



PSI Services LLC
<https://test-takers.psiexams.com/iael>

IOWA DEPARTMENT OF PUBLIC SAFETY ELECTRICAL EXAMINING BOARD



CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at <https://test-takers.psiexams.com/iael>

EXAMINATIONS BY PSI SERVICES LLC

The Iowa General Assembly enacted legislation establishing a statewide electrical licensing and inspection program. Responsibility for the program was given to the Fire Marshal Division of the Iowa Department of Public Safety and is overseen by the Electrical Examining Board (the Board). To review the State of Iowa Code 103, go to <https://www.legis.iowa.gov/docs/ico/chapter/103.pdf>

The Board has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in Iowa. 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. Following are the examinations offered by PSI.

- Master Electrician
- Journeyman Electrician
- Residential Electrician
- Residential Master Electrician
- Disconnect/ reconnect existing HVAC equipment and refrigeration equipment
- Irrigation

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

You must submit a license application and testing sponsorship request form to the Electrical Examining Board. **A license application is not needed if currently licensed by the Board.** The application and testing sponsorship request form are available at <https://iowaelectrical.gov>. Complete the license application and mail, email or fax the application and sponsorship request form to the Board. The license fee is not required until after test is passed. Please contact the Electrical Examining Board after passing your test for instructions regarding your license or if you have additional questions.

Department of Inspections, Appeals, & Licensing
Electrical Examining Board
6200 Park Ave
Des Moines, IA 50321
Phone: 515-725-6147
Email: elecinfo@dia.iowa.gov
www.iowaelectrical.gov

- Once the Board has approved your application, you will receive an authorization to test letter from the state. You will then be responsible for contacting PSI to pay and schedule for the examination.
- Your authorization letter is valid for two examination attempts or six months. If you do not pass your examination after two attempts, you will need to contact the Board to receive another authorization letter and follow the rules established by the Board.

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

Examination Fee

\$87

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

INTERNET REGISTRATION

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/iael>. 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 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 (855) 746-8173 for help.

TELEPHONE

Call (855) 746-8173, PSI registrars are available to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time.

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

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule your examination with a PSI registrar, call PSI at (855) 746-8173, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 6:00 pm Central Time.

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 schedule online at <https://test-takers.psiexams.com/iael> or call PSI at (855) 746-8173.

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.

SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may schedule online at <https://test-takers.psiexams.com/iael> or call PSI at (855) 746-8173.

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 schedule 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 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) 746-8173. 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/iael>.

EXAMINATION SITE LOCATIONS

The four Iowa examination center locations are located in Cedar Rapids, Council Bluffs, Sioux City, and West Des Moines. Driving instructions are provided below, but it is advisable that you refer to a map when trying to get to your examination center.

Cedar Rapids/Iowa City Area:

Erbs Business Center
4935 Bowling Street SW, Suite C
Cedar Rapids, IA 52404

From I-380, take US 30 east and exit the first exit Bowling Street/Kirkwood Boulevard. Proceed north on Bowling Street approximately ¼ mile. Turn right into the Erbs business

center driveway. The examination center is in the southern annex, to the right.

Council Bluffs:

1705 McPherson, Suite 300
Council Bluffs, IA 51503

From I-80, exit Madison Avenue/Mall of the Bluffs and proceed north toward the Mall. Turn right on Bennett Avenue and proceed approximately 1 mile until it ends at McPherson. Turn right into the driveway.

Sioux City:

Western Iowa Technical Community College
4647 Stone Ave
Robert H Kiser Bldg, Room 258
Sioux City, IA 51106

From I-29 South, take exit #144A Fort Dodge/Highway 20 East. Continue northeast on Highway 20 East for 3 miles. At the end of the highway, you will cloverleaf to your right. Continue west on Gordon Drive/Highway 12 for 2 miles. Western Iowa Tech Community College is located east on Stone Avenue, off of Gordon Drive. When you arrive on the WIT campus you can park in parking lot A and enter building A. Please allow additional time to find parking. The testing center is located in room 258. If you are unfamiliar with the WIT campus you can stop at the registration desk to get directions to the room and there will also be signs directing you to the testing center.

West Des Moines:

950 Office Park Rd, Suite 212
West Des Moines, IA 50265

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 at least 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 AT EXAMINATION SITE

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) signature bearing identification to the test site.

PRIMARY IDENTIFICATION - Choose One

NOTE: ID must contain candidate's signature, photo, be valid and unexpired.

- 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

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- You will have access to an online calculator.
- The candidate may bring a 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 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. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **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.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion. 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

PSI, in cooperation with the Iowa Electrical Examining Board, 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. Comments may be entered by clicking the Comments link on the function bar of the test 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 result will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your result 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 result 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.
 - 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 type.

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

NON-SCORED QUESTIONS

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.

EXAMINATION CONTENT OUTLINES

MASTER ELECTRICIAN

100 Scored Items - 240 Minutes - 70% Correct to Pass
10 Non-Scored Items - 30 Minutes

Examination Content Area	Percent
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

REFERENCE LIST

The following reference material is allowed in the examination center:

NFPA 70 - National Electrical Code, 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, 2023, National Fire Protection Association, www.nfpa.org

The following reference material is NOT allowed in the examination center:

Ugly's Electrical References, George V. Hart, 2011, 2014 or 2017 edition, Jones and Bartlett, (800) 832-0034, www.uglys.net

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined and/or indexed prior to the examination session. References may NOT be written in prior to, or during, the examination session. Any candidate caught writing, highlighting, underlining and/or indexing in the references during the examination will be reported to the Department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. (Permanent tabs are defined as tabs that would tear the page if removed). Temporary tabs, (defined as Post-It notes, or other tabs that may be removed without tearing the page) are not allowed and must be removed from the reference before the exam will begin. If you are downloading from the Internet, you may bring this reference into the testing center with you as long as it is bound. You can have it spiral bound or you may hole-punch it and put it in a binder.

JOURNEYMAN ELECTRICIAN

80 Scored Items - 180 Minutes - 70% Correct to Pass

8 Non-Scored Items - 30 Minutes

Examination Content Area	Percent
General Electrical Knowledge	13
Wiring and Protection	25
Wiring Methods and Materials	19
Equipment for General Use	19
Special Occupancies	13
Special Equipment	6
Special Conditions	6

Note: Percentage may not total 100 percent due to rounding.

REFERENCE LIST

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NFPA 70 - National Electrical Code, 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, 2023, National Fire Protection Association, www.nfpa.org

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RESIDENTIAL ELECTRICIAN

50 Scored Items - 120 Minutes - 70% Correct to Pass

5 Non-Scored Items - 15 Minutes

Examination Content Area	Percent
General Electrical Knowledge	10
Wiring and Protection	25
Wiring Methods and Materials	25
Equipment for General Use	20
Special Occupancies	5
Special Equipment	5
Special Conditions	5
Communication Systems	5

REFERENCE LIST

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

OR

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will be reported to the Department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. (Permanent tabs are defined as tabs that would tear the page if removed). Temporary tabs, (defined as Post-It notes, or other tabs that may be removed without tearing the page) are not allowed and must be removed from the reference before the exam will begin. If you are downloading from the Internet, you may bring this reference into the testing center with you as long as it is bound. You can have it spiral bound or you may hole-punch it and put it in a binder.

MASTER RESIDENTIAL ELECTRICIAN

60 Scored Items - 180 Minutes - 70% Correct to Pass

6 Non-Scored Items - 15 Minutes

Examination Content Area	Percent
General Electrical Knowledge	10
Wiring and Protection	25
Wiring Methods and Materials	25
Equipment for General Use	20
Special Occupancies	5
Special Equipment	5
Special Conditions	5
Communication Systems	5

REFERENCE LIST

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IRRIGATION SYSTEM WIRING

50 Scored Items - 120 Minutes - 70% Correct to Pass

5 Non-Scored Items - 15 Minutes

Examination Content Area	Percent
General Knowledge	12
Wiring and Protection	20
Wiring Methods and Materials	20
Equipment for General Use	20
Special Equipment	14
Low Voltage	14

REFERENCE LIST

The following reference material is allowed in the examination center:

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

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

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Ugly's Electrical References, George V. Hart, 2011, 2014 or 2017 edition, Jones and Bartlett, (800) 832-0034, www.uglys.net

Simplified Irrigation Design, Pete Melby, 1995, 2nd Edition, John Wiley and Sons, (212) 850-6011, www.wiley.com, ISBN 0-471-28622-2

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined and/or indexed prior to the examination session. References may NOT be written in prior to, or during, the examination session. Any candidate caught writing, highlighting, underlining and/or indexing in the references during the examination will be reported to the Department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. (Permanent tabs are defined as tabs that would tear the page if removed). Temporary tabs, (defined as Post-It notes, or other tabs that may be removed without tearing the page) are not allowed and must be removed from the reference before the exam will begin. If you are downloading from the Internet, you may bring this reference into the testing center with you as long as it is bound. You can have it spiral bound or you may hole-punch it and put it in a binder.

DISCONNECTING AND RECONNECTING AIR CONDITIONING AND REFRIGERATION SYSTEMS

50 Scored Items - 120 Minutes - 70% Correct to Pass

5 Non-Scored Items - 15 Minutes

Examination Content Area	Percent
General Knowledge	10
Feeders and Branch Circuits	10
Grounding and Bonding	10
Raceways and Enclosures	14
Conductors	18
Motors and Controls	30
Special Occupancies	8

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