PSI Services LLC
Phone: (855) 746-8173
E-mail: examschedule@psionline.com
https://test-takers.psiexams.com/mosec

Missouri Division of Professional Registration
Office of Statewide Electrical Contractors

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/mosec

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Updated 5/15/2025

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination process for obtaining a license from the Bureau of Construction Codes.

The Missouri Division of Professional Registration, Office of Statewide Electrical Contractors (OSEC) has contracted with PSI Services LLC (PSI) to conduct the NASCLA examination program. PSI provides this examination through a network of computer examination centers in Missouri and Kansas.

The NASCLA Accredited Examination Program was designed to assist contractors and tradesmen who wish to be licensed in multiple jurisdictions by offering a streamlined test taking option for the trade portion of the examination. Candidates who take and pass the NASCLA Accredited Examination can access NASCLA's National Examination Database (NED) located on https://ned.nascla.org to electronically send their transcripts to jurisdictions that accept the examination in lieu of their state specific trade portion, thereby reducing redundant licensing requirements. If you are unsure if this examination will meet your specific license requirements in a participating state agency, please contact the state agency directly to confirm. A complete list of participating state agencies can be found on NASCLA's website by visiting: https://www.nascla.org/page/ParticipatingAgencies_Electrical.

GUIDELINES FOR EXAMINATION QUALIFICATION

1. Request an application and instructions from:

Office of Statewide Electrical Contractors
3605 Missouri Boulevard
P.O. Box 1335
Jefferson City, MO 65102-1335
573.522.3280 Telephone
573.751.6301 Fax
800.735.2966 TTY
OSEC@pr.mo.gov
http:/pr.mo.gov/electricalcontractors.asp

2. Complete the application and return it to the OSEC. Only the State of Missouri may determine your eligibility for a license.
3. Once the OSEC has approved you for the examination, you will receive a notification with instructions on how to pay and schedule for the examination. This notification will also be submitted to PSI.
4. The eligibility is good for 2 years. If you fail you may test unlimited during the 2 year period.
5. Candidates that have an incomplete application are notified by the OSEC of the elements they need to complete in order to be approved for licensure.

All questions and requests for information about examinations should be directed to PSI.

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(855) 746-8173 • TTY (800) 735-2929
E-mail: examschedule@psionline.com
https://test-takers.psiexams.com/mosec

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

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

Examination Fee	**$125**

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

ON-LINE (HTTPS://TEST-TAKERS.PSIEXAMS.COM/MOSEC)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at https://test-takers.psiexams.com/mosec. Internet registration is available 24 hours a day.

Log onto PSI's website and select *Sign in / Create Account*. Select *Create Account*. You are now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (855) 746-8173 for help.

TELEPHONE

PSI registrars are available to receive payment and to schedule your appointment for the examination. Please call (855) 746-8173, 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 register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover.)

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 reschedule online at https://test-takers.psiexams.com/mosec or call PSI at (855) 746-8173.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;

- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here.

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

EXAMINATION 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) 746-8173. 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

The licensing examinations are administered at the following PSI examination centers.

Cape Girardeau, MO
Cape Girardeau Career and Technology Center
1080 S. Silver Springs Rd
Cape Girardeau, MO 63703

From the North: I-55 - Exit 95 onto Hwy 74. Follow Hwy 74 and veer right onto Mount Auburn Rd at the first set of stop lights. follow Mount Auburn Rd to the 4 way stop and veer right onto South Silver Springs Rd. This will take you to the front door of the Career and Technology Center (on your left - flagpole in front with school marquee). Park in the front parking lot. From S on I-55 - take exit 93 onto Hwy 61. Follow Hwy 61 to the first set of stoplights at South Silver Springs Rd. Turn Left onto South Silver Springs Rd. This will take you to the front of the Career and Technology Center (On your right - flagpole in front with the school's marquee). Park in the front parking lot.

Jefferson City, MO
2410 Hyde Park Rd
Jefferson City, MO 65109

Exit Highway 50 West at the Dix Road exit. Go South through two traffic lights. Go West on Missouri Blvd. At the first traffic light, turn South onto Stadium. Go 3/10 of a mile south of Missouri Blvd. on Stadium Blvd. to Hyde Park Road. Turn left into office complex. In business park just south of the Target Shopping Center.

Kirksville, MO
Kirksville Area Technical Center
1103 S Cottage Grove
Kirksville, MO 63501

From US-63/N Missouri St go toward E Union St. Turn right onto E Randolph St., continuing to S Cottage Grove Ave.

Olathe, KS
18000 West 105th St
Olathe, KS 66061

From East - Take I-435 W to K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.
From North - Take I-35 S to I-435 W exit 222B, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.
From West of I-35, take I-435 S, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.
From South - Take I-35 N to I-435 W exit 222B, then take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn left. Take first left into office park. The PSI office is on left.
From West - Take K-10/Lawrence exit 1B. From K-10, exit at Ridgeview Rd and turn right. Take first left into office park. The PSI office is on left. Please park in the spots designated for visitors/testers at the front of the building.

Springfield, MO
3003 East Chestnut Expressway
Springfield, MO 65802

From I-44, take US-65 South to Chestnut Expressway. Turn right at the bottom of the exit ramp. Go to the 1st stoplight at Belcrest Ave. and turn right.

St. Louis, MO
13515 Barrett Parkway, Suite 150
St. Louis, MO 63021

From I-270N - Take exit 8 for Dougherty Ferry Rd. Turn left onto Dougherty Ferry Road and go about 2.5 mile. Turn right onto Barrett Station Rd and go 1.3 miles. Turn Right onto Barrett Parkway Dr and the complex is on the right. Go to the third building for the PSI test center. Once inside the building, PSI is in suite 150 on the first floor.

From I-270S - Take exit 9 for MO-100/Manchester Rd. Take a right onto MO-100/Manchester Rd/Old Rte 66 W. Go 1.2 miles then turn right onto N Barrett Parkway Dr. Turn left onto Barrett Station Rd, go .2 miles and then turn left onto Barrett Parkway Dr. the complex is on the right. Go to the third building for the PSI test center. Once inside the building, PSI is in suite 150 on the first floor.

Webb City, MO
Webb City - Alpha Air Center
5509 N Dennis Weaver Dr.
Webb City, MO 64870

Go North on Dennis Weaver Drive off of Highway 171 and follow the road around to the brick building that says General Aviation Terminal.

West Plains, MO
West Plains - Missouri State University
304 W Trish Knight St. - Garnett Library
West Plains, MO 65775

The MSU-WP Testing Center is located at 304 W. Trish Knight St. in Garnett Library. When you get into West Plains, head for West Broadway. Turn south onto Garfield Ave. and take the second left (east) onto Trish Knight. The library is on the south side of the street with a big grizzly bear in front. There is plenty of parking on the street.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 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. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) identification bearing signature and photo to the test site.

REQUIRED 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

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 are not allowed to bring your own 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.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers.

TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the test question screen. These comments will be analyzed by PSI examination development staff. Although 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 email.
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 746-8173.

EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINES

PRETEST ITEMS

In addition to the number of examination items specified, 10 non-scored "pretest" questions will be administered to candidates during the examinations. **These questions will not be scored and the time taken to answer them has been added to the time allowed.** The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

NASCLA-ACCREDITED TRADE EXAMINATION FOR ELECTRICAL CONTRACTOR

There are 100 questions in this examination. You will need to answer 75 questions correctly in order to pass. You are allowed 270 minutes to complete this examination.

The NASCLA Accredited Examination Program was designed to assist contractors and tradesmen who wish to be licensed in multiple jurisdictions by offering a streamlined test taking option for the trade portion of the examination. Candidates who take and pass the NASCLA Accredited Examination can access NASCLA's National Examination Database (NED) located on https://ned.nascla.org to electronically send their transcripts to jurisdictions that accept the examination in lieu of their state specific trade portion, thereby reducing redundant licensing requirements. If you are unsure if this examination will meet your specific license requirements in a participating state agency, please contact the state agency directly to confirm. A complete list of participating state agencies can be found on NASCLA's website by visiting: www.nascla.org.

Content Outline

1. Project Design & Management (8 Items)
2. Safety (9 Items)
3. Electrical Theory and Principles (11 Items)
4. General Code Requirements (17 Items)
5. Wiring and Protection (17 Items)
6. Wiring Methods & Materials (16 Items)
7. General Equipment Use (13 Items)
8. Special Occupancies, Special Equipment, and Special Conditions (8 Items)
9. Communication Systems (1 Item)

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 earlier or later editions of references as they become available. Candidates who use an older or newer version of these references do so at their own risk, and any resulting conflicts in answers will not be considered grounds for appeal. For Code questions, the examinations will be based only on the editions of the Code book that are listed. Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference material is allowed in the examination center:

Physical Diagram/Blueprint Packet to be handed out onsite at the testing center.

National Electrical Code or National Electrical Code Handbook, 2020 or 2023, National Fire Protection Assoc, (617) 770-3000, www.nfpa.org, 2020: ISBN-13 978-1455922970 or ISBN-10 1455922978, 2023: ISBN-13 978-1455930340 or ISBN-10 1455930342.

Code of Federal Regulations - 29 CFR 1926 - OSHA Construction Industry Regulations, 2024, Office of the Federal Register, Superintendent of Documents, PO Box 371954, Pittsburgh, PA, https://www.osha.gov/laws-regs/regulations/standardnumber/1926, ISBN-13: 978-1663802439

Code of Federal Regulations - 29 CFR 1910 - OSHA Occupational Safety and Health Standards, 2024, Office of the Federal Register, Superintendent of Documents, PO Box 371954, Pittsburgh, PA, IBSN-13: 979-888+212041, *https://www.osha.gov/laws-regs/regulations/standardnumber /1910.*

A Guide to the Project Management Body of Knowledge, Project Management Institute, 2021, 7th edition.

ANSI/ASHRAE/IES 90.1-2022, Energy Standard for Sites and Buildings Except Low-Rise Residential Buildings - I-P edition https://webstore.ansi.org/standards/ashrae/ansiashraeies902022

NASCLA Contractors Guide to Business, Law and Project Management, Basic 14th Ed., 2024, NASCLA, National Association of State Contractors Licensing Agencies (NASCLA),
23309 N. 17th Drive, Phoenix, Arizona 85027, Telephone: (623) 587-9519, www.nascla.org

NFPA 70E - Standard for Electrical Safety in the Workplace, 2024, National Fire Protection Association, ISBN-10: 1455930482 or ISBN-13: 978-1455930487.

Ugly's Electrical References, George V. Hart, 2023 Edition, Jones and Bartlett, (800) 832-0034,
www.uglys.net ISBN-10: 1284275914 or ISBN-13: 978-1284275919.

Understanding Electrical Theory for NEC Applications, Mike Holt, Mike Holt Publications, ISBN: 978-1-950431-68-7

Optional References

1. ***Ferm's Fast Finder Index, Independent Alliance of the Electrical Industry (IAEI),*** https://www.iaei.org/store/ListProducts.aspx?catid=785688

2. ***Key Word Index by Tom Henry,*** Based on the National Electrical Code (2017, 2020, 2023 Editions)

NASCLA-ACCREDITED TRADE EXAMINATION FOR JOURNEYMAN ELECTRCIANS

There are 100 questions in this examination. You will need to answer 75 questions correctly in order to pass. You are allowed 300 minutes to complete this examination.

The NASCLA Accredited Examination Program was designed to assist contractors and tradesmen who wish to be licensed in multiple jurisdictions by offering a streamlined test taking option for the trade portion of the examination. Candidates who take and pass the NASCLA Accredited Examination can access NASCLA's National Examination Database (NED) located on https://ned.nascla.org to electronically send their transcripts to jurisdictions that accept the examination in lieu of their state specific trade portion, thereby reducing redundant licensing requirements. Candidates are expected to follow individual state agency applications to become licensed. If you are unsure if this examination will meet your specific license requirements in a participating state agency, please contact the state agency directly to confirm. A complete list of participating state agencies can be found on NASCLA's website by visiting: www.nascla.org.

Content Outline

1. Interpreting Plans and Specifications (6 Items)
2. Basic Electrical Safety (8 Items)
3. Electrical Theory and Principles (10 Items)
4. Testing and Troubleshooting (7 Items)
5. General Code Requirements (15 Items)
6. Wiring and Protection (18 Items)
7. Wiring Methods and Materials (16 Items)
8. Equipment for General Use (10 Items)
9. Special Occupancies and Equipment (8 Item)
10. Special Conditions and Communication Systems (2 Item)

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 earlier or later editions of references as they become available. Candidates who use an older or newer version of these references do so at their own risk, and any resulting conflicts in answers will not be considered grounds for appeal. For Code questions, the examinations will be based only on the editions of the Code book that are listed. Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

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Physical Diagram/Blueprint Packet to be handed out onsite at the testing center.

National Electrical Code or National Electrical Code Handbook, 2020 or 2023, National Fire Protection Assoc, (617) 770-3000, www.nfpa.org, 2020: ISBN-13 978-1455922970 or ISBN-10 1455922978, 2023: ISBN-13 978-1455930340 or ISBN-10 1455930342.

Code of Federal Regulations - 29 CFR 1926 - OSHA Construction Industry Regulations, 2024, Office of the Federal Register, Superintendent of Documents, PO Box 371954, Pittsburgh, PA, https://www.osha.gov/laws-

regs/regulations/standardnumber/1926, ISBN-13: 978-1663802439

Code of Federal Regulations - 29 CFR 1910 - OSHA Occupational Safety and Health Standards, 2024, Office of the Federal Register, Superintendent of Documents, PO Box 371954, Pittsburgh, PA, IBSN-13: 979-888+212041, *https://www.osha.gov/laws-regs/regulations/standardnumber /1910.*

NFPA 70E - Standard for Electrical Safety in the Workplace, 2024, ISBN-10: 1455930482 or ISBN-13: 978-1455930487.

Ugly's Electrical References, George V. Hart, 2023 Edition, Jones and Bartlett, (800) 832-0034, www.uglys.net ISBN-10: 1284275914 or ISBN-13: 978-1284275919.

NFPA 72 - National Fire Alarm and Signaling Code, 2022 Edition, National Fire Protection Assn, 1 Batterymarch, Quincy, MA 02269, (617) 770-3000, www.nfpa.org ISBN-13: 978-1455927876 or ISBN-10: 1455927872.

Understanding Electrical Theory for NEC Applications, Mike Holt, Mike Holt Publications, ISBN: 978-1-950431-68-7

Optional References

1. ***Ferm's Fast Finder Index, Independent Alliance of the Electrical Industry (IAEI),*** https://www.iaei.org/store/ListProducts.aspx?catid=785688

2. ***Key Word Index by Tom Henry,*** Based on the National Electrical Code (2017, 2020, 2023 Editions)