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OHIO CONSTRUCTION INDUSTRY LICENSING BOARD
DEPARTMENT OF COMMERCE

DIVISION OF INDUSTRIAL COMPLIANCE
CONTRACTOR TRADE EXAMINATIONS
CANDIDATE INFORMATION BULLETIN

Examinations by PSI 1
Submitting Your Examination Application 1
Examination Scheduling Procedures 1
Online (www.psiexams.com) 1
Telephone 1
Rescheduling an Examination 1
Missed Appointment or Late Cancellation 1
Examination Accommodations 1
Emergency Examination Center Closing 2
Examination Site Location 2
Reporting to the Examination Site 2
Required Identification 2
Security Procedures 2
Taking the Examination by Computer 3
Tutorial 3
Test Question Screen 3
Pretest Items 3
Examination Review 3
Score Reporting 3
Examination Content Outlines 3

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Updated 10/26/2026

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for Contractors Licensure in the State of Ohio.

Eligibility for examination is determined by the Ohio Construction Industry Licensing Board (OCILB).

The Board has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Ohio and in many areas throughout the United States. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

SUBMITTING YOUR EXAMINATION APPLICATION

You must obtain an examination application form from the OCILB or online at http://www.com.ohio.gov/dico/OCILB/LicenseQualificationProcess.aspx. Complete the application and mail it with the appropriate fees and other required information to the OCILB. The OCILB will review your application to determine your eligibility to sit for an exam.

All applicants for contractor commercial licenses **must** take the Ohio Contractor's Business and Law exam in addition to any required trade-specific examination. If you decide to become licensed in another trade at a later date, you only have to pass the Business and Law examination once every three years.

You will be notified by mail of the OCILB's decision. If the OCILB approves your application you are required to obtain a Federal and State background check prior to sitting for the examination. OCILB approval is valid for one year. If you have not obtained a background check or taken your examination after one year, you will need to reapply for eligibility to sit for an exam.

For questions about applications and licensing, contact:

Ohio Construction Industry Licensing Board
6606 Tussing Road
Reynoldsburg, OH 43068
E-Mail dic.ocilb@com.state.oh.us
Phone: 614.644.3493
http://www.com.ohio.gov/dico/OCILB/

EXAMINATION SCHEDULING PROCEDURES

Once you have been approved by the Board, you are responsible for contacting PSI to schedule an appointment to take the examination.

- Once the OCILB notifies PSI that you are eligible to take an examination, you have one year to schedule and take your examination. After one year, your examination eligibility will expire and you will need to submit another application form before being able to take an examination.
- If you fail an examination portion, you must wait 60 days before retesting. You can retest up to 5 times in a year.

Examination Fee	**$69**

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

The fee is for each registration, whether you are taking the examination for the first time or repeating.

ONLINE (HTTPS://TEST-TAKERS.PSIEXAMS.COM/OHCONST)

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at https://test-takers.psiexams.com/ohconst. 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.

TELEPHONE (855) 257-1621

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule the same examination 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 https://test-takers.psiexams.com/ohconst or call PSI at (855) 257-1621.

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.

EXAM ACCOMMODATIONS

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 Clicking Here.

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

EXAMINATION CENTER CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination center 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) 257-1621 or on our website at https://test-takers.psiexams.com/ohconst.

EXAMINATION SITE LOCATION

Akron
231 Springside Dr, Suite 125
AKRON, OH 44333

Cambridge
1300 Clark Street, Suite #5
Cambridge, OH 43725

Cincinnati
Cincinnati-Hamilton - Tri-State Professional Training and Testing Center
2820 Bobmeyer Rd., Hangar C-7
Hamilton, OH 45015

Cleveland
7029 Pearl Rd, Suite 320
Middleburg Heights, OH 44130

Columbus South
6431 Alum Creek Dr, Suite I
Groveport, OH 43125

Columbus North
6397 Emerald Parkway, Suite 150
Dublin, OH 43016

Hamilton
Tri-State Professional Training and Testing Center*
2820 Bobmeyer Rd
Hamilton, OH 45015

Macedonia - Test Spots - Cleveland East
8536 Crow Dr, Ste GL-55
Macedonia, OH 44056

Maumee/Toledo
1446 S. Reynolds Road, Suite 201
Maumee, OH 43537

Troy
Brainseed Testing Center
1100 Wayne Street, Suite 5200
Troy, OH 45373

Wadsworth
Wadsworth - Flight Services of Wadsworth
840 Airport Rd
Wadsworth, OH 44281

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 15 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 center and you will forfeit your examination registration fee.*

Click here for a video of the Test Center Experience

REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. Candidates are required to bring one (1) form of valid (non-expired) signature-bearing identification to the examination center. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.

PRIMARY IDENTIFICATION (with photo)

- 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.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will be provided an online calculator. This is the only calculator that you may use.
- You will be provided a piece of scratch paper and a pencil. These must be returned to the proctor at the end of the 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. Items may not exceed 15" x 15". 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, 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 Department and you may be denied licensure.
- Copying or communicating examination content is a 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. Candidates 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.

Click here for the Tutorial in English

PRETEST QUESTIONS

In addition to the number of questions per examination, a small number of one to ten experimental items, generally, approximately 10% of the number of questions, may be administered to candidates during the examination. These questions will not be scored. However, these questions will count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the Board, will be continually 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 link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Board may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

SCORE REPORTING

Your examination result will be given to you immediately following completion of the examination. You will receive a printed score report marked "pass" or "fail". The fail score report will include diagnostic information. Candidates may use the diagnostic report as a guide for studying before their next test administration. You may print the score report from your online account.

EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

CONTRACTOR'S BUSINESS AND LAW EXAMINATION

All contractor license classifications **must** take the Business and Law exam in addition to any required trade-specific exam.

# of Questions	% Required to Pass	Time Allowed
50	70%	2 Hours
5 Pretest Items	Not Scored	

CONTENT OUTLINE

Subject Area	# of Items
Business Org	2
Licensing	3
Estimating and Bidding	8
Contract Management	5
Project Management	4
Insurance and Bonding	5
OSHA Record Keeping and Safety	5
Personnel Regulations	5
Financial Management	6
Tax Laws	5
Lien Laws	2
Pretest Items	5

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 edition of the Code book that is listed.

This examination is OPEN BOOK. The following reference **is provided** in the testing center. No highlighting or notes of any sort may be made in the book during the exam.

- *Contractor's Guide to Business, Law, and Project Management - Ohio*, 4th Edition, National Association of State Contractors Licensing Agencies (NASCLA), https://store.nascla.org/products/ohio-construction-industry-licensing-board-3rd-edition-tabs-bundle

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. References may be tabbed/indexed with permanent tabs only. Reference books may not have removable tabs. The following is a list of tabs that can be placed on pages in code or reference books when taking exams, as per PSI the examination vendor for the Ohio Contractor Licensing Board. These tabs stick onto pages and will tear the page if you try to remove them. This is only a sample list. As long as the tabs are not easily removed from the pages are the criteria for acceptable tabs.

Acceptable Tabs
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Redi-Tag Self-Stick Permanent Adhesive Index Tabs
Unacceptable Tabs
Post-It Index Flags
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OHIO ELECTRICAL CONTRACTOR EXAMINATION

Electrical contractors must have the knowledge and skill to install, alter, add or change any electrical wires fixtures, appliances, apparatus, raceways, conduit or any part thereof that generates transmits, transforms or utilizes electrical energy in any form for light, heat, power or communications.

# of Questions	% Required to Pass	Time Allowed
100	70%	4 Hours
10 Pretest Items	Not Scored	

CONTENT OUTLINE

Subject Area	# of Items
General Electrical Knowledge	10
Transformers and Equipment	12
Service Feeders and Branch Circuits	16
Raceways, Boxes, and Panelboards	10
Conductors and Cables	12
Control Devices	8
Motors and Generators	12
Utilization Equipment	8
Special Occupancies and Equipment	12
Pretest Items	10

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 edition of the Code book that is listed.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *Ugly's Electrical References*, 2023, George V. Hart, Jones and Bartlett, http://www.uglysbooks.com/products.php?cat=23
- *NFPA 70 - National Electrical Code, and/or The National Electrical Code Handbook*, 2023, National Fire Protection Association (NFPA), http://www.nfpa.org/ (Either reference on its own is sufficient; however, candidates are permitted to use both references.)
- *Electrical Field Reference Handbook*: Revised for the NEC 2008, www.textbooks.com
  or
  IBEW-NECA Field Reference Book, National Joint Apprenticeship and Training Committee for the Electrical Industry

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. References may be tabbed/indexed with permanent tabs only. Reference books may not have removable tabs. The following is a list of tabs that can be placed on pages in code or reference books when taking exams, as per PSI the examination vendor for the Ohio Contractor Licensing Board. These tabs stick onto pages and will tear the page if you try to remove them. This is only a sample list. As long as the tabs are not easily removed from the pages are the criteria for acceptable tabs.

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OHIO HVAC CONTRACTOR EXAMINATION

Those who are qualified to install, maintain, repair, fabricate, alter or extend central air conditioning, heating and ventilating, including ductwork within a complete system and all appurtenances, apparatus. piping vessels, ducts and insulation used in connection therewith.

# of Questions	% Required to Pass	Time Allowed
100	70	4 Hours
10 Pretest Items	Not Scored	

CONTENT OUTLINE

Subject Area	# of Items
General Knowledge and Requirements	10
Warm Air Heating and Air Distribution	25
Ventilation and Exhaust Systems	15
Air Conditioning	10
Piping Systems	10
Equipment and Appliances	20
Testing and Inspection	10
Pretest Items	10

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 edition of the Code book that is listed.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *International Fuel Gas Code*, 2021, International Code Council, http://shop.iccsafe.org/
- *Ohio Mechanical Code*, 2024, International Code Council, http://shop.iccsafe.org/
- *Modern Refrigeration and Air Conditioning*, 22nd Edition, https://psionlinestore.com/modern-refrigeration-and-air-conditioning-21st-edition

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OHIO HYDRONICS CONTRACTOR EXAMINATION

Hydronics contractors must have the knowledge and skill to construct, install, alter, repair, maintain or service any steam and hot-water heating or chilled-water refrigeration systems.

# of Questions	% Required to Pass	Time Allowed
50	70	2.5 Hours
2 Pretest Items	Not Scored	

CONTENT OUTLINE

Subject Area	# of Items
General Knowledge	16
Heating Equipment	10
Piping, Pumps, Valves	10
Fuel Gas and Oil	1
Venting	5
Controls	5
Tests and Inspections	3
Pretest Items	2

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 edition of the Code book that is listed.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *Ohio Administrative Code, Chapter 4101:4 Boiler and Unfired Pressure Vessel Rules*, 2015, Ohio Division of Industrial Compliance, http://codes.ohio.gov/oac/4101%3A4
- *Ohio Mechanical Code*, 2024, International Code Council, http://shop.iccsafe.org/
- *Boiler Operator's Guide*, 4th Edition, 1998, or 5th Edition, 2020, McGraw-Hill Publishing, Inc., https://www.amazon.com/Boiler-Operators-Guide-Mechanical-Engineering/dp/0070365741

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. References may be tabbed/indexed with permanent tabs only. Reference books may not have removable tabs. The following is a list of tabs

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OHIO PLUMBING CONTRACTOR EXAMINATION

The practice, materials and fixtures utilized in the installation, maintenance, extension and alteration of all piping, fixtures, plumbing appliances and plumbing appurtenances, within or adjacent to any structure, in connection with sanitary drainage or storm drainage facilities; venting systems; and public or private water supply systems.

# of Questions	% Required to Pass	Time Allowed
100	70	4 Hours
1 Pretest Item	Not Scored	

CONTENT OUTLINE

Subject Area	# of Items
General Knowledge	8
General Regulations	20
Plumbing Fixtures	6
Water Supply Systems	10
Drainage, Waste, and Sanitary Vents	24
Indirect Wastes	3
Roof Drain Piping	4
Specialty Plumbing	5
Isometric Analysis	20
Pretest Items	1

REFERENCE LIST

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This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *Ohio Plumbing Code*, 2024, International Code Council, http://shop.iccsafe.org/
- *International Fuel Gas Code*, 2024, International Code Council, http://shop.iccsafe.org/
- *Mathematics for Plumbers and Pipefitters*, 8th Edition, 2013, http://www.cengage.com/
- *Modern Plumbing, 9th Edition*, 2022, Goodheart-Willcox Company, Inc, https://www.g-w.com/modern-plumbing-2010

Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. References may be tabbed/indexed with permanent tabs only. Reference books may not have removable tabs. The following is a list of tabs that can be placed on pages in code or reference books when taking exams, as per PSI the examination vendor for the Ohio Contractor Licensing Board. These tabs stick onto pages and will tear the page if you try to remove them. This is only a sample list. As long as the tabs are not easily removed from the pages are the criteria for acceptable tabs.

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OHIO REFRIGERATION CONTRACTOR EXAMINATION

Tests a candidate's knowledge to install, maintain, repair or alter any system of refrigeration unlimited to tons or horsepower provided, however, that such refrigeration is intended to be used for the purpose of food and product preservation and is not to be used for comfort systems.

# of Questions	% Required to Pass	Time Allowed
60	70	3 Hours
10 Pretest Items	Not Scored	

CONTENT OUTLINE

Subject Area	# of Items
General Knowledge & Requirements	18
Refrigeration Piping	12
Refrigerants	6
Refrigeration Systems & Controls	15
Testing & Inspection	9
Pretest Items	10

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 edition of the Code book that is listed.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

- *Ohio Mechanical Code*, 2024, International Code Council, http://shop.iccsafe.org/

- *Modern Refrigeration and Air Conditioning*, 22nd Edition, https://psionlinestore.com/modern-refrigeration-and-air-conditioning-21st-edition

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