



PSI Services LLC

Phone: (855) 340-3713

E-mail: examschedule@psionline.com

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

**NEW JERSEY STATE BOARD OF EXAMINERS OF
HEATING, VENTILATING, AIR CONDITIONING AND
REFRIGERATION (HVACR) CONTRACTOR**



**MASTER HVACR CONTRACTOR
LICENSURE EXAMINATION
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/njhvac>**

New Jersey State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors Examination Procedure Checklist

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

- You must get authorization from the New Jersey State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors (the Board) to take your initial examination. Go to <http://www.njconsumeraffairs.gov/hvacr/Pages/applications.aspx> for the application process. If you have additional questions call (973) 504-6250.
- Upon approval from the Board, you will be sent an Examination Eligibility Notice, along with instructions for paying and scheduling the examination.
- If you are taking an examination for the first time, you will be required to take both examinations on the same day.
- You must pass the HVACR Trade and Business and Law examinations to qualify to be licensed as a New Jersey HVACR Contractor.
- If you fail the examination, you make retest on an unlimited basis. However you must wait 6 months between each attempt.

Schedule for your examination:

- Upon approval from the Board, you are responsible for contacting PSI to pay for and schedule for the examination. You may either schedule via the Internet at <https://test-takers.psiexams.com/njhvac>, or schedule over the telephone at (855) 340-3713.

Take your examination:

- Must bring one form of identification, which bears your signature and has your 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 to the Board.

EXAMINATIONS BY PSI SERVICES LLC

The New Jersey State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors (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 New Jersey.

GUIDELINES FOR EXAMINATION QUALIFICATION

You must get authorization from the New Jersey State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors (the Board) to take your initial examination. Go to <http://www.njconsumeraffairs.gov/hvacr/Pages/applications.aspx> for the application process. If you have additional questions call (973) 504-6250.

Upon approval from the Board, you will be sent an Examination Eligibility Notice, along with instructions for paying and scheduling the examination.

If you fail the examination, you make retest on an unlimited basis. However you must wait 6 months between each attempt.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

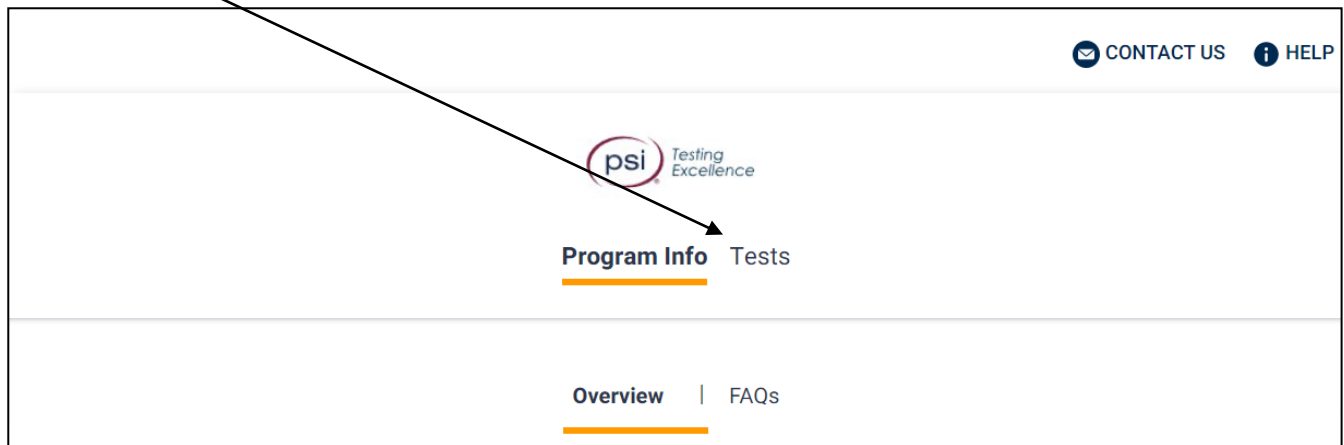
Once approved by the Board, it is your responsibility to contact PSI to pay and schedule for the examination.

Examination	Fee
HVACR Trade	\$84
Business and Law	\$47

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

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. Select the examination and you are ready to create an account. Select **LOGIN/REGISTER**.

To continue the booking process and schedule your test, you must login or create an account.

LOGIN/REGISTER

3. 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.

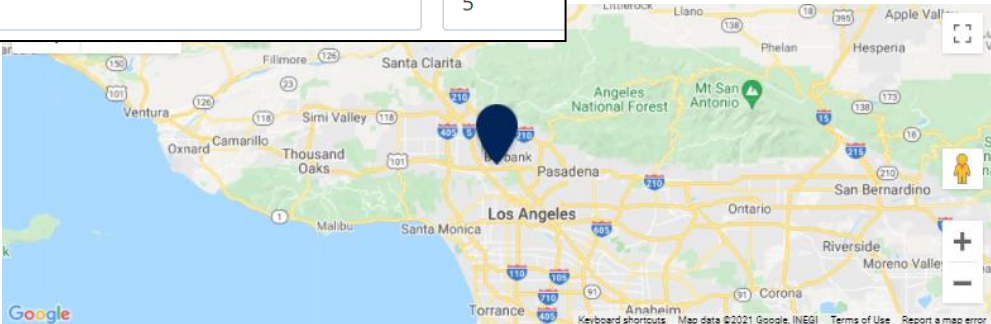
<input type="text" value="ID *"/>	
<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Middle Name"/>	<input type="text" value="Generation"/>
<input type="text" value="Email *"/>	
<input type="text" value="Password *"/>	Your password must contain: <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*• At least 8 and up to 32 characters
<input type="text" value="Confirm Password *"/>	

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

Search Test Center Location

City, province, or postal code

Radius
5



5. 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

08:00 AM

01:30 PM

6. 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

7. 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:
asingla81@psionline.com

Home Phone:
111224444

Office Phone:
2221112345

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TELEPHONE

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

PSI registrars are available at (855) 340-3713, 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) 340-3713.

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) 340-3713. 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

BRICK

260 CHAMBERS BRIDGE ROAD, FIRST FLOOR
BRICK, NJ 08723

TAKE ON I-95 S TOWARD NEW JERSEY TURNPIKE SOUTH/NEWARK (US-46). TAKE EXIT #11/GARDEN STATE PARKWAY (US-9)/WOODBIDGE ONTO GARDEN STATE PKY S TOWARD GARDEN STATE PARKWAY SOUTH/RT-440. CONTINUE ON DRISCOLL BRG. CONTINUE ON GARDEN STATE PKY S. TAKE EXIT #91/LAKEWOOD/BRICK TWP. ONTO LANES MILL RD (CR-549) TOWARD LAKEWOOD/BRICK TWP. CONTINUE ON CHAMBERS BRIDGE RD(CR-549).

HAMILTON SQUARE AREA

IBIS PLAZA SOUTH

3525 QUAKERBRIDGE ROAD, SUITE 1000

HAMILTON TOWNSHIP, NJ 08619

FROM I-95 S, TAKE EXIT #9/NEW BRUNSWICK (US-1)/EAST BRUNSWICK ONTO RT-18 N TOWARD NEW BRUNSWICK (US-1)/PRINCETON/TRENTON/TOWER CENTER BLVD. TAKE RAMP ONTO US-1 TOWARD TRENTON. TAKE RAMP ONTO CR-533 S TOWARD PROVINCE LINE RD/QUAKER BRIDGE RD/QUAKER BRIDGE RD.

MARLTON

901 LINCOLN DR W, SUITE 130

MARLTON, NJ 08053

FROM NJ-73 NORTH - TAKE THE RAMP ON THE ON THE RIGHT FOR NJ-73 NORTH AND HEAD TOWARDS NEW JERSEY TURNPIKE/PALMYRA/TACONY. GO 1.6 MILES THEN BEAR RIGHT TO TURN ONTO LINCOLN DR EAST. TURN LEFT ONTO LINCOLN DR E, WHICH THEN TURNS INTO LINCOLN DR. AT THE LIGHT, GO STRAIGHT ONTO LINCOLN DR WEST.

FROM NJ-73 SOUTH - TAKE A LEFT ONTO LINCOLN DRIVE WEST, AND THE BUILDING IS ON THE LEFT. FROM THE PARKING LOT, ENTER THE MAIN DOOR AND THE TEST CENTER IS ON THE FIRST FLOOR. UP ENTERING THE LOBBY, TAKE THE FIRST LEFT. SUITE 130 WILL BE THE DOOR DIRECTLY IN FRONT OF YOU.

NORTH BRUNSWICK

1440 HOW LANE, SUITE 2E

NORTH BRUNSWICK TOWNSHIP, NJ 08902

FROM US-130 S., TAKE ADAMS LN AND NJ-91 N/JERSEY AVE TO HOW LN IN NEW BRUNSWICK.

NEW PROVIDENCE

MURRAY HILL OFFICE CENTER

571 CENTRAL AVENUE, SUITE 117

NEW PROVIDENCE, NJ 07974

FROM: ROUTE 78 WESTBOUND. TAKE EXIT 43 ONTO DIAMOND HILL ROAD. AT THE SECOND STOPLIGHT, TURN RIGHT ONTO MOUNTAIN AVENUE. TURN LEFT AT THIRD LIGHT, SOUTH STREET. TURN LEFT AT THE NEXT TRAFFIC LIGHT ONTO CENTRAL AVENUE. THE MURRAY HILL OFFICE CENTER, 571 CENTRAL AVENUE, WILL BE ON YOUR RIGHT.

FROM: ROUTE 78 EASTBOUND. TAKE EXIT 44 TO TRAFFIC LIGHT. TURN LEFT ONTO GLENSIDE AVENUE PROCEED TO THE NEXT LEFT TURN UNDER ROUTE 78 TOWARD NEW PROVIDENCE, AS THE ROAD BECOMES SOUTH STREET. CONTINUE TO THE SECOND LIGHT AND TURN LEFT ONTO CENTRAL AVE.. THE MURRAY HILL OFFICE CENTER, 571 CENTRAL AVENUE, WILL BE ON YOUR RIGHT.

FROM: NEW JERSEY TURNPIKE. TAKE EXIT 14, STAY TO THE LEFT THROUGH THE TOLL. FOLLOW SIGNS FOR ROUTE 78 - EXPRESS WESTBOUND. FOLLOW SAME AS ABOVE FOR ROUTE 78 WESTBOUND.

FROM: GARDEN STATE PARKWAY SOUTH. TAKE EXIT 142 AND FOLLOW THE SIGNS FOR ROUTE 78 WEST. FOLLOW SAME AS ABOVE FOR ROUTE 78 WESTBOUND.

FROM: GARDEN STATE PARKWAY NORTH. TAKE EXIT 142B AND FOLLOW THE SIGNS FOR ROUTE 78 WEST. FOLLOW SAME AS ABOVE FOR ROUTE 78 WESTBOUND.

NORTHFIELD AREA (LINWOOD)

CENTRAL PARK EAST
222 NEW ROAD, SUITE 301
LINWOOD, NJ 08221

FROM THE NORTH, TAKE THE GARDEN STATE PKY SOUTH TO EXIT # 36 NORTHFIELD/ MARGATE ONTO TILTON RD(CR-563). IN JUST UNDER 2 MILES MAKE A RIGHT ONTO NEW RD (US-9). DRIVE 1.5 MILES SOUTH, TILL YOU WILL SEE THE SIGN ON THE LEFT FOR # 222 (CENTRAL PARK EAST) , JUST PAST CENTRAL AVE. (IF YOU REACH THE GULF STATION YOU HAVE TRAVELED A LITTLE BIT TO FAR). TURN LEFT INTO THE PROFESSIONAL PARK AT THE FLOWER BED WITH THE 222 SIGN IN IT. USE THE FIRST PARKING LOT ON YOUR RIGHT, AND LOOK FOR THE LARGE PSI SIGN NEXT TO OUR FRONT DOOR (SUITE 301).

FROM THE SOUTH, TAKE THE GARDEN STATE PKY NORTH TO EXIT # 29 SOMERS POINT. THIS WILL PUT YOU ON NEW RD (US-9). AFTER DRIVING NORTH FOR A LITTLE MORE THAN 4 MILES, YOU WILL FIRST SEE A GULF STATION. NUMBER 222 NEW RD (CENTRAL PARK EAST) IS JUST PAST THE GULF STATION (0.1 MILES) AND ON THE SAME SIDE. TURN RIGHT INTO THE PROFESSIONAL PARK AT THE FLOWER BED WITH THE 222 SIGN IN IT. USE THE FIRST PARKING LOT ON YOUR RIGHT, AND LOOK FOR THE LARGE PSI SIGN NEXT TO OUR FRONT DOOR (SUITE 301).

FROM THE WEST, USE THE BLACK HORSE PIKE (US -40 W/ US-322 W) WHEN YOU REACH HARBOR SQUARE MALL (SHORE MALL) KEEP TO THE RIGHT. JUST PAST THE MALL YOU WILL SEE A SIGN FOR TILTON ROAD/ MARGATE CITY/ OCEAN CITY DIRECTING YOU TO MAKE A SLIGHT RIGHT ONTO TILTON RD (CR-563). ONCE YOU ARE ON TILTON RD, DRIVE EAST APPROXIMATELY 2 MILES TILL YOU REACH NEW RD (US-9), TURN RIGHT AND THEN FOLLOW THE DIRECTIONS GIVEN FOR COMING FROM THE NORTH.

ROCHELLE PARK

365 W. PASSAIC ST, STE 180
ROCHELLE PARK, NJ 07662

FROM NJ-4W - TAKE THE PARAMUS ST. EXIT. MERGE ONTO PARAMUS ROAD. 365 W PASSAIC ST IS ABOUT ¾ OF A MILE DOWN THE ROAD ON THE RIGHT. WHEN ENTERING THE PARKING LOT, GO TOWARDS THE SOUTH SIDE OF THE BUILDING AND GO AROUND TO THE BACK AND PARK IN THE BACK PARKING LOT. WHEN WALKING TOWARDS THE BUILDING, THERE IS AN ENTRANCE ON THE RIGHT SIDE. TAKE THAT ENTRANCE, THEN TAKE A LEFT. THE PSI TEST CENTER SHOULD BE THE FIRST DOOR ON THE LEFT.

PARSIPPANY

239 NEW ROAD, SUITE A-203
PARSIPPANY, NJ 07054

FROM I-280 WEST: TAKE EXIT #1/NEW RD TOWARDS US-46. MAKE A SLIGHT RIGHT ONTO NEW ROAD.

CONTINUE TO 239 NEW ROAD ON THE RIGHT. PSI IS LOCATED IN BUILDING A (FIRST BUILDING ON RIGHT), SUITE 203.

FROM I-280 EAST: TAKE EXIT #1/NEW RD. AT STOPLIGHT (AT END OF RAMP) TURN LEFT ONTO NEW ROAD.

CONTINUE TO 239 NEW ROAD ON THE RIGHT. PSI IS LOCATED IN BUILDING A (FIRST BUILDING ON RIGHT), SUITE 203.

SECAUCUS

110-B MEADOWLANDS PARKWAY, SUITE 204
SECAUCUS, NJ 07094

FROM I-95 N, TAKE THE RT-3 EXIT, EXIT 16W, TOWARD SECAUCUS/RT-120/LINCOLN TUNNEL. TURN RIGHT ONTO S SERVICE ROAD. MERGE ONTO RT-3 E. TAKE THE MEADOWLAND PARKWAY EXIT.

Additionally, PSI has examination centers in many other regions across the United States. You may take the

written examination at any of these locations by following the instructions on the Out-Of-State Request Form at the end of this Candidate Information Bulletin.

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

PSI, in cooperation with the 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 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 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 or by calling (855) 340-3713.

EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINES

HVACR TRADE EXAMINATION

Scope - "Heating, ventilating, air conditioning, and refrigeration contracting" means undertaking or advertising to undertake, for a fixed price, fee, commission, or gain of whatever nature, the planning, laying out, installation, construction, maintenance, service, repair, alteration, or modification to any portion of any system, product, or equipment, or appurtenances used for the environmental needs or control of any heating, ventilating, air conditioning, and refrigeration system.

# of Questions	% Required to Pass	Time Allowed
50	70% (35 correct)	130 Minutes

CONTENT OUTLINE

Subject Area	# Items Test
Electrical Knowledge, Motors, and Controls	7
Piping - Refrigeration, Hydronic, Steam, Process	7
Heating and Cooling Principles, Theory, and Equipment	8
Refrigerants and Refrigeration	8
Fuel and LP Gas	5
Combustion Air, Chimneys, Flues and Vents	5
Ducts, Ventilation and Exhaust	5
Load Calculations	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.

A handheld ductulator is allowed in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

International Mechanical Code, 2021, International Code Council, (800) 786-4452, www.iccsafe.org

International Fuel Gas Code, 2021, International Code Council, (800) 786-4452, www.iccsafe.org

Manual J - Residential Load Calcs, reprinted 2016, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300 Arlington, VA 22206, (703) 575-4477, www.acca.org

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

Modern Refrigeration and Air Conditioning, 20th or 21st Edition, The Goodheart-Willcox Company, (800)323-0440, www.goodheartwillcox.com

HVAC Duct Construction Standards, Metal and Flexible, 2005, 3rd edition, Sheet Metal and Air Conditioning Contractors' National Association, Inc., (703) 803-2980, www.smacna.org

Ugly's Electrical References, George V. Hart, 2014, 2017, or 2020 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. However, references may not be written in. 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, are not allowed and must be removed from the reference before the exam will begin.

BUSINESS AND LAW EXAMINATION

# of Questions	% Required to Pass	Time Allowed
50	70% (35 correct)	130 Minutes

CONTENT OUTLINE

Subject Area	# Items Test
Business Organization	2
Licensing	5
Estimating and Bidding	7
Contract Management	8
Project Management	5
Risk Management	4
Safety	4
Labor Law	4
Financial Management	5
Tax Law	3
Lien Law	3

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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 materials are allowed in the examination center:

NASCLA Contractors' Guide to Business, Law and Project Management, Basic 11th Edition, www.nascla.org
New Jersey Permanent Statutes, Title 45 Professions and Occupations, New Jersey Uniform Enforcement Act, NJSA 45:1.1 through 45:1.53; latest available.

New Jersey Permanent Statutes, Title 2A Administration of Civil and Criminal Justice, Construction Lien Law, NJSA 2A:44-1 through 2A:44-38; latest available.

State Site for Statutes:

http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=24593734&depth=2&expandheadings=off&headingswithhits=on&infobase=statutes.nfo&softpage=TOC_Frame_Pg42

State web page:

http://lis.njleg.state.nj.us/cgi-bin/om_isapi.dll?clientID=24593770&Depth=2&depth=2&expandheadings=on&headingswithhits=on&hitsperheading=on&infobase=statutes.nfo&record={12DE3}&softpage=Doc_Frame_PG42

Other websites that provide access:

<http://www.nj.gov/lps/ca/HVACR/>

<http://www.lienitnow.com/new-jersey-property-lien-statutes.asp>

<http://njlaw.rutgers.edu/cgi-bin/njstats/showsections.cgi?title=2A&chapt=44A>

<http://www.thelegalassistant.com/tools/statutes/statutes-nj.php?title=2A&chapter=44A>

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If you download a reference from the Internet, it must be spiral bound or hole-punched and placed in a binder, or stapled in the left hand corner.

To place an order for one or more of the following items listed, you may:

- Order online at www.psionlinestore.com
- Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.psionlinestore.com

<input type="checkbox"/>	International Mechanical Code
<input type="checkbox"/>	International Fuel Code
<input type="checkbox"/>	Modern Refrigeration and Air Conditioning

Please note: Inventory and pricing subject to change without notice.