The Board of State Examiners of Electricians

Effective 9/30/2026

Examination Candidate Information Bulletin (CIB)

Introduction:

This Bulletin provides information on the requirements as well as the examination process for achieving licensure. Candidates are eligible for the two-part examination when their application and supporting documentation are approved. To be approved for examination by the Board of State Examiners of Electricians, candidates must have the required work and education hours. The Board approves applications for the exam. For more information on how to apply please visit the Boards website: https://www.mass.gov/orgs/board-of-state-examiners-of-electricians. The Board has contracted with PSI to administer the examination process. The Board will always have the most up-to-date information on application status, and PSI will have information related to scheduling.

- **Applicants may seek legal counsel at any time during the application process.**
- **The Exam Candidate Information Bulletin is written by the Board and includes the Board's Policies and Procedure as regards the exam process to achieve licensure.**
- **References to the Massachusetts General Laws (MGL) or the Code of Massachusetts Regulations (CMR) may be excerpted or paraphrased – for the accurate quotes please see the official versions. An exact version is available on the Board's website. Original copies of the CMRs may be obtained from the State Bookstore located:**

State House, Room 116
Boston, MA 02133
(617) 727-2834

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QUICK REFERENCE QUESTIONS

1. **How often are exams given?** Exams are scheduled daily at the various test sites.

2. **Where are the test sites?** Auburn, Boston, Fall River, Lawrence, Springfield.

3. **What is the average wait time in application processing?** The application review process can take up to 30 days depending on such factors as the volume of applicants at any given time, state holidays or CORI processing.

4. **Who is responsible for signing an apprentice's work form?** The company representative may sign or if single owner the immediate supervising licensee. In either case the licensee who supervised such work must be indicated and their license number.

5. **What types of examinations are given? What will the test be on?** See section - Exams Structure and Content.

6. **Are there special testing accommodations for candidates with disabilities?** See section -Qualifications, Requirements and Applying – Americans with Disabilities Act.

7. **What is the passing score for each part of the two- part examination?** See sections - Exams Structure and Content and Taking the Exam.

8. **What materials are allowed in the exam room?** See section – The Exam Room - Items allowed in the examination area for exam purposes.

9. **Is tabbing, highlighting, underlining or handwritten notes allowed in books?** Underlining and highlighting of the original text is allowed but not handwritten notes. See section – The Exam Room - Items allowed in the examination area for exam purposes.

10. **When are exam results given?** Exam results are issued on the same day. To review a failed score, ask the PSI exam proctor. See section – Examination Review

11. **How long is the wait for a license after passing the exam?** Your exam scores will be sent to DOL, and licenses will be available in the eLIPSE portal after payment of the license fee.

12. **When can I start working with my license?** You are licensed to install electrical for hire when:
    - You have received notice of a passing score on each part of your examination AND;
    - You have in your possession a printed, photo license.
    - Systems Installers, please read question number 13 below.
    - If your exam was for reinstatement, you are not licensed until you renew the license with the Board.

13. **When will the examinations be based on NEW code editions or amendments?**
    - New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

14. **What are additional requirements to install security systems?** Security Clearance Certificate (S-License) is required from the Division of Professional Licensure, Office of Public Safety and Inspections in addition to being licensed by the Board. Applications may be obtained online at: https://www.mass.gov/s-license-and-certificate-of-clearance or at:

Division of Occupational Licensure **Office of Public Safety and Inspections** One Federal Street, Suite 600
Boston, MA 02110-2012
(617) 727-3200

QUALIFICATIONS, REQUIREMENTS AND APPLYING

Applying:

Please visit the Boards website for information on how to apply for the exams: https://www.mass.gov/orgs/board-of-state-examiners-of-electricians.

There are five (**5**) vital parts to the exam application:

1) Registration information – Enter accurate personal information and formal names as appearing on your government issued ID.
2) Education documentation (out of state applicants see below):
    a. Journeyman
        i. High school diploma
        ii. 600hrs Journeyman curriculum
    b. Systems Technician
        i. High school diploma
        ii. 300hrs Systems curriculum
    c. Master - 150 hr Master curriculum
    d. Systems Contractor - 75 hr Contractor curriculum

3) Work experience documentation (out of state applicants see below):
    a. Journeyman - 4 yrs with 8000 hrs
    b. Systems Technician - 2 yrs with 4000 hrs
    c. Master - 1 yr as MA Journeyman
    d. Systems Contractor - 1 yr as MA Systems Technician

    Expiration of education or work experience:
    For the purpose of qualifying for examination, education is considered expired if 20 years from the date of commencement and work experience is considered expired if more than 20 years prior to application date.

4) CORI authorization form
    - The Board will request CORIs on all applicants for licensure prior to approving or denying their application.
    - If you are selected for a limited appearance to answer questions about your CORI data, you will be notified via mail or email with specifics of the meeting. The Board renders its decision at that meeting. If approved PSI will then be notified and you will be able to continue with the exam process.
    - If you have out of state infractions, you should provide additional information on application. If
    - you do not the Board staff will contact you for that information.

5) 15 Hour Certificate documentation of completing a Code Update from a Board approved provider as required by regulation 237 CMR 13.05(1)

The basic requirements are summarized. For Rules and Regulations Governing Electricians and Systems Installers see 237 CMR section 13 at www.mass.gov/lists/statutes-and-regulations- examiners-of-electricians

All applicants must submit documentation of credentials. Extensive Field experience will not be considered in lieu of these requirements. Failure to correctly complete this process may result in the return of your application and the forfeiture of your application fee.

The Valor ACT offers licensing benefits to active duty members of the military, relocated military spouses and veterans. For more information, please visit www.mass.gov/info-details/dol-licensing-benefits-for-active-military-spouses-veterans.

Military Spouses:

In addition to completing an application package, submit a copy of your military ID card and documentation that
a) your spouse is a member of the armed forces of the United States;
b) your spouse is the subject of a military transfer to Massachusetts; and
c) you left employment in another state to accompany your spouse to Massachusetts.

Veteran applicants and credit: Applicants who qualify as a veteran per M.G.L. c. 4, § 7, clause forty-third must submit a copy of discharge form (forms DD214 and DD215) to receive benefits of the Valor ACT and 5 points exam credits.

Board regulations afford education and work experience credit to veteran applicants in the categories **Aircraft or Shipboard Electricians and Merchant Marines Strikers** - 2000 hrs work, 150hrs education maximum.

Military Construction or Base Maintenance Electricians. 50% to a maximum of 4000 hrs or 2 yrs work, 300 hrs education maximum.

To obtain the credit, documentation must specifically state in which category experience was acquired. Education documentation on official military stationary must include a breakdown of such instruction: Electrical curriculum subjects, Learning objectives, classroom hours.

Work experience documentation on military stationary must include a statement to the effect: "*This certifies that the subject individual has worked as (indicating the title of the position) performing (indicate the specific work performed) in accordance with the provisions of the (National Electrical Code or International Electrical Code) for the period (date of commencement) to (date of completion*)"

FEES

Application and License Fees

These fees will be paid **in the eLIPSE portal** at time of application and after successfully passing the examination.

Exam Fees

The EXAM fees are $135

MA Systems Contractor
Part 1 = $80.00
Part 2 = $55.00 (B&L)

MA Journeyman Electrician
Part 1 = $80.00
Part 2 = $55.00 (B&L)

MA Master Electrician
Part 1 = $80.00
Part 2 = $55.00 (B&L)

MA Systems Technician
Part 1 = $80.00
Part 2 = $55.00 (B&L)

APPROVED CANDIDATES

When you have been approved for an exam, PSI will email you an Examination Confirmastion Notice with information about scheduling your examination.

IMPORTANT! If any of the information on your application changes prior to examination be sure to update your registration online.

Application approval lasts 12 months from the approval date, after which, a new application must be completed and any updates in education and/or work experience.

SCHEDULING

Once approved, you may schedule one of the following ways:

ONLINE

Sign in to your account https://test-takers.psiexams.com/mael/auth/login

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.

PHONE

Call (855) 834-8745 to speak with a live registrar, available Monday through Friday 7:30 am to 10:00 pm, and Saturday-Sunday 9:00 am to 5:30 pm, Eastern Time.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

Cancellation must occur at least two (2) days before the scheduled exam date. For example, a Monday appointment would need to be cancelled on or before the previous Saturday. Cancel by logging into your PSI online registration or call (855) 834-8745.

Note: You must speak to a representative. A voice mail message is not valid.

MISSED APPOINTMENT OR LATE CANCELLATION

Examination fee will be forfeited if:

- a cancellation is not made at least two (2) days before the scheduled appointment
- you do not show for your scheduled appointment
- you arrive after examination start time
- you do not present proper identification when you arrive for the examination.

TEST CENTER CLOSING IN AN EMERGENCY

In the event of severe weather or emergency that forces the closure of an examination center on a scheduled examination date, PSI personnel will attempt to contact you. However, you may check the status of your examination appointment by calling (855) 834-8745 or checking the website at https://test-takers.psiexams.com/mael/. Every effort will be made to reschedule your examination at a convenient time without penalty and at no additional charge to you.

TESTING CENTERS

Candidates **must** test at a Massachusetts site:

Auburn
48 Sword St, Unit 204
Auburn, MA 01501

Boston
56 Roland St., Suite 305
Washington Crossing
Charlestown, MA 02129

Fall River
218 South Main St, Suite 105
Fall River, MA 02721
*****PAID PARKING VIA CASH ONLY*****

Lawrence
1 Ballard Way, Suite 104
Lawrence, MA 01843

West Springfield
1111 Elm Street, Suite 32A
West Springfield, MA 01089

REPORTING TO THE TEST CENTER

On the day of the examination, you should arrive at least thirty minutes before your examination appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your exam fee.**

Candidates who do not present the REQUIRED MATERIALS upon entering the Test Center will be DENIED admission to the examination.

REQUIRED 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

- Government issued driver's U.S. Department of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- US Government Issued Passport or Passport Card
- US Government Issued Military Identification Card
- US Government Issued Military Identification Card for spouses and dependents
- US Government Issued Alien Registration Card (Green Card, Permanent Resident Visa)

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

NOTE: Candidates not presenting the appropriate identification or if the identification does not match exactly the registration information provided will be denied admission to the test center and will forfeit their examination fee.

THE EXAMINATION ROOM

EXAM SECURITY AND GROUNDS FOR DISQUALIFICATION:

The following security procedures will apply during the examination, the violation of which will result in the disqualification from the examination and or further legal action:

- No electronic devices except hearing aids are allowed in the examination site. This policy is strictly enforced.
- No smoking, eating, or drinking is allowed in the examination site.
- No Copying or communicating of examination content.
- Remove -any individual papers that are not part of a paper-back, ring-binder, spiral binder or loose-leaf binder type of book, or part of a multi-paged CMR, MGL, UL, or NFPA document as described in this section- prior to entering the examination site. Failure to comply with this may result in disqualification and forfeiture of all fees.

ITEMS ALLOWED IN THE EXAMINATION AREA FOR EXAM PURPOSES

- **Calculator-** only non-programmable, non-printing, silent, battery-operated, non-alphabet keys.
- **Code-Book**- The current, adopted edition of the National Electrical codebook (the Board adopts the code on January 1 of the code year) whether paper-back, ring-binder, a spiral binder or loose leaf, tabbed or un-tabbed, containing highlighted sections and or underlined sections of the original text (the exam content is changed to comply with the code in July of each code year).
- **Massachusetts State Amendment-** The current, adopted edition of the Massachusetts State Amendments whether a separate document or part of the National Electrical Code book, containing highlighted sections and or underlined sections of the original text.
- **Massachusetts General Laws-** All Massachusetts General Laws applicable to examination questions whether a separate document or part of the National Electrical Code book, or in paper-back, tabbed or un-tabbed, containing highlighted sections and or underlined sections of the original text.
- **Board Rules and Regulations-** A copy of the Board's Rules and Regulations (237CMR 11.00- 23.00), tabbed or un-tabbed, containing highlighted sections and or underlined sections of the original text.
- **National Fire Alarm Code-** A copy of the National Fire Alarm Code (NFPA-72) whether paper-back, ring-binder, a spiral binder or loose leaf, tabbed or un-tabbed, containing highlighted sections and or underlined sections of the original text.
- **OSHA and Safety and Health Standards**; Overtime Compensation Fair Labor Standards Law; Lien Law; Worker Compensation Law; State Unemployment Law; Employer's Tax Guide - A copy of each of the aforementioned publications - whether in paper-back, ring-binder, spiral binder or loose leaf, tabbed or un-tabbed; that contains highlighted sections and or underlined sections of the original text.
- **Formulas-** prior to examination - written on the blank pages of your codebook.
- **Written notes-** prior to examination Hand written notes in the margins of the aforementioned reference materials.
- **During the examination** – only writing on the scrap paper that is provided by PSI will be allowed during the exam.

EXAMINATIONS STRUCTURE AND CONTENT

Examinations are **OPEN-BOOK,** computer generated and two part. Examination scores are stand alone scores, i.e. each part of the examination is independent and you are required to pass both parts of the examination to obtain licensure. Candidates who fail one part of an examination are allowed to retake the part of the examination that they failed up to 6 times in 1 year from the date their application was approved.

Master Electrician, Part 1

# of Questions	% Required to Pass	Time Allowed
90	70% (63 questions answered correctly)	240 Minutes

CONTENT OUTLINE

Subject Area	# of Items
State Specific Electrical Requirements	4
Advanced Elec Knowledge and Elec Theory	6
Services	11
Grounding and Bonding	10
Wiring Methods and Devices	15
Motors	7
Transformers	1
Low-Voltage Distribution	2
Special Occupancies and Equipment	10
Overcurrent Protection	6
Lighting	2
Alarm Systems	6
Solar	6
Battery Storage	4

REFERENCE LIST

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

Only the following references are allowed in the examination center:

NOTE 1: New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org
- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm

Additional Examination questions may be derived from the following reference materials. Please note these reference materials are not allowed in the Examination center.

- Ugly's Electrical References, George V. Hart, 2008, Burleson Distributing Corp., (800) 531-1660, www.uglyselectrical.com, ISBN 0-9623229-7-0
- American Electricians' Handbook - latest edition, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com

Business and Law (Master Electrician and Systems Contractor Part II)

# of Questions	% Required to Pass	Time Allowed
50	70% (35 questions answered correctly)	120 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Massachusetts Licensing	16
Estimating and Bidding	4
Lien Law	1
Financial Management	3
Tax Laws	3
Labor Laws	3
Project Management	3
Contracts	6
Business Organization	2
Risk Management	4
Environmental and Safety	5

REFERENCE LIST

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

Only the following references are allowed in the examination center:

- NASCLA Contractor's Guide to Business, Law, and Project Management - Basic 12th Edition, National Association of State Contractors Licensing Agencies (NASCLA), www.nascla.org.
- 237 CMR 12 – 23 Rules and Regulations of the Board of State Examiners of Electricians, State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, www.mass.gov/dpl/boards/el/cmr.htm
- General Laws of Massachusetts, MGL Chapter 141, Supervision of Electricians, www.mass.gov/legis/laws/mgl/gl-141-toc.htm
- Massachusetts Inspection of Buildings, Inspection and Regulation of, and Licenses for, Buildings, Elevators and Cinematographs, MGL Chapter 143 Sections 3L, 3P and 50, www.mass.gov/legis/laws/mgl/gl-143-toc.htm
- Massachusetts Lien Law, Liens on Buildings and Land, 2003, MGL Chapter 254 Sections 1, 2, 2A, 2B, 4, 5, 8, 11, 13, 15A, 22 and 26, www.mass.gov/legis/laws/mgl/gl-54-toc.htm
- Massachusetts Overtime or Minimum Wage Law, MGL Chapter 151, Minimum Fair Wages, Sections 1, 1A, 1B, 2, 3, 9, 10, 11, 15, 16,17, 19, 20, 20A and 21, www.mass.gov/legis/laws/mgl/gl-151-toc.htm
- Massachusetts Workers' Compensation law, MGL Chapter 152 Sections 6, 21, 22, 25A, 25C, 26, 27, 27A,28, 66, 67, 75A and 75B, www.mass.gov/legis/laws/mgl/gl-152-toc.htm
- Massachusetts State Unemployment Law, Simplifying the Employment and Training Law: A Guide for Employers www.mass.gov/edwd/docs/pdf/employers/p3534.pdf
- Code of Federal Regulations Title 29, Part 1926 (OSHA) 2002
  OR
- PSI, OSHA Excerpts 2003, www.psionlinestore.com

Journeyman Electrician, Part 1

# of Questions	% Required to Pass	Time Allowed
80	70% (56 questions answered correctly)	180 Minutes

CONTENT OUTLINE

Subject Area	# of Items
General Knowledge	8
Services	11
Grounding and Bonding	7
Wiring Methods and Devices	18
Motors	4
Transformers	1
Low-Voltage Distribution	2
Special Occupancies and Equipment	5
Overcurrent Protection	6
Lighting	2
Alarm Systems	6
Solar	6
Battery Storage	4

REFERENCE LIST

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

Only the following references are allowed in the examination center:

NOTE 1: New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org

Journeyman Electrician, Part II, Applied portion

# of Questions	% Required to Pass	Time Allowed
30	70% (21 questions answered correctly)	60 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Circuit Calculations (Ohm's Law)	5
Electrical Schematics and Plans	5
Materials and Components	5
Troubleshooting and Testing	6
Massachusetts Amendments	5
Licensing Laws and Regulations	4

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- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm
- 237 CMR 12.00-23.00 – Rules and Regulations of the Board of State Examiners of Electricians State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, www.mass.gov/reg/boards/el/cmr.htm
- MGL Chapter 141, Supervision of Electricians, www.mass.gov/legis/laws/mgl/gl-141-toc.htm
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org

Additional Examination questions may be derived from the following reference materials. Please note these reference materials are not allowed in the Examination center.

- Ugly's Electrical References, George V. Hart, 2008, Burleson Distributing Corp. (800) 531-1660, www.uglyselectrical.com
- American Electricians' Handbook - 14th edition, 2002, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com

Systems Contractor, Part I

# of Questions	% Required to Pass	Time Allowed
70	70% (49 questions answered correctly)	180 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Advanced Elec Knowledge and Elec Theory and	9
NEC Alarm Requirements	15
Intrusion Detection and Notification	15
Fire Detection and Notification	31

REFERENCE LIST

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- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-9101, (617)770-3000, www.nfpa.
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org

Additional Examination questions may be derived from the following reference materials. Please note these

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- Ugly's Electrical References, George V. Hart, 2008, Burleson Distributing Corp., (800) 531-1660, www.uglyselectrical.com
- American Electricians' Handbook – current edition, 2002, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com
- Fire Alarm Signaling Systems Handbook, 1994, 2nd edition, Bukowski & O'Laughlin, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 6177703000, www.nfpa.org
- Certified Alarm Technicians Manual Level 1, 2001, National Training School, 8300 Colesville Rd, Suite 750, Silver Spring, MD 20910, 888-702-1687, www.alarm.org
- Understanding and Servicing Alarm Systems - Third Edition, 0-7506-7206-4, Butterworth-Heinemann (Reed Publishing), 313 Washington Street Newton, MA 02158-1626, www.bh.com

Systems Technician, Part I

# of Questions	% Required to Pass	Time Allowed
60	70% (42 questions answered correctly)	120 Minutes

CONTENT OUTLINE

Subject Area	# of Items
NEC Alarm Requirements	20
Fire Detection and Notification	30
General Elec Knowledge and Elec Theory and	10

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- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org

Systems Technician, Part II, Applied portion

# of Questions	% Required to Pass	Time Allowed
30	70% (21 questions answered correctly)	60 Minutes

CONTENT OUTLINE

Subject Area	# of Items
Circuit Calculations (Ohm's Law)	6
Electrical Schematics and Plans	5
Materials and Components	7

Troubleshooting and Testing	8
Licensing Laws and Regulations	4

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- 237 CMR 12.00-23.00 – Rules and Regulations of the Board of State Examiners of Electricians State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, www.mass.gov/reg/boards/el/cmr.htm
- MGL Chapter 141, Supervision of Electricians, www.mass.gov/legis/laws/mgl/gl-141-toc.htm
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org

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- American Electricians' Handbook - 14th edition, 2002, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com
- Fire Alarm Signaling Systems Handbook, 1994, 2nd edition, Bukowski & O'Laughlin, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org
- Certified Alarm Technicians Manual Level 1, 2001, National Training School, 8300 Colesville Rd, Suite 750, Silver Spring, MD 20910, (888)702-1687, www.alarm.org
- Understanding and Servicing Alarm Systems - Third Edition, 0-7506-7206-4, Butterworth-Heinemann (Reed Publishing), 313 Washington Street Newton, MA 02158-1626, www.bh.com

TAKING THE EXAMINATION

TAKING THE EXAM IN SEPARATE PARTS

Candidates have a choice of taking both parts of their exam the same day or on separate days. Applicants who choose the same day will immediately continue onto the second part of the examination. Once you enter a second part of an exam you will not be able to return to the first. You must complete one part of the examination in order to proceed to the next part.

SCORING

Scores are based on the number of questions answered correctly and are valid for 12 months. If a candidate does not pass both parts within 12 months the candidate must retake both parts.

- At the end of the examination all candidates will receive a printed Score Report.
- Veterans determined by a DD214 and as defined in clause forty-three of section seven of chapter four shall be granted a credit of five percent to each part of the examination.

SCORE REPORT

- If you did not pass the examination, a Score Report will indicate your overall score and the number of questions answered correctly on each major section of the examination. This information may help you prepare for reexamination. This detail is not shown on your Score Report if you received a passing score.
- You can print the score report from your online account.
- The Score report is considered a public record and shall be maintained by PSI until the candidate has passed the exam. At which time such reports shall be submitted to the board with the completed application for archiving.

EXAMINATION REVIEW

Your Licensing Board may allow for a review of exam content if you do not receive a passing score. The process of seeing missed exam items is called an "Examination Review". Examination reviews can no longer be scheduled separately. If at the time of your scheduled exam you do not receive a passing score, you will be offered the opportunity to complete the Examination Review. This review is immediately following the exam. This review is optional BUT will be the only opportunity to complete the review. During this examination review, you may take up to 30 minutes to review the items you missed. The items will not be in any particular order.

To begin the Review: Once you have completed and submitted your exam for grading, you will immediately be presented with your exam results. With any unsatisfactory examination attempt, you must click on the "Continue or Proceed" button to proceed with starting the examination review process. Before starting the review, you will need to alert the Test Center Administrator (TCA), who will provide you with an Examination Review/Comment Sheet. You may use this form to challenge any questions you have missed. At the conclusion of the examination review, the Examination Review Sheet must be returned to the TCA for further processing.

PSI, in cooperation with the Department, consistently evaluates the examinations being administered to ensure that the examinations accurately measure competency in the required areas of knowledge. While taking the examination, examinees also have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. However, any comments left while actively taking your exam are not a part of the Examination Review process identified above. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed

RETAKING EXAMS AND EXPIRED QUALIFICATIONS REQUIREMENTS

RE-EXAMINATION

- Candidates who have not successfully passed the examination after 3 attempts shall furnish documentary proof satisfactory to the Board of having successfully completed additional learning objectives based on any weaknesses disclosed on their score report before reexamination. The required education clock hours shall be determined by selected learning objectives. The certificate(s) of completion must be submitted to PSI for review by the Board. The additional education requirement may also be met by successfully completing a Board approved examination preparation course or 15 hour continuing education course (if not previously taken for this purpose). Candidates then have 3 more attempts to pass the exam.
- Candidates who have not successfully passed the examination after a total of 6 attempts shall be required to repeat the full number of education hours required for licensure as outlined in 237 CMR 13.00.
- Candidates who do not pass both parts of their exam within 12 months after their application approval date, must resubmit a completed application for approval and retake both parts of the examination.
- Candidates who have failed an examination or part thereof MUST wait a minimum of 24 clock hours to reschedule and retake an exam. It is not possible to make reschedule an examination the same day you failed examination; due to processing and reporting of scores.

Approved applications are current for one year after the approval date. After that year applications will be expired and a new application and fee must be submitted with copies of any new education or updated work forms. If there are no changes a letter must accompany the application instructing PSI that the previous documents are still valid.

RE-EXAMINATION FEES

Your re-exam fee is determined by the part of the exam you are retaking. For reinstatement re-exams candidates must retake both parts. The total for both parts is $135.

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. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by clicking/going here **Click Here**. This must be completed prior to scheduling the exam.