



PSI Services LLC

Phone: (855) 807-3991

E-mail: examschedule@psionline.com

<https://test-takers.psiexams.com/nccode>

NORTH CAROLINA DEPARTMENT OF INSURANCE



CODE OFFICIALS QUALIFICATION BOARD CERTIFICATION EXAMINATIONS 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/nccode>**

North Carolina Examination Procedure Checklist

Before registering for an examination, make sure that you have reviewed the following checklist.

- You must get authorization from the NC Code Officials Qualification Board (the Board) to take an examination.
- <https://www.ncosfm.gov/licensing-cert/code-officials-qualification-board-coqb/coqb-code-enforcement-officials> or call the Board at (919) 647-0023 or (919) 647-0000.
- Upon approval from the Board, you will be sent an Examination Eligibility Notice, along with instructions for paying and scheduling the examination.
- Each eligibility is valid for two (2) attempts. If you fail both examination attempts, you must resubmit your standard application to the Board.

Schedule for your examination:

- Upon approval from the Board, you are responsible for contacting PSI to pay and schedule for the examination. You may either schedule via the Internet at <https://test-takers.psiexams.com/nccode>, or schedule over the telephone at (855) 807-3991.

Take your examination:

- Must bring one form of identification, which bears your signature and photograph.
 - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- Please arrive 30 minutes prior to appointment.

After your examination:

- You will receive your results upon completion.
- Your results will be transmitted daily to the Board.
- If you fail the exam, you are eligible for a 90 minute exam review at the end of the examination.

EXAMINATIONS BY PSI SERVICES LLC

The NC Code Officials Qualification Board (the Board) has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI provides these examinations through a network of computer examination centers in North Carolina and throughout the US.

GUIDELINES FOR EXAMINATION QUALIFICATION

You must get authorization from the Board to take an examination. For information on the application process visit the Web site at <https://www.ncosfm.gov/licensing-cert/code-officials-qualification-board-coqb/coqb-code-enforcement-officials> or call the Board at (919) 647-0023 or (919) 647-0000.

Upon approval, the Board will send you an Examination Eligibility Notice which will include instructions for scheduling and paying for the examination.

Each eligibility is valid for two (2) attempts. If you fail both attempts of the examination, you must resubmit your standard application to the Board.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Exam eligible candidates will be forwarded to PSI on a daily basis. Once approved by the Board, it is your responsibility to contact PSI to schedule and pay for the examination.

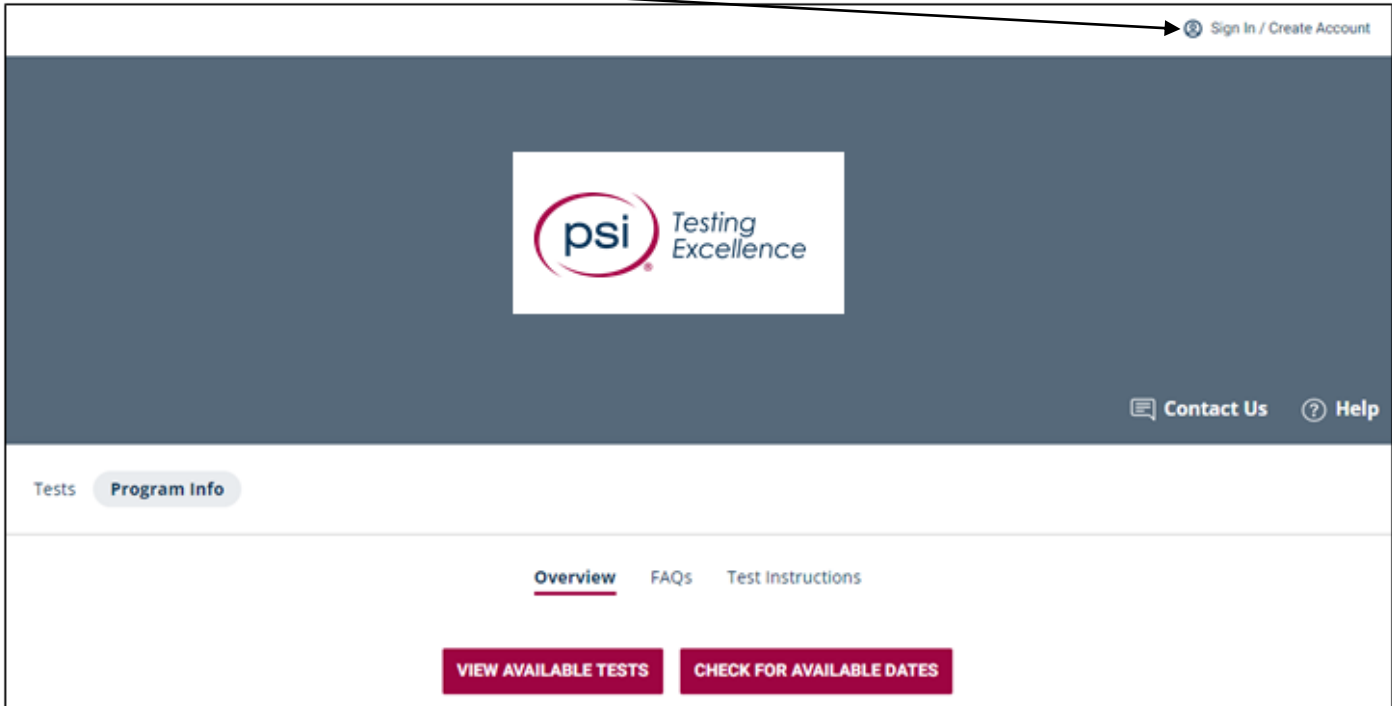
Examination Fee	\$135
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

ONLINE (<https://test-takers.psiexams.com/nccode>)

For the **fastest and most convenient** examination scheduling process, register for your examinations online by accessing PSI's registration Website: [Click Here](#) or on the email confirmation you received from PSI.

1. Select **TESTS** to create an account.



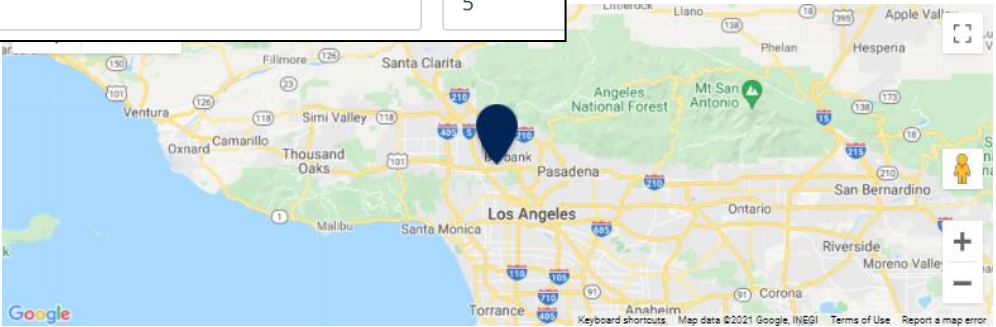
2. You will be prompted to **CREATE AN ACCOUNT** with PSI. Enter the NJ_Trades_ID_Number for the ID.
The first and last name must match exactly with your current, valid, government-issued ID.

<input type="text" value="ID *"/>	
<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Middle Name"/>	<input type="text" value="Generation"/>
<input type="text" value="Email *"/>	
<input type="text" value="Password *"/>	Your password must contain: <ul style="list-style-type: none">• At least one capital letter A-Z• At least one lower case letter a-z• At least one number 0-9• At least one special character !@#V\$%V^&V*• At least 8 and up to 32 characters
<input type="text" value="Confirm Password *"/>	

3. Enter the “City or Postal Code” and select **FIND**.

Search Test Center Location

City, province, or postal code Radius
5



The image shows a search interface for finding a test center location. It includes a text input field for "City, province, or postal code" and a "Radius" dropdown menu set to "5". Below the input is a Google Map of the Los Angeles area with a blue pin placed in downtown Los Angeles. The map shows major highways and surrounding cities like Santa Clarita, Simi Valley, and Pasadena.

4. Select a date and time to book an appointment.

Choose a Date and Time

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Available Selected

**Time slots available for
October 08, 2021**

5. You are now ready to pay.

Payment

Billing Address

Address 1 *
Address 2
Address 3
City *


Order Summary

Commercial Contractor Practice Test
Mechanical Bus and Law \$100.00 USD

Total Price

CONTINUE

6. Once payment has been made you will receive a message confirming the test center, booked date, and booked time.

Booking Confirmed!!  [Print Confirmation](#)

Email Address: Home Phone: Office Phone:
asingla81@psionline.com 111224444 2221112345

TELEPHONE

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (855) 807-3991, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your appointment for the examination.

RESCHEDULING/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) 807-3991.

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 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.

EXAM ACCOMMODATIONS (ADA)

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 via telephone and email. However, you may check the status of your examination schedule by calling (855) 807-3991. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

EXAMINATION SITE LOCATIONS

ASHEVILLE

306 C Patton Avenue
Asheville, NC 28806

From I-40 take exit 44, Smokey Park Highway (US 19/ 23), turn left. Proceed North/East approx 3 miles (the test center is in a multi-building complex between Haywood Rd and Druid). Turn right onto Haywood Rd at intersection of Patton (19/23) and Haywood Rd (Swannanoa Cleaners on right.) Proceed approximately 0.2 miles and turn left onto Parkwood. Follow building numbers to 1306, approx. 5th building complex on right, past the BB&T bank.

From I-240 exit 3A to 19/23 (Patton Ave) and proceed South approx 2 miles (the test center is in a multi-building complex between Druid and Haywood Rd). Take a left onto Druid (Burger King is on the left), then first right. Proceed (past post office) through stop sign and take first left into parking lot of building #1306.

CHARLOTTE

Tyvola Executive Park One 5701 Westpark Dr, #102
Charlotte, NC 28217

From I-77S towards Columbia, exit Tyvola Road (Exit #5). Turn left at Tyvola Road. Make a right at Westpark Dr. From I-77N, exit Tyvola Road (Exit #5). Bear right at Tyvola Road. Turn right at Westpark Dr.

GREENVILLE

Charles Center
2404 South Charles Blvd Suite B
Greenville, NC 27858

From the South, proceed North on State Highway 11, and merge to the right onto Greenville Blvd SE (US 264/State 43). Turn right on Charles Blvd.

From the East, proceed West on US 264 and turn left onto Greenville Blvd SE. Turn left on Charles Blvd.

From the West, proceed East on US 264. Turn right on Memorial Drive. Turn left on Greenville Blvd. Turn right on Charles Blvd.

RALEIGH

5711 Six Forks Road Suite 208
Raleigh, NC 27609

From I-440, exit 8, Six Forks Road and proceed North. Turn left on Loft Lane, then right into the first driveway.

FAYETTEVILLE

3724 Sycamore Dairy Road, Suite 128 Arbor Alley Building
Fayetteville, NC 28303

From the North, take I-95 South. Merge onto US 301/I-95 Business Route South towards Fayetteville/Fort Bragg/Pope AFB. Turn right onto NC-210/NC-24 Grove St. which becomes Rowan St. From Rowan St., turn right onto Bragg Blvd. Turn left onto Sycamore Dairy Road.

From the South, take I-95 North to Exit 46 and enter NC 87, Martin Luther King (MLK). Take the MLK to the Bragg Blvd exit. Turn left on Bragg Blvd. Stay in the left lane for a few miles. When you get to the traffic light at McDonald's, bear left onto Sycamore Dairy Rd. Very shortly there is another traffic light. Just past it, on the right, turn into the Arbor Alley strip mall.

From the Northwest, take NC-87 South to NC-24 E/Bragg Blvd. Continue on NC-24 E/Bragg Blvd beyond the intersection with

Hwy 401 Bypass. Turn right onto Bargain Street and proceed to Sycamore Dairy Road.

From the Southwest, take US 401 North and turn left onto 401 Bypass (Skibo Road). Continue on 401 Bypass/Skibo Road. Turn right onto Legend Ave; turn left onto Sycamore Dairy Road.

PSI is located at the far back end of the Arbor Alley strip mall. The strip mall is located in between the State ABC store and Priscillas.

WILMINGTON

Judges Road Business Park 311 Judge's Road, Suite 8D
Wilmington, NC 28405

When Interstate 40 ends, it merges with State Highway 132 (College Road). Exit Market Street (Highway 17) and proceed northeast toward Jacksonville, approximately 1 mile. Turn left at Judge's Road. As you approach Judge's Road Business Park, you will see a dozen brick buildings housing industrial units. Turn left into the Business Park and proceed to the third aisle. Turn right down the aisle for Building 8. Suite 8D is on the left. Overflow parking is available on the street.

WINSTON-SALEM

1540 Westbrook Plaza Drive, Suite 103
Winston-Salem, NC 27103

From Interstate 40, exit 189, Stratford Road proceed north (left) approximately 100 yards. Turn left on Westbrook Plaza Drive. Turn left at four-way stop, continuing on to Westbrook Plaza Drive. Go through next traffic light. The test center is approximately 1/4 mile past the light and on your left.

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

Candidates need to provide one (1) form of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All 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 valid (non-expired) signature bearing identification to the test site.

PRIMARY IDENTIFICATION (with photo) - Choose One

- 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.

If the candidate fails to bring proper identification or the candidate names do not match, the candidates will not be

allowed to test and their examination fee will not be refunded.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will have access to an online calculator.
- 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.
- 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

In the event you fail the examination you will be given 90 minutes at the end of the examination to review the items you missed. The items will not be in any particular order. Comments may be entered 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.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- If you **pass**, you will receive a successful score report.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report.

DUPLICATE SCORE REPORTS

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

EXPERIMENTAL 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 total time allowed.

The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

STATE EXAMINATION REFERENCE MATERIALS AND CONTENT OUTLINES

The examinations are OPEN BOOK. The references listed in the tables on the following pages are the ONLY references allowed in the examination center. Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or annotated prior to the examination session. Notes on the pages of the reference materials are allowed. However, if written in pencil, they MUST be highlighted; if written in pen, they DO NOT need to be highlighted. NO partial references will be allowed as acceptable reference materials for exams. When printing off the General Statutes or the Board's Rules, please make sure you bring the entire document and make sure it is bound.

References may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) within their approved references. Any additional materials will be removed from the references and confiscated. References may be tabbed with permanent tabs only. Temporary tabs, such as Post-It notes or stapled tabs, are not allowed and must be removed from the reference before the exam will begin. Likewise, divider tabs are not allowed.

For the NCDOTI statutes, you can download from the Internet and bring into the testing center, as long as it is spiral bound or 3-hole punched and put in a binder. No additional pages can be included other than the printed statutes and code amendments.

General Statutes and Agency Rules NC Administrative Code & Policies. Since these are all Law and Administration type reference documents they can all be in the same binder or separate.

Candidates are allowed to bring an Architects' scale or ruler.

STATE EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

BUILDING EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS

Building Level I		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	# of Items	Approved references allowed in the examination site
Administration Code and Policies	9	2018 Administrative Code & Policies*
Energy Conservation Code	5	2018 Energy Conservation Code
Residential Code		2018 North Carolina Building Code-Residential Code
Chapters 1 & 2	3	
Chapter 3	28	*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.
Chapters 4 & 5	16	
Chapters 6 & 7	13	
Chapters 8, 9, 10	20	
Chapters 44-46	10	
Appendices	16	
Building Code		*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download
Chapters 1 & 2	4	*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download
Chapter 3 & 4	4	
Chapters 5 & 6	3	*https://www.ncosfm.gov/coqb-board-rules
Chapters 7, 8, 9	3	
Chapters 10-26	9	
Chapters 27-36	4	
Appendices	3	

Building Level II		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	# of Items	Approved references allowed in the examination site
Administration Code and Policies	9	2018 Administrative Code & Policies*
Energy Conservation Code	5	2018 Energy Conservation Code
Residential Code		2018 North Carolina Building Code-Residential Code
Chapters 1 & 2	2	*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.
Chapter 3-5	12	
Chapters 6-10	5	
Chapters 44-46 and Appendices	6	
Building Code		*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download
Chapters 1 & 2	7	*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download
Chapter 3	3	
Chapter 4	10	*https://www.ncosfm.gov/coqb-board-rules
Chapters 5 & 6	6	
Chapters 7, 8, 9	17	
Chapters 10	17	
Chapters 11-13	8	
Chapters 14-18	14	
Chapters 19-26	15	
Chapters 27-30	3	
Chapters 31 & 32	5	
Chapter 33	2	
Chapter 35 and Appendices	4	

Building Level III		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
Administration	13%	2018 North Carolina Building Code
Building Planning	32%	2018 North Carolina Residential Code for One- and Two-Family Dwellings
Footings and Foundations	8%	2018 North Carolina Energy Conservation Code
Floor Construction	10%	2018 Administrative Code & Policies*
Wall Construction and Coverings	11%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download *https://www.ncosfm.gov/coqb-board-rules
Roof and Ceiling Construction	7%	
Public Safety and Special Construction	19%	

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References may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes or stapled tabs, are not allowed and must be removed from the reference before the exam will begin. Likewise divider tabs are not allowed.

Candidates are allowed to bring an Architects' scale or rule.

ELECTRICAL EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS

Electrical Level I		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	# of Items	Approved references allowed in the examination site
Administrative Code and Policies	8	2020 NFPA 70, National Electrical Code
General Statutes	12	2018 Administrative Code & Policies*
NC Energy Code	6	
Ch. 1 General	10	2020 NC COQB Board Rules
Ch. 2 Wiring and Protection	43	2018 North Carolina Energy Conservation Code
Ch. 3 Wiring Methods and Materials	13	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Ch. 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download *https://www.ncosfm.gov/coqb-board-rules
Ch. 4 Equipment for General Use	21	
Ch. 5 Special Occupancies	19	
Ch. 6 Special Equipment	13	
Ch. 8 Communication Systems	3	
Ch. 9 Tables - Informative Annex A	2	

Electrical Level II		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
General Administration	5%	2020 National Electrical Code with North Carolina Amendments
Services	10%	2018 North Carolina Energy Conservation Code
Conductors, Branch Circuits, and Feeder Requirements	16%	2018 Administrative Code & Policies*
Wiring Methods and Distribution Systems	22%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download *https://www.ncosfm.gov/coqb-board-rules
Equipment for General Use	18%	
Special Occupancies	11%	
Special Equipment	7%	
Special Systems	11%	

Electrical Level III		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
General Administration	3%	2020 National Electrical Code with North Carolina Amendments
Services	39%	2018 North Carolina Energy Conservation Code
Conductors, Branch Circuits, and Feeder Requirements	13%	2018 Administrative Code & Policies*
Wiring Methods and Distribution Systems	23%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download
Equipment for General Use	10%	
Special Occupancies	12%	

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References may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes or stapled tabs, are not allowed and must be removed from the reference before the exam will begin. Likewise divider tabs are not allowed.

Candidates are allowed to bring an Architects' scale or rule.

PLUMBING EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS

Plumbing Level I		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
General Requirements	17%	2018 North Carolina Plumbing Code
Fixtures	13%	2018 North Carolina Energy Conservation Code
Water Heaters	12%	2018 North Carolina Residential Code for One- and Two-Family Dwellings
Water Supply and Distribution	14%	2018 Administrative Code & Policies*
Sanitary Drainage	16%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download *https://www.ncosfm.gov/coqb-board-rules
Vents	13%	
Traps, Interceptors, Separators, and Special Piping	5%	
Storm Drainage	4%	
Health Care Plumbing	3%	
Energy Requirements	3%	

Plumbing Level II		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
General Requirements	17%	2018 North Carolina Plumbing Code
Fixtures	13%	2018 North Carolina Energy Conservation Code
Water Heaters	12%	2018 North Carolina Residential Code for One- and Two-Family Dwellings
Water Supply and Distribution	14%	2018 Administrative Code & Policies*
Sanitary Drainage	16%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download *https://www.ncosfm.gov/coqb-board-rules
Vents	13%	
Traps, Interceptors, Separators, and Special Piping	5%	
Storm Drainage	4%	
Health Care Plumbing	3%	
Energy Requirements	3%	

Plumbing Level III		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
General Requirements	17%	2018 North Carolina Plumbing Code
Fixtures	13%	2018 North Carolina Energy Conservation Code
Water Heaters	12%	2018 North Carolina Residential Code for One- and Two-Family Dwellings
Water Supply and Distribution	13%	2018 Administrative Code & Policies*
Sanitary Drainage	16%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download *https://www.ncosfm.gov/coqb-board-rules
Vents	14%	
Traps, Interceptors, Separators, and Special Piping	4%	
Storm Drainage	4%	
Health Care Plumbing	4%	
Energy Requirements	3%	

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References may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Board. Furthermore, candidates are not permitted to bring in any

additional papers(loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes or stapled tabs, are not allowed and must be removed from the reference before the exam will begin. Likewise divider tabs are not allowed.

Candidates are allowed to bring an Architects' scale or rule.

MECHANICAL EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS

Mechanical Level I		Number of Questions: 150	Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site	
Administration	16%	2018 North Carolina Fuel Gas Code	
Heating, Cooling, and Refrigeration Equipment and Water Heaters	17%	2018 North Carolina Mechanical Code	
Exhaust and Ventilation Systems	15%	2018 North Carolina Energy Conservation Code	
Duct Systems	9%	2018 North Carolina Residential Code for One- and Two-Family Dwellings	
Combustion Air	10%	2018 Administrative Code & Policies*	
Chimneys and Vents	12%		
Fuel Supply Systems	14%		
Energy Conservation	7%		
		<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download *https://www.ncosfm.gov/coqb-board-rules	

Mechanical Level II		Number of Questions: 150	Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site	
Administration	13%	2018 North Carolina Fuel Gas Code	
Heating, Cooling, and Refrigeration Equipment and Water Heaters	20%	2018 North Carolina Mechanical Code	
Exhaust and Ventilation Systems	15%	2018 North Carolina Energy Conservation Code	
Duct Systems	11%	2018 North Carolina Residential Code for One- and Two-Family Dwellings	
Combustion Air	8%	2018 Administrative Code & Policies*	
Chimneys and Vents	13%		
Fuel Supply Systems	13%		
Energy Conservation	7%		
		<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download *https://www.ncosfm.gov/coqb-board-rules	

Mechanical Level III		Number of Questions: 150	Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site	
Administration	13%	2018 North Carolina Fuel Gas Code	
Heating, Cooling, and Refrigeration Equipment and Water Heaters	17%	2018 North Carolina Mechanical Code	
Exhaust and Ventilation Systems	18%	2018 North Carolina Energy Conservation Code	
Duct Systems	12%	2018 North Carolina Residential Code for One- and Two-Family Dwellings	
Combustion Air	8%	2018 Administrative Code & Policies*	
Chimneys and Vents	11%		
Fuel Supply Systems	14%		
Energy Conservation	7%		
		<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download *https://www.ncosfm.gov/coqb-board-rules	

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FIRE EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS

Fire Level I		Number of Questions: 150 Time Allowed: 3.5 Hours	
	Content Area	# of Items	Approved references allowed in the examination site
	Administrative Code and Policies	9	2018 North Carolina Fire Code 2018 Administrative Code & Policies* 2020 NC COQB Board Rules <i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Ch. 3.</i> * https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download * https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download * https://www.ncosfm.gov/coqb-board-rules
Ch. 1, 2	Administrative and Definitions	19	
Ch. 3, 4	General Safety Provisions	18	
Ch. 5-10	Building and Equipment Design Features	68	
Ch. 23, 28, 31, 32, 26	Special Occupancies and Operations	21	
Ch. 50, 57, 61	Hazardous Materials	14	
Ch. 80	Referenced Standards	1	

Fire Level II		Number of Questions: 150 Time Allowed: 3.5 Hours	
	Content Area	# of Items	Approved references allowed in the examination site
	Administrative Code and Policies	10	2018 North Carolina Fire Code 2018 Administrative Code & Policies* 2020 NC COQB Board Rules <i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Ch. 3.</i> * https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download * https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download * https://www.ncosfm.gov/coqb-board-rules
Ch. 1, 2	Administrative and Definitions	17	
Ch. 3, 4	General Safety Provisions	5	
Ch. 5-10	Building and Equipment Design Features	47	
Ch. 20, 21, 23-26, 28, 30-37	Special Occupancies and Operations	45	
Ch. 50, 51, 53, 55, 57, 61	Hazardous Materials	24	
Ch. 80	Referenced Standards	2	

Fire Level III		Number of Questions: 150 Time Allowed: 3.5 Hours	
	Content Area	# of Items	Approved references allowed in the examination site
	Administrative Code and Policies	10	2018 North Carolina Fire Code 2018 Administrative Code & Policies* 2020 NC COQB Board Rules <i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Ch. 3.</i> <i>*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</i> <i>*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</i> <i>*https://www.ncosfm.gov/coqb-board-rules</i>
Ch. 1, 2	Administrative and Definitions	12	
Ch. 3, 4	General Safety Provisions	6	
Ch. 5-10	Building and Equipment Design Features	40	
Ch. 20-37	Special Occupancies and Operations	27	
Ch. 50, 51, 53-67	Hazardous Materials	53	
Ch. 80	Referenced Standards	2	

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RESIDENTIAL CHANGEOUT INSPECTOR EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS

			Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Items	Approved references allowed in the examination site	
2018 NC Administrative Code and Policies	7	2018 Administrative Code & Policies* 2018 NC Building Code 2017 National Electrical Code 2018 NC Energy Code 2018 NC Fuel Gas Code 2018 NC Mechanical Code 2018 NC Plumbing Code 2018 NC Residential Code <i>*Note: North Carolina’s General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Ch. 3.</i> *https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download *https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download *https://www.ncosfm.gov/coqb-board-rules	
2018 NC Building Code	7		
2017 National Electrical Code	23		
2018 NC Energy Code	8		
2018 NC Fuel Gas Code	30		
2018 NC Mechanical Code	45		
2018 NC Plumbing Code	23		
2018 NC Residential Code	7		

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Candidates are allowed to bring an Architects’ scale or rule.