



EXAMINATION SCHEDULING PROCEDURES

Once approved by the Board, it is your responsibility to contact PSI to pay and schedule for the examination. You may either schedule via the Internet at <https://test-takers.psiexams.com/neel>, or schedule over the telephone at 855-340-3713.

Examination Fee \$120

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR 90 DAYS FROM THE DATE OF PAYMENT.

INTERNET SCHEDULING

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 <https://test-takers.psiexams.com/neel>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now 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 855-340-3713 for help.

TELEPHONE SCHEDULING

Call PSI at 855-340-3713 to schedule an appointment for the test. The times of operation for live operators are as follows:

	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

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 call PSI at 855-340-3713 or use the PSI Website.

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

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and 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.

EXAMINATION ACCOMMODATION

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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by contacting the State Electrical Division at 402-471-1058.

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

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. However, you may check the status of your examination schedule by calling 855-340-3713. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at <https://test-takers.psiexams.com/neel>.

EXAMINATION SITE LOCATIONS

Grand Island	3333 Ramada Road	Grand Island, NE 68801
Lincoln	Located in the H&R Block Tax Office. 2637 "O" St.	Lincoln, NE 68510
Norfolk	1302 Cyhawk Loop	Norfolk, NE 68701
North Platte	519 S. Dewey.	North Platte, NE 69101
North Platte	Mid-Plains Community College. 1101 Halligan Drive, Rm 205.	North Platte, NE 69101
Omaha	Located in the H&R Block office. 4843 L St.	Omaha, NE 68117
Omaha	12916 Millard Airport Plaza.	Omaha, NE 68137
Omaha	6001 Dodge Street. Kayser Hall - Room 522.	Omaha, NE 68182

Omaha	Omaha - Metropolitan Community College 5300 N 30th Street Bldg. 23 Room 311	Omaha, NE 68111
Scottsbluff	Harms Advanced Technology Building. 2620 College Park.	Scottsbluff, NE 69361
Sidney	371 College Drive.	Sidney, NE 69162

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

You must provide 1 form of identification. This must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide ALL of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- 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.
- 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.

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

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

While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the test question screen. These comments will be analyzed by PSI examination development staff. Although 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.**

EXAMINATION

NE ELECTRICAL CONTRACTOR

This examination is offered in English and Spanish.

**100 Scored Items - 270 Minutes - 75% Correct to Pass
10 Non-Scored Items - 30 minutes**

CONTENT OUTLINE

Subject Area	# of Items
General Electrical Knowledge	10
Wiring and Protection	25
Wiring Methods and Materials	20
Equipment for General Use	20
Special Occupancies	10
Special Equipment	5
Special Conditions	5
Communication Systems	5

EXPERIMENTAL ITEMS

In addition to the number of examination items specified, 5-10 non-scored “experimental” questions will be administered to candidates during the examinations. **These questions will not be counted towards the candidate’s overall score on the examination.** The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the editions of the Code book that are listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center.

NFPA 70 - National Electrical Code, 2020 or 2023 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02169, www.nfpa.org.

OR

NFPA 70: National Electrical Code Handbook, 2020 or 2023, National Fire Protection Association, www.nfpa.org

Ugly's Electrical References, George V. Hart, any edition, Jones and Bartlett, (800) 832-0034, www.uglys.net

****Reference material may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference material before the exam will begin.**

NE JOURNEYMAN ELECTRICIAN

This examination is offered in English and Spanish.

**80 Scored Items - 240 Minutes - 75% Correct to Pass
8 Non-Scored Items - 30 minutes**

CONTENT OUTLINE

Subject Area	# of Items
General Electrical Knowledge	10
Wiring and Protection	20
Wiring Methods and Materials	15
Equipment for General Use	15
Special Occupancies	10
Special Equipment	5
Special Conditions	5

EXPERIMENTAL ITEMS

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NE RESIDENTIAL ELECTRICIAN

This examination is offered in English and Spanish

**50 Scored Items - 180 Minutes - 75% Correct to Pass
5 Non-Scored Items - 15 minutes**

CONTENT OUTLINE

Subject Area	# of Items
General Electrical Knowledge	5
Wiring and Protection	12
Wiring Methods and Materials	12
Equipment for General Use	10
Special Occupancies	3
Special Equipment	3
Special Conditions	2
Communication Systems	3

EXPERIMENTAL ITEMS

In addition to the number of examination items specified, 5-10 non-scored "experimental" questions will be administered to candidates during the examinations. **These questions will not be counted towards the candidate's overall score on the examination.** The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

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