



**PSI Services LLC**

3210 E Tropicana

Las Vegas, NV 89121

Phone: 855-340-3701

E-mail: [LLRSupport@psionline.com](mailto:LLRSupport@psionline.com)

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

**SOUTH CAROLINA  
DEPARTMENT OF LABOR, LICENSING AND REGULATIONS**

**LIQUEFIED PETROLEUM GAS 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/sclpgas>

## EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations. The South Carolina Department of Labor, Licensing and Regulations has contracted with PSI to conduct its examination program.

## EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Any applicant who fails the examination is allowed one (1) re-test after a minimum seven (7) day waiting period. Any applicant who fails the re-test shall wait at least thirty (30) days before retesting. After passing the examination, apply for your license by submitting an application. For more information visit the Boards website at <https://llr.sc.gov/lp/> or email [contact.lpgas@llr.sc.gov](mailto:contact.lpgas@llr.sc.gov).

Once approved you will receive an email confirmation from PSI.

<b>Examination Fee</b>	<b>\$25</b>
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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.

### ON-LINE ([HTTPS://TEST-TAKERS.PSIEXAMS.COM/SCLPGAS](https://test-takers.psiexams.com/sclpgas))

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/sclpgas>. 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 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.

### TELEPHONE (855-340-3701)

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

### RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (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 855-340-3701.

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

### RETKING A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination due to processing and reporting results. Depending upon space availability, unsuccessful candidates may be able to retest within two business days. You may access a registration form at <https://test-takers.psiexams.com/sclpgas>. You may also call PSI at 855-340-3701.

### MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Are not checked in by your scheduled 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. However, you may check the status of your scheduled examination by calling 855-340-3701. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at <https://test-takers.psiexams.com/sclpgas>.

## **EXAMINATION SITE LOCATIONS**

### **GREENVILLE/SPARTANBURG**

Park East, Anderson Building  
150 Executive Center Drive, Suite 104  
Greenville, South Carolina 29615

*From I-85, take I-385 North towards Greenville. Take Roper Mountain exit (Exit 37) and go right (East). Turn right at first street (Independence Blvd). Go 0.7 miles and turn left on Executive Center Drive. The Anderson Building will be on your right.*

### **COLUMBIA**

Synergy Business Park  
Congaree Building  
121 Executive Center Drive, Suite 143  
Columbia, South Carolina 29210

*From I-20, take exit 63 (Bush River Road). Proceed west and turn right onto Berryhill Road. Turn left onto Executive Center Drive. Enter the Congaree Building through the front door. From the lobby take the corridor to the right to the end and turn left. PSI Suite 143 is on the left.*

### **CHARLESTON**

4600 Goer Drive, Suite 112A  
North Charleston, South Carolina 29406

*At juncture of I-26 and I-526, head Southeast in the direction of Charleston. Next exit is Montague Ave, exit East Montague. Take first right at Goer Drive. Site is adjacent to the Marriott Hotel.*

### **BEAUFORT/HILTON HEAD**

Regions Bank Building  
69 Robert Smalls Pky/SC-170, Unit 4D  
Beaufort, South Carolina 29906

*From I-95, take the US-17N exit (Exit Number 33) towards Beaufort. After approximately 9 miles, US 21 splits off to the right and goes to Beaufort and US 17 goes to the left towards Charleston. Continue towards Beaufort on US 21 for approximately 12 miles. Turn sharp right onto SC 170 (McDonalds is on the corner) and continue for .3 miles. The building is on your left.*

### **MYRTLE BEACH**

1601 North Oak Street, Suite 305  
Myrtle Beach, South Carolina 29577

*From the west: Take Rte 501 to 17 Bypass North. Take 17 Bypass North one exit to 10th Avenue (Mr Joe White Ave). Turn right and go about 2 miles to Oak St. Take left on Oak St and follow to #1601 (Myrtle Offices). Go around to back of building. PSI is in Suite #305*

*From the south: Take 17 Bypass North to 10th Avenue. Turn right and follow above directions.*

*From the North: Take Rte 31 to Robert Grissom Parkway. Follow RGP to 21st Avenue. Turn left on 21st Ave and follow to Oak St. Turn right on Oak St and follow to #1601. (Myrtle Offices). PSI is around the back of building.*

### **CHARLOTTE**

Tyvola Executive Park 1  
5701 Westpark Dr, #202  
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) towards Coliseum Area. Bear right at Tyvola Road. Turn right at Westpark Dr.*

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



## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

Candidates 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) signature bearing identification 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

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

### SECURITY PROCEDURES

The following security procedures apply during examinations:

- The candidate will be issued scratch paper and pencil. These will be returned to the proctor at the end of the examination.
- The candidate may bring a non-programmable calculator that is silent, battery-operated, does not have paper tape printing capabilities, and does not have a keyboard containing the alphabet.
- 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 is not permitted in the testing room. Examples of outerwear include open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats. **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 all guests, 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 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 Board 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 Board .
- 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 to the computer and keyboard 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 using the keys, 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, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, and 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.

Your results will be given to you immediately following completion of the examination.

- If you **pass**, you will receive an examination result report which will indicate "PASS".
- If you **do not pass**, you will receive an examination result report which will indicate "FAIL".

### DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com).

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## DESCRIPTION OF EXAMINATIONS

### LP GAS RESELLER EXAM

# of Questions	Minimum Passing Score	Time Allowed
50	70% (35 correct)	120 Minutes



The LP Gas Reseller Examination is intended to assess a candidate's ability to safely and effectively dispense propane into several types of cylinders and tanks at retail locations. This examination will also evaluate a candidate's knowledge of applicable codes, laws and regulations.

### EXAMINATION REFERENCE MATERIAL

Candidates are strongly encouraged to utilize the PERC: Dispensing Propane Safely, employee training program in preparation for the examination.

This examination is OPEN BOOK. The following reference material is allowed in the examination center.

1. NFPA 58: Liquefied Petroleum Gas Code, 2014, 2017 or the 2020 Edition, <https://catalog.nfpa.org/NFPA-58-Liquefied-Petroleum-Gas-Code-P1187.aspx?icid=D729> (after July 1, 2023 the 2014 edition will no longer be used)
2. S.C. Code of Laws Title 40, Chapter 82
3. S.C. Code Regs. 71-8304.1 et seq
4. PHMSA: Requalification Guidance for Propane Cylinders

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, **annotated**, and/or indexed prior to the examination session. However, 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 department. 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. **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.**

## LP GAS DEALER/INSTALLER EXAM

# of Questions	Minimum Passing Score	Time Allowed
100	70% (70 correct)	120 Minutes

The LP Gas Dealer/Installer Examination is intended to assess a-candidate's ability to safely and effectively:

- Engage in the installation of liquefied petroleum gas systems
- Manufacture, distribute, sale, store, and transport liquefied petroleum gases
- Install, service, repair, adjust, disconnect and connect appliances to liquefied petroleum gas systems and containers.

This exam will also evaluate the candidate's knowledge of applicable codes, laws and regulations.

### EXAMINATION REFERENCE MATERIAL

This examination is OPEN BOOK. The following reference material is allowed in the examination center.

1. NFPA 58: Liquefied Petroleum Gas Code, 2017 or 2020 Edition (2014 edition is permitted until July 1, 2023)
2. NFPA 54: National Fuel Gas Code, 2018 or 2021 edition, and/or International Fuel Gas Code 2018 or 2021 edition (2015 editions are permitted until July 1, 2023)
3. Code of Federal Regulations (49 CFR 177 & 180)
4. S.C. Code of Laws Title 40, Chapter 82
5. S.C. Code of Regs. 71-8304.1 et seq

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, **annotated**, and/or indexed prior to the examination session. However, 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 department. 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. **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.**



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