technician candidates have unlimited within 1 year.

Exam	Fee
Electrical Contractor	\$100.00
Master Electrician	\$100.00
Electrical Journeyman	\$100.00
Fire Alarm Contractor	\$100.00
Fire Alarm Specialty Technician	\$100.00
Sign Specialty Contractor	\$100.00
Sign Specialist	\$100.00
Facility Electrical Non-Contractor	\$100.00

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. 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 BCC 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 the ID# that BCC provided to you. 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

PSI registrars are available to receive payment and to schedule your appointment for the examination. Please call (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

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

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 or call PSI at (800) 733-9267.



Note: A voicemail or email 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.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants seeking exam accommodation must contact the Department for approval.

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

Dearborn Examination Center
3200 Greenfield Road, Suite 253
Dearborn, MI 48120

From Detroit: Merge onto I-94 W. Take exit 209 (Rotunda Dr.) from I-94 W. Turn left onto Rotunda Dr. Follow Rotunda Dr to Commerce Drive South. Turn left on Commerce Dr S, then turn right onto Greenfield Rd. Site is on the right.

Holt-Lansing Examination Center
4202 Charlar Drive, Suite 1
Holt, Michigan 48842

Follow I-496 E, which becomes US-127 S. Take the Holt Rd exit 70. Turn right onto Holt Rd. Turn left onto Cedar St. Turn right onto Charlar Dr.

Southfield-Crossroads Examination Center
Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

From I-75 North and South, exit West 8 Mile. Northland Drive is West of Greenfield Road. Do not go over the Bridge. Pass the Lodge Fwy (Hwy 10). Turn right on Northland Drive. From Southfield Fwy North and South, exit East 8 Mile. Go east on 8 Mile to Northland Drive. Northland Drive is next to the Northland Shopping Center.

Southfield-Lahser Road Examination Center
26400 Lahser Road, Suite 150
Southfield, Michigan 48033

From I-96 E merge onto I-696 E. Then merge onto MI-10 S. Take the Lahser Road exit. Keep left at the fork in the ramp. Turn left onto Northwestern Hwy. Turn right onto Lahser Road.

Grand Rapids Examination Center
4595 Broadmoor Ave SE, Suite 201
Grand Rapids, MI 49512

From I-96, exit East Beltline Avenue and proceed South approximately 4 miles. Once you pass 28th Street, Beltline becomes Broadmoor. Continue South an additional 2 miles. 4595 Broadmoor is just South of 44th Street on the right. Use the North Entrance. Room 201 is at the top of the stairs.

From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (left) on Broadmoor. 4595 Broadmoor is just North of Barden street, South of 44th Street on the left. Use the North Entrance to the second floor. Room 201 is at the top of the stairs.

Gaylord Examination Center
440 W. Main St., Suite D
Gaylord, MI 49735

From I-75 take exit # 282 / M-32 toward Alpena / Gaylord. From the exit ramp, turn east onto W Main (M-32) and go about half a mile. 440 W Main is at the northeast corner of Main and Indiana, halfway between KFC and Subway. Suite D opens off the parking lot.

Marquette Examination Center
Mid Towne Office Complex
1229 W. Washington
Marquette, MI 49855

Complex is across the street from Shopko. Enter the building on the left, and go up the stairs. Go left at the top of the stairs; suite is at the end of the hall on the right.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear.

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) identification bearing signature and photo 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



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
OR
You may bring a basic four function, non-programmable calculator that is silent, battery-operated, does not have paper tape printing capabilities, and does not have a keyboard containing the alphabet.
- 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.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular /mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.

- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

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 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 answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The "function bar" at the top of the test question screen provides mouse-click access to the features available while taking the examination.

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for 'Mark', 'Comments', 'Goto', 'Help', and 'End'. Below this is a status bar displaying 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and '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 is a text input field and a prompt '(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 question area, there are two buttons: '<< Back' and 'Next >>'.

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.

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 BCC, 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 clicking the Comments button on the Exam Question Screen. 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 email.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score email.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINES

CONTRACTOR

Examination	# of Questions	Minimum Passing Score	Time Allowed
Electrical Contractor	40	75%	90 Minutes
Fire Alarm Contractor	40	75%	90 Minutes
Sign Specialty Contractor	40	75%	90 Minutes

The examination for the electrical contractor license shall include, but not be limited to, questions designed to test an individual's knowledge of the skilled trades regulation act, any rules promulgated under the skilled trades regulation act, electrical administrative board general rules, the current electrical code rules - part 8, the Stille-DeRossett-Hale single state construction code act, and the administration and enforcement procedures of any code adopted under section 8a of that act, MCL 125.1508a.

Applicants may bring a straight edge ruler without calculations. Other editions of the NEC may be used during the examination, but the items are based on the 2017 edition.

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

- National Electrical Code® (the code book may have factory markings or highlights with factory tabs only)
- 2016 PA 407
- 1972 PA 230
- Michigan Electrical Code Rules Part 8

All reference materials must be bound. The materials printed from the BCC website must be bound by 3 staples on the left edge in separate documents.

Candidates are responsible for bringing their own references to the examination center. 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.

MASTER ELECTRICIAN

Examination	# of Questions	Minimum Passing Score	Time Allowed
Master Electrician	76	75%	180 Minutes

The examination for master electricians shall include, but not be limited to, questions designed to test an individual's knowledge of the skilled trades regulation act, any rules promulgated under the skilled trades regulation act, the current electrical code rules - part 8, the Stille-DeRossett-Hale single state construction code act, any code adopted under section 4 of that act, MCL 125.1504, any code adopted under section 8a of that act, MCL 125.1508a, and the theory relative to those codes.

The questions on electrical installations include grounding and bonding, overcurrent protection, wiring methods and installations, boxes and cabinets, services, feeders, motors and motor controls, special occupancies, load calculations, lighting, appliances, box and raceway fill, power limited circuits, general electrical trade knowledge, and electrical theory.

The master exam covers additional knowledge required to plan and supervise electrical installations.

Applicants may bring a straight edge ruler without calculations. Other editions of the NEC may be used during the examination, but the items are based on the 2017 edition.

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



- National Electrical Code® (the code book may have factory markings or highlights with factory tabs only)
- 2016 PA 407
- Michigan Electrical Code Rules Part 8

All reference materials must be bound. The materials printed from the BCC website must be bound by 3 staples on the left edge in separate documents.

Candidates are responsible for bringing their own references to the examination center. 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.

The NEC HANDBOOK is not allowed in the examination room.

JOURNEYMAN ELECTRICIAN

Examination	# of Questions	Minimum Passing Score	Time Allowed
Electrical Journeyman	80	75%	150 Minutes

The examination for journeyman electricians shall include, but not be limited to, questions designed to test an individual's knowledge of the skilled trades regulation act, any rules promulgated under the skilled trades regulation act, the current electrical code rules - part 8, the Stille-DeRossett-Hale single state construction code act, any code adopted under section 4 of that act, MCL 125.1504, any code adopted under section 8a of that act, MCL 125.1508a, and the theory relative to those codes.

The questions on electrical installations include grounding and bonding, overcurrent protection, wiring methods and installations, boxes and cabinets, services, feeders, motors and motor controls, special occupancies, load calculations, lighting, appliances, box and raceway fill, power limited circuits, general electrical trade knowledge, and electrical theory.

Applicants may bring a straight edge ruler without calculations. Other editions of the NEC may be used during the examination, but the items are based on the 2017 edition.

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

- National Electrical Code® (the code book may have factory markings or highlights with factory tabs only)
- 2016 PA 407
- Michigan Electrical Code Rules Part 8

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Candidates are responsible for bringing their own references to the examination center. 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.

The NEC HANDBOOK is not allowed in the examination room.

FIRE ALARM SPECIALTY TECHNICIAN

Examination	# of Questions	Minimum Passing Score	Time Allowed
Fire Alarm Specialty Technician	36	75%	90 Minutes

The examination for fire alarm specialty licenses shall include questions designed to test an individual's knowledge of the skilled trades regulation act, any rules promulgated under the skilled trades regulation act, the current electrical code rules - part 8, and the Stille-DeRossett-Hale single state construction code act, as relating to fire alarm systems.

The questions on electrical installations include grounding and bonding, overcurrent protection, wiring methods and installations, boxes and cabinets, special occupancies, load calculations, box and raceway fill, power limited circuits, general electrical trade knowledge, and electrical theory.

Applicants may bring a straight edge ruler without calculations. Other editions of the NEC may be used during the examination, but the items are based on the 2017 edition.

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

- National Electrical Code® (the code book may have factory markings or highlights with factory tabs only)
- 2016 PA 407
- Michigan Electrical Code Rules Part 8

All reference materials must be bound. The materials printed from the BCC website must be bound by 3 staples on the left edge in separate documents.

Candidates are responsible for bringing their own references to the examination center. 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.

The NEC HANDBOOK is not allowed in the examination room.



SIGN SPECIALIST

Examination	# of Questions	Minimum Passing Score	Time Allowed
Sign Specialist	32	75%	60 Minutes

The examination for sign specialty licenses shall include, but not be limited to, questions designed to test an individual's knowledge of the electrical administrative board general rules, the current electrical code rules - part 8, the skilled trades regulation act and any rules promulgated under the skilled trades regulation act relating to electric signs and applicable sections of the code.

The questions on electrical installations include grounding and bonding, overcurrent protection, wiring methods and installations, boxes and cabinets, special occupancies, load calculations, lighting, box and raceway fill, power limited circuits, general electrical trade knowledge, and electrical theory.

Applicants may bring a straight edge ruler without calculations. Other editions of the NEC may be used during the examination, but the items are based on the 2017 edition.

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

- National Electrical Code® (the code book may have factory markings or highlights with factory tabs only)
- Michigan Electrical Code Rules Part 8
- 2016 PA 407

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Candidates are responsible for bringing their own references to the examination center. 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.

The NEC HANDBOOK is not allowed in the examination room.

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