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SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATIONS

LIQUEFIED PETROLEUM GAS EXAMINATIONS
CANDIDATE INFORMATION BULLETIN

Examinations by PSI Services LLC....2
Examination Payment and Scheduling Procedures 2
Examination Fees 2
On-line, via the Internet 2
Telephone 2
Rescheduling/Canceling an Examination 2
Retaking a Failed Examination 2
Missed Appointment or Late Cancellation....2
Examination Accommodations....3
Examination Site Closing for an Emergency....3
Examination Site Locations 3
Reporting to the Examination Site.... 4
Required Identification at the Examination Site 4
Security Procedures.... 4
Taking the Examination by Computer.... 5
Tutorial 5
Test Question Screen 5
Examination Review 5
Score Reporting.... 5
Duplicate Score Report 5
Description of Examinations.... 5

Please refer to our website to check for the most updated information athttps://test-takers.psiexams.com/sclpgas

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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.

Once approved you will receive an email confirmation from PSI.

Examination Fee **$25**

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)

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.

RETAKING 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

COLUMBIA
111 Executive Center Dr, Suite 222
Columbia, SC 29210

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

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

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

CHARLOTTE
Tyvola Executive Park 1
5701 Westpark Dr, #202
Charlotte, NC 28217

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".

You can print the score report from your online account.

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. **Beginning November 1, 2026: NFPA 58: Liquefied Petroleum Gas Code, 2020 or the 2024 Edition, NFPA 58 Code Development, After July 1, 2027, only the 2024 edition may 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. **Beginning November 1, 2026: NFPA 58: Liquefied Petroleum Gas Code, 2020 or 2024 Edition, NFPA 58 Code Development, After July 1, 2027, only the 2024 edition may be used**
2. **Beginning November 1, 2026: NFPA 54: National Fuel Gas Code, 2021 or 2024 edition, and/or International Fuel Gas Code 2021 or 2024 edition, NFPA 54 Code Development After July 1, 2027, only the 2024 edition may be used**
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.**