

Effective 3/16/20, Tennessee will issue temporary contractor licenses by waiving the exam for six (6) months. For example, they can get a license this month and will have until September to pass the test with PSI. We have posted this information on our website at <https://www.tn.gov/commerce/regboards/contractors.html> The Executive Order is in effect until May 2, 2020.

Full Client Name	Tennessee Board for Licensing Contractors
Acronym	N/A
File Type	Open Program Eligibility (Import) required for the following: - TN CMC Full Mechanical Contractor - TN CMC-A Mechanical Plumbing
ID Type	SSN
Address	500 James Robertson Parkway, Nashville, TN 37243-1150
Telephone	(615) 741-8307
Fax	(615) 532-2868
Web address	https://www.tn.gov/commerce/regboards/contractors.html
PSI Candidate Service #	(855) 868-1882
Exam Titles/Testing Time/# of items	<p>*Important: All candidates are required to take the Business & Law exam in addition to their appropriate trade portion. However, it is NOT necessary to take both portions on the same day.</p> <ul style="list-style-type: none"> •TN Business and Law Management/140 minutes/50 questions •LLP Tennessee Limited Licensed Plumber/135 minutes/40 questions •TN BC Combined Residential/Commercial/Industrial Contractor/300 minutes/100 questions •TN BC-A Residential Contractor/300 minutes/100 questions •TN BC-A, b (sm) Combined Residential/Small Commercial Contractor/300 minutes/100 questions •TN BC-A, B Combined Res/Comm Contractor/300 minutes/100 questions •TN BC-B Commercial Contractor/300 minutes/100 questions •TN BC-b Small Commercial Contractor/200 minutes/70 questions •TN BC-B, C Combined Commercial/Industrial Contractor/300 minutes/100 questions •TN BC-C Industrial Contractor/210 minutes/72 questions •TN CE Electrical Contractor/260 minutes/100 questions •TN CE-A, H High Voltage Electrical Contractor/160 minutes/60 questions •TN CMC Full Mechanical Contractor/325 minutes/120 questions •TN CMC-A Mechanical Plumbing/295 minutes/110 questions •TN CMC-C Mechanical - HVAC/Refrigeration Contractor/260 minutes/100 questions •TN CMC-D Mechanical Fire Sprinkler and Fire Protection Contractor/195 minutes/77 questions
	<ul style="list-style-type: none"> •TN LMC Licensed Masonry Contractor/200 minutes/70 questions •TN LLE Limited Licensed Electrician/130 minutes/40 questions
Pretest Items	Your examination contains non-scored questions. The use of such questions is an essential step in developing accurate future examinations. These questions will NOT be scored and time to answer them has been added to the time allowed.
Splitting Portions	Allowed
Exam Type	TN Construction
Notes	Passing portions: Trade exam passing portions expire in 2 years. Business and Law exam passing portions do not expire.
Application Processing	Application Processor applies exam payments if they are mailed or faxed in. For TN CMC Full Mechanical Contractor and TN CMC-A Mechanical Plumbing exams, CD must be approved with the state board FIRST.
Processing Time	Mail – up to 10 business days; Fax – up to 4 business days
Application Processor	TN. ApplicationProcessor@psionline.com
Name/Address Changes	CSR can make minor changes. Changes due to divorce/marriage - CD must send supporting documentation for Application Processor to enter. (Example: Divorce Decree for divorce, Marriage License for marriage)
Languages Available	English
ESL Candidates	Translation Dictionaries: Candidates are not permitted to use a translation dictionary. Special Accommodations for ESL CDs will not be provided.
Eligibility Criteria	Open Program - No prerequisites required Eligibility (Import) required for the following: Candidate must be approved by the state board - TN CMC Full Mechanical Contractor - TN CMC-A Mechanical Plumbing
Eligibility Period	Open - N/A Import: TN CMC Full Mechanical Contractor and TN CMC-A Mechanical Plumbing The registration form is valid for 1 examination.

Payment Payable to	PSI
Fee	\$53 each exam
Payment Type	You may pay by credit card, company check, cashier's check or money order. Make your check or money order payable to PSI and note your Social Security # on it.
Reschedule Rules	You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received two days prior to the scheduled examination date.
ADA/Exam Accommodation Approval	<p>All PSI 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.</p> <p>A candidate with a disability or a candidate who would otherwise have difficulty taking the examination <u>must follow the link and instructions</u> on the Exam Accommodations Request page at the end of the Candidate Information Bulletin.</p> <p>You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:</p> <ul style="list-style-type: none"> • Description of the disability and limitations related to testing • Recommended accommodation/modification • Name, title and telephone number of the medical authority or specialist • Original signature of the medical authority or specialist <p>MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS.</p>
Out of State Testing	<p>PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by following the link and instructions on the Exam Accommodations Request page at the end of the Candidate Information Bulletin.</p> <p>Do not schedule your examination until this document has been received and processed by PSI Exam Accommodations.</p>
Paper/Pencil	Yes
Bring to test center	<p>You must provide 2 forms of identification.</p> <p>One must be a VALID form of government-issued identification (driver's license, state ID, passport), which bears your signature and has your photograph or a complete physical description.</p> <p>The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form.</p>
Open Book Exam	<p>This examination is OPEN BOOK.</p> <p>If the candidate asks for a list of reference material, email them a CIB.</p>
Calculator Allowed	Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
Reference Materials Given at Site	Some exams require figure booklets to be handed out.
Passing Score	73% each exam
Cut score	N/A
Veteran's Preference Points	N/A
Score reports	<p>Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:</p> <ul style="list-style-type: none"> ▪ <u>On screen</u> – your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results. - If you pass, you will immediately receive a successful notification and performance summary on the screen. - If you do not pass, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination portion. Registration forms for submittal to PSI to retake the examination will be available at the examination site. ▪ <u>On paper</u> – an official score report will be printed at the examination site. <p>Your score will NOT be sent electronically to the state. Candidate submits score report to the state.</p>
Passing Portions	<p>Trade exam passing portions expire in 2 years.</p> <p>Business and Law exam passing portions do not expire.</p>
Dup Score Report Fee	Free by mail (5 to 7 business days), \$40 expedited fee (2 - 3 business days)
Fingerprint Info	N/A

Licensing instructions	All questions and requests for information pertaining to licensure should be directed to the Tennessee Board for Licensing Contractors.
Retest fee	\$53 each exam
Retest procedure	The registration form is valid for 1 examination. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
Exam review	<p>Failing candidates will have the option of reviewing their examination in a secure environment and challenging any questions or answers that they feel should be eliminated, or changed. The review is one hour in length.</p> <p>The fee for reviewing your examination is \$40. You may register for the examination review via telephone, Internet, mail, or fax. If you would like to register by mail or fax, please fill out the Registration Form found on the last page of this bulletin. You may pay with a credit card (Visa, MasterCard, American Express or Discover), money order, company check, or cashier's check. Cash and personal checks are <u>not</u> accepted.</p> <p>During the review, candidates will be presented with the questions the candidate incorrectly answered during the examination. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by writing down comments on the Review sheet.</p>
	<p>Comments may be entered by clicking the Comments link on the function bar of the test question screen.</p> <p>All comments made are for the future benefit of candidates. PSI will review all comments and, if necessary, make immediate key changes (or item deletions). However, PSI will not, under any circumstances, retroactively change a grade of any prior candidate. There will not be any notification sent to you from PSI with regard to your review.</p> <p>You may not be permitted to take any notes out of the review sessions. Please call (800) 733-9267 with any questions. The examination review fee is \$40 and it is one hour in length, regardless of the number of portions you are reviewing. You must schedule the examination review within 45 days from the date you originally took the examination.</p>
Practice Exams Offered	Yes - online at www.psiexams.com . You may take the practice exams an unlimited number of times: you will need to pay each time.
Support modes	N/A
Support email	examschedule@psionline.com
Email Response Time	Up to 48 hrs
Scheduling modes	Phone, PSI website
Information Links	Tennessee Board for Licensing Contractors
Created Date	5/6/2019
Modified Date	7/1/2021 rp