

Florida Department of Environmental Protection Computer Based Testing Information

The Florida Department of Environmental Protection (DEP) licensure examinations are delivered at 20 locations in Florida and at PSI Test Centers geographically located throughout the United States. A current listing of PSI Test Centers, including addresses and driving directions, may be viewed at <https://test-takers.psiexams.com/fldep>. The examinations are administered by appointment only, Monday through Saturday.

Nondiscrimination Policy

PSI does not discriminate among candidates based on age, gender, race, color, religion, national origin, disability, marital status or any other protected characteristic.

Special Arrangements for Candidates with Disabilities

PSI and DEP comply with the Americans with Disabilities Act and strives to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability.

If special accommodations are being requested, you will need to have prior approval from the DEP. PSI will not be able to assist with this matter until notification is received from the DEP. Once DEP has approved a candidate's request, candidates may call PSI at 800-345-6559 to schedule their examination. PSI will then provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed **MUST BE MADE IN WRITING TO DEP** at least 45 calendar days prior to your desired examination date.

Examination Application Approval

All applications for examination must be submitted to the Department of Environmental Protection, Onsite Sewage Program. Once your application has been reviewed and approved by the DEP, you will be notified in writing. The approval letter will contain a unique identification number, referred to as a Profile ID number. Once you receive the approval letter, please contact PSI to schedule your examination: 855-557-0617 or <https://test-takers.psiexams.com/fldep>

Please note that the approved training course you completed for examination eligibility purposes expires five (5) years from the date the course was completed. If you do not schedule and take your examination before this expiration date, you will not be permitted to test. You will be required to complete a new training course and submit a new application to the Department with all required fees and supporting documentation.

Examination Specifications

Exam Title	Items	Time Limit (minutes)	Passing %
Septic Tank Contractor	100	180	75
Master Septic Tank Contractor Coming Soon	100	180	70
ACT 1	50	120	70
ACT 2	50	120	70
ACT 3	50	120	70

Exams are CLOSED BOOK except for Rules & Statutes Handout for Contractor Exam (2023 edition). Florida Department of Environmental Protection Rules and Statutes booklet Standards for Onsite Sewage Treatment and Disposal Systems will be available at the exam site.

Online Scheduling:

You may schedule an examination appointment online at any time at <https://test-takers.psiexams.com/fldep>

Telephone Scheduling:

Call PSI at 855-557-0617 to schedule an examination appointment.

Examination Rescheduling

You may reschedule the examination once at no charge, if you contact PSI at least 2-business days prior to a scheduled examination appointment by calling PSI at 855-557-0617 or online at <https://test-takers.psiexams.com/fldep> The following schedule applies:

If your examination is scheduled on...	You must contact PSI by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

Missed Appointments / Forfeitures

You will forfeit the examination registration and all fees paid under the following circumstances.

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled examination appointment.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination, or
- You fail to report for an examination appointment.

Inclement Weather/Power Failure/Other 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 <https://test-takers.psiexams.com/fldep> 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. The responses provided up to the point of interruption will be intact.

Identification

To gain admission to the Test Center, you must present one form of government issued, current identification that includes 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 current: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- If your name on your registration is different than it appears on your identification, you WILL NOT BE ABLE TO TEST.

You must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment.

Security

PSI administration and security standards 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 handheld 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. Coats 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. The proctor will lock the soft locker prior to you entering 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 all personal items 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 (e.g., cellular/smart phones, alarms) in the testing room after the examination is started, 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 proctor at the completion of testing, or you will not receive your score report.
- Mathematical formula sheets are available on-screen.
- 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 is not 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 devices 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.

Computer Login

Report to the Test Center no later than your scheduled appointment time. Look for signs indicating PSI Test Center Check-in. If you arrive more than 15 minutes after the scheduled testing time you will not be admitted. You may bring a non-programmable calculator to the examination. Calculators with printing capabilities, full alpha keypads or built into cellular/smart phones or electronic devices are not permitted in the Test Center.

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. Your photograph, taken before beginning the examination, will remain on-screen throughout your examination session. This photograph will also print on your score report.

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.

Taking the Examination

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

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.

Candidate Comments

During the examination, comments may be provided 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.

Following the Examination

After completing the examination, you are asked to answer a short evaluation of your examination experience. Then, you are instructed to report to the examination proctor to receive a diagnostic score report.

Score Reports

Candidates will receive an on-site score report.

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. You must submit a new, completed application form and fee to the Department of Environmental Protection to reapply for examination.

Confidentiality

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

Re-Examination

You must submit a retake application to the Department of Environmental Protection and receive another approval before being eligible to schedule a re-examination.

Duplicate Score Report

You may request a duplicate score report after your examination by emailing scorereport@psionline.com