



St. Louis County, Missouri Examination Information Bulletin

Paper-and-Pencil Testing

Published **January 12, 2018**

This edition supersedes all bulletin
editions published prior to the above date.

*This bulletin answers most questions raised by examination
candidates. Please read it carefully. You will find it a useful
reference throughout your registration and examination process.*

International Code Council
Assessment Center
Birmingham District Office
900 Montclair Road
Birmingham, AL 35213

1-888-ICC-SAFE (422-7233), ext. 5524

www.iccsafe.org/certification

SUMMARY OF BULLETIN CHANGES

| Date of Change | Section Affected | Revision |
|-------------------|--|---|
| December 5, 2014 | St. Louis County, Missouri Examinations | Updated references and content outlines |
| February 12, 2015 | St. Louis County, Missouri Examinations | Updated references, content outlines, and exam date launch |
| March 11, 2015 | St. Louis County, Missouri Examinations | Updated to include 587 Sprinkler Fitter exam and 586 Pipefitter Journeyman exam |
| April 2, 2015 | Examination Information Bulletin | Updated links to new website |
| May 4, 2016 | Administrative Rules and Procedures | Revised testing rules in FAQs |
| January 12, 2018 | Examination Information Bulletin; St. Louis County, Missouri Examinations | Changes made to the examination content outlines and references; updated links |
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Use the checklists and information summaries in this bulletin to familiarize yourself with the testing process. Be sure to completely read this bulletin before scheduling your examination.

You are responsible for following all policies and regulations found in this document. Not reading this bulletin does not release your responsibility for following these procedures.

How do I...

| | |
|---|--|
| • schedule an exam? | <u>Paper-and-pencil testing</u> : visit www.iccsafe.org/certification-exam-catalog |
| • change my name or address? | Fax or mail ICC a letter containing your name, old and new addresses, contact phone number, and signature ; ICC will advise if additional documentation is needed |
| • request a duplicate pass letter? | Visit www.iccsafe.org/ac-forms-library/ and choose the application: Fee Schedule for Optional Services (Contractor) |
| • review an exam I failed? | See page 8 for more information on the exam feedback and appeals process |
| • request special testing accommodations? | <u>Paper-and-pencil testing</u> : call ICC at 1-888-422-7233 ext. 5552 to request an application |
| • make comments about an exam I took? | See page 8 for more information on the exam feedback and appeals process |
| • reschedule an exam? | <u>Paper-and-pencil testing</u> : Visit www.iccsafe.org/ac-forms-library/ and choose the application: Fee Schedule for Optional Services (Contractor) and fax or mail to ICC prior to your exam |
| • cancel an exam? | <u>Paper-and-pencil testing</u> : fax or mail a statement to ICC, including a signature, stating you wish to cancel your exam, and are aware of the administrative fee (see page 13 for more information) |
| • find my exam code (ID)? | See pages 15-17 for the exam outline listings in this bulletin |
| • know what I can take into the exam? | See page 10 for the Test Site Regulations section |
| • obtain the books for my exam? | Most references can be purchased at shop.iccsafe.org ; more information is found in the exam outline listings starting on page 15 |
| • access information on my passed exams on ICC's website? | Visit www.iccsafe.org/certification-exam-catalog and go to the After the Exam section for the Contractor Exam pass link |
| • become an ICC member? | Visit www.iccsafe.org/membership to access the ICC membership application |

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International Code Council Vision

Protect the health, safety, and welfare of people
by creating safe buildings and communities.

International Code Council Mission

To provide the highest quality codes, standards, products, and services
for all concerned with the safety and performance of the built environment.

Information contained in this bulletin is deemed accurate as of the time of printing.

Contents are subject to change at any time.

For the most updated information, visit www.iccsafe.org/certification-exam-catalog.

Note: Examination requirements, including registration/scheduling, dates, locations, fees, and references are subject to change. Please make sure that you have the most current information before registering for/scheduling any examination. For up-to-date information on Code Council examinations, go to www.iccsafe.org/certification or call 1-888-ICC-SAFE (422-7233). For fastest service, for general questions, dial 0; for specific information on your certification, dial ext. 5524.

About Code Council Contractor/Trades Testing

The International Code Council's examination program is an independent testing program designed to provide licensing agencies with information regarding qualified trades professionals. Participating in the Code Council examination program does not guarantee that a licensing agency will award you a license. However, the Code Council examination program serves as an independent appraisal of your competency in the construction field, and your test results may be used by licensing agencies to satisfy the requirements for testing.

Examination information, including registration/scheduling requirements, dates, locations, fees, and references, are subject to change. **Candidates should make sure they have the most current information before registering for/scheduling a Code Council examination by going to www.iccsafe.org/certification-exam-catalog.**

General Testing Information

The purpose of this bulletin is to provide you with information regarding how to schedule and take your examination. Prior to scheduling a test with this program, you must first make a license application with St. Louis County. You may contact the County at the following address:

St. Louis County Department of Public Works
Mechanical Licensing
41 So. Central Avenue
Clayton, Missouri
314-615-7096

If your application is satisfactory, the Code Council will be notified of your eligibility to test. Once you receive notification of approval from the licensing agency, you may apply for and schedule your examination.

IMPORTANT NOTE: It is recommended that you wait at least 24-48 hours after receiving your notice of approval before you try to schedule your examination. This will ensure the Code Council has had time to process your eligibility record.

Administrative Rules and Procedures

How can I become licensed?

The International Code Council is not a licensing agency. If you want to become licensed in a city, county, or state that participates with the Code Council, that jurisdiction will require you to take and pass a Code Council examination. Upon successful completion of the examination, contact the jurisdiction for any other requirements in order to become licensed.

For detailed information on Code Council examinations and participating jurisdictions, visit our website at www.iccsafe.org/certification-exam-catalog.

How do I schedule a test?

It is your responsibility to read the Examination Information Bulletin for important information on examination requirements, procedures, and references allowed during the examination administration.

How often can I test?

Once approved by the County to test, your authorization is valid for six months. There are no restrictions on how often you may test during this authorization period; however, note that exams administered via paper-and-pencil are offered four times a year only. Please contact the County for any additional requirements.

What examination do I need to take?

As requirements for employment differ from jurisdiction to jurisdiction, the Code Council cannot recommend specific examinations to you. We strongly encourage you to contact the jurisdiction in which you wish to work for more information on their specific exam requirements for licensure.

How do I know if pre-approval is required for me to test?

Contact the licensing agency or review the appropriate Examination Information Bulletin on the Code Council's exam catalog at www.iccsafe.org/certification-exam-catalog

What references or code books are the exams based on?

The approved references for each exam are listed in the Examination Outlines section of this bulletin. For the most up-to-date bulletin information, visit our website at www.iccsafe.org/certification-exam-catalog. You can also contact the Code Council at 1-888-422-7233 ext. 5524 to request a bulletin.

I didn't receive my pass letter. Can I have another mailed to me?

Yes, but the pass letter must be requested within 90 days from the date of the passed examination to have another mailed without a fee. If a resend of a pass letter is requested after 90 days from the exam, a fee will be charged. For fees, go visit www.iccsafe.org/ac-forms-library/ and choose the application: Fee Schedule for Optional Services (Contractor).

Can't I just look up all of the answers in the books?

Because of the time constraints, you will not have time to look up all of the answers. For those answers you must look up, you must be VERY familiar with the references to avoid wasting time searching for information. First impressions are often the most accurate, but you may change your answers if time allows.

How long are the examinations?

The length and time of the examinations can be found on the examination content outlines, beginning on page 15.

Should I guess if I don't know the answer to a question?

There is no guessing penalty, so it is to your advantage to answer every question. Remember to base your answers on the listed references for each exam, not solely on long-time field practices.

What score do I need to pass the test?

St. Louis County examinations require a candidate to answer at least 75 percent of their questions correctly in order to pass the exam.

Can my exam score be cancelled?

The Code Council reserves the right to revoke or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Failing to abide by the rules presented or directions from the proctor(s)
- Attempting to, or removing examination materials or questions from the testing center.

In cases of examination irregularities which are suspected at testing centers, the scores of the individual(s) involved will not be released unless approved by the Code Council. Additional sanctions may be authorized by the Board, which may include restrictions on retesting for up to three (3) years.

Some scores may be rendered invalid because of circumstances beyond the examinee's control, such as faulty examination materials or mistiming. These situations will be investigated; when such occurrences result in cancellation of an examinee's scores, the Code Council will arrange for a makeup examination for the examinees concerned.

Feedback and Appeals Process

To have Code Council Assessment Center staff review comments or challenges on specific exams, exam items, or any issues encountered during your examination, you must submit a Comment/Challenge form to the Code Council. The form is available on the Code Council website at www.iccsafe.org/certification-services.

Our experience shows that the best comments are those that come as soon after the testing process as possible. Include sufficient amount of detail to aid staff in the review of your challenged question(s) or issues related to the exam experience. Following receipt of your challenge, Assessment Center staff will investigate each comment for merit and final determination of approval or denial of your challenge.

You will be mailed a response from Code Council staff within 15 business days from receipt of the form by the Code Council; a request for staff review is based solely upon the most recent examination taken.



IMPORTANT NOTE: If you retake a failed exam on which you have submitted an appeal, you will forfeit your appeal opportunity for that exam attempt.

Comment/Challenge forms must be mailed or faxed to the following address or fax number:

International Code Council
ATTN: Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213
Fax: 205-599-9884

Review Session

Reviews are designed to review missed questions and your original, incorrect answers on the most recently taken exam. It is **not** an opportunity to change answers on an examination or retake the exam.

During the Review, you may challenge questions you feel contain errors, or to defend your original answer. Review sessions are limited to one half of the original examination time. You may bring in any of the references listed in this bulletin as approved references for the examination you are challenging.

Challenges completed during a review session will be returned to the Code Council for analysis, and you will be provided a response to any items on which you complete a challenge form during your review session.

To be eligible for a review, you must have scored within **10 points** of the minimum passing score. Reviews must be scheduled no more than **ninety (90)** days following your most recent testing session.

The cost of the review is \$50 for each test reviewed. To review an exam taken via paper-pencil, you will need to fill out the Review Session request form at www.iccsafe.org/certification-services and submit to the Code Council. Note: for exams taken via paper-and-pencil, the review session will take place at the next paper-and-pencil exam administration date.

Test Site Regulations

To ensure the security of examination materials, reliable test results, and public confidence in the integrity of certified professionals, the rules and procedures below are strictly enforced at all Code Council examinations.

What should I bring to the test site?

Examinees must possess and present a valid (unexpired) photo ID with signature, issued by a governmental agency, e.g., a driver's license, passport, etc.

The name on the exam reservation must match the name on the ID provided. If it does not, you will not be allowed to test, and will forfeit your exam fee. If you are unable to present identification as required by the Code Council, or have questions about what will be allowed, you must call the Code Council prior to your scheduled exam to make other arrangements.

Examinees may bring the following items to the examination:

1. Reference(s) as listed in this Examination Information Bulletin for the applicable exam—**no other reference material will be allowed into the testing center:**
 - Bound (original bound book, three-ring binder, or stapled)
 - Notes written in ink or highlighted in code sections
 - Permanently attached tabs (tabs that can't be removed without destroying the page)
 - Pencil notes in your references that are highlighted prior to arrival at the test center
 - **Photocopies of copyrighted materials are not allowed**
2. Magnifying glass
3. Eyeglasses, if necessary
4. Architects' scale or rule
5. Battery-operated calculator:
 - Nonprogrammable
 - Not capable of storing examination information
 - No ribbon or paper printing capabilities
6. Foreign language/English translation dictionaries, if needed

What should I leave at home?

1. Any kind of ink (ballpoint, felt-tip, gel, etc.) pens, colored pencils, highlighters, writing paper, or briefcases
2. Personal items such as purses, wallets, or watches
3. Calculators with print capability and/or that store formulas
4. Copying, recording, or photo devices
5. Cell phones, beepers, radios, MP3 players, and/or PDAs

What are test proctors and what do they do?

The test proctors have two main jobs: they give the examinations and make sure the exam materials at the test site are protected. Proctors are well-trained and treat candidates with respect, and in turn, expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at *any* time may be considered a criminal offense and punishable by law. In addition, proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to remove a candidate's test and ask the individual to leave the building if the candidate:

- Gives or receives help during the examination
- Attempts to remove exam materials or notes from the room
- Creates a disturbance
- Copies or attempts to copy examination questions or answers
- Is found to have prohibited materials (cell phone, recorder, etc.) during the exam

If a candidate is asked to leave the test site for any reason, the candidate will not receive a refund, may jeopardize their right to take a Code Council examination in the future, and may face possible prosecution.

What if I have problems at the examination site?

Code Council testing procedures are designed to minimize negative conditions at the examination site such as bad lighting, excessive noise, or uncomfortable temperature conditions. In unlikely cases where such conditions may occur, the required passing score will not be changed. Should you feel your exam experience or conditions at the test site to be unfavorable, notify the proctor. If you would like to file a complaint, you must ensure that an Incident Report (IR) is created by the test personnel, and then follow up using the appeals process. In order for the Code Council to investigate and respond to your complaint, an IR must be filed before you leave the test site. Once the investigation is completed, you will receive a letter of determination from the Code Council.

General comments regarding the exam experience are encouraged. Please forward your comments to appeals@iccsafe.org.

Please note all comments will be read; however, you will not receive a written response.

What does the Code Council expect of me?

Examinees are responsible for arriving at the exam site on the proper date, at the proper time, and with proper identification. You should determine in advance the exact location of the test site, how to get there, and how much time it will take you to get to the site. Examinations will be given only on the date and time scheduled.

Please arrive at the test site with required reference(s), if desired, for use during the exam. Required examination references are listed with the examination outlines found in this bulletin. References for examinations are not supplied by the Code Council or the testing center.

Examinees must know, understand, and adhere to all of the regulations governing Code Council examinations as listed in this bulletin.

What can I expect at the test site?

The examination proctor will check your identification, have you sign in, and may assign you a seat. The examination proctor will explain the procedures for taking the examination; answer questions related to taking the exam and provide notification to begin the examination.

Before the Exam

Metal detectors may be randomly used to search examinees entering and/or leaving the exam room. You will be asked to empty all of your pockets and place personal items in a locker. Proctors may inspect all materials an examinee carries into and from the exam room. If your reference materials do not meet test site regulations (see “What should I bring to the test site?”), **you will not be allowed to take these references into the exam room.** You will still be allowed to test, but without these materials.

The Code Council randomly videotapes examination sessions.

You are not allowed to write or mark in or on your reference books during the examination. The proctor will give you a whiteboard and markers for use during the exam.

While the examination is being administered, you are not allowed to leave the building and return to the exam room. If you wish to leave the exam room for any reason, you must receive permission from the proctor and turn in all of your examination materials and references to the proctor. Only one examinee at a time is allowed outside the exam room, and you are not allowed additional test time for time spent outside the exam room. The exam countdown clock **will not stop** during any absence from your seat.

During the Exam

You are not allowed to communicate, verbally or nonverbally, with other candidates during the examination, and you may not share references.

After the Exam

If you pass your examination, you cannot retake the examination you passed except as necessary for recertification. If you do not pass your examination and wish to comment on your experience, please see the section of this bulletin titled “Feedback and Appeals Process.”

Paper-and-Pencil Testing

How do I register for a paper-and-pencil exam?

A registration application is required to be completed and forwarded to the Code Council with pre-payment. The application can be found on our website at www.iccsafe.org/certification-exam-catalog.

Approximately 2 weeks prior to the examination date, the Code Council will send a confirmation letter stating the examination(s) for which the candidate is registered, examination date, reporting time(s), and examination center address. **It is your responsibility to check this confirmation letter to ensure the exam listed is the one you wish to take.**

Please make sure that the name you use to register for your exam exactly matches your chosen form of identification, i.e., your driver's license, if that is the identification you will use when you take the exam. You will not be allowed to take the exam if your exam registration and identification do not match.

What if I need to cancel or transfer my exam?

A candidate will be refunded 80 percent of the written examination registration fee when cancellation is made at least 14 days prior to the scheduled examination date. If cancellation is made less than 14 days before the scheduled examination date, 50 percent of the registration fee is refunded.

Cancellations must be in writing (via fax or U.S. mail) with the candidate's signature. The exam date, type, and location must be listed on the cancellation request.

Candidates also have a one-time-only option to transfer their paid registration to the next scheduled examination administration date with a \$50 administrative fee. Transfers must be requested in writing and received at the Code Council no later than the day prior to your scheduled exam date.

If a candidate does not appear on his or her scheduled examination date, no refund is made, and the option to transfer registration to the next scheduled examination administration will require written request within 7 days of the examination date. The following reasons will be accepted:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

What if I have special needs?

The Code Council complies with all provisions of the Americans with Disabilities Act (ADA). If you have a disability that prohibits you from taking the examination under standard conditions, you may request special arrangements by contacting the Candidate Services Coordinator at appeals@iccsafe.org or at 888-422-7233, ext. 5552. Your request, or a copy of your request if already submitted and approved, **must accompany** your registration form. You must submit an accommodations request for each test administration, regardless of past approval status.

Completed accommodations forms must be submitted and approved by the registration deadline for the exam you wish to take.

What can I expect during the exam?

Each candidate will be given a packet containing an examination booklet, plans (if appropriate), an answer sheet, and a sheet for calculations. You will not need additional scratch paper. All of this material must be enclosed in the return envelope along with the original envelope and confirmed by the proctor.

Any comments pertinent to the examination or site should be recorded by you on a comment sheet available from the proctor, and mailed to ICC. Under no circumstances are examination materials to be taken from the room.

When do I get my test results?

All examinees are notified by mail of their examination results from three to four weeks after the examination date. Candidate results are not available by telephone. Information is also posted on the Internet at <http://preauthorization.iccsafe.org> in approximately the same time frame as the mailing of results.

St. Louis County, Missouri Examinations-Paper-and-Pencil

FOR EXAMS THROUGH COMPUTER-BASED TESTING:
Please see the Computer-based bulletin for information
on exams to be taken via computer.

585 Missouri (St. Louis County) Sheet Metal Journeyman
 Requires a score of 75% to pass

125 multiple-choice questions
 Exam fee: \$100 (P&P)
 Open book—5-hour time limit

| Content Area | % of Total | Approved References |
|--------------------------------|-------------|---|
| Local Licensing Law | 5% | 2009 <i>International Mechanical Code</i> |
| Local Mechanical Amendments | 10% | 2009 <i>International Fuel Gas Code</i> |
| General Principles | 10% | <i>SMACNA HVAC Duct Construction and Standards</i> |
| Definitions and Core Knowledge | 10% | St. Louis County Public Works and Building Regulations, |
| Safety | 5% | <i>Mechanical Code 1108*</i> |
| Sheet Metal Math | 10% | Sheet Metal, 2nd. Ed. |
| Combustion Air | 10% | Mathematics For Sheet Metal Fabrication |
| Exhaust Systems | 10% | HVAC SYSTEMS Testing, Adjusting & Balancing, |
| Appliance Venting | 5% | 3rd edition, SMACNA |
| Ventilation | 8% | |
| Grease Hoods | 7% | |
| Duct Systems and Materials | 10% | *Free download available through www.stlouisco.com |
| Total | 100% | |

586 Missouri (St. Louis County) Pipefitter Journeyman

Requires a score of 75% to pass

150 multiple-choice questions

Exam fee: \$100 (P&P)

Open book—5-hour time limit

| Content Area | % of Total | Approved References |
|-----------------------------|-------------|---|
| Local Licensing Law | 5% | 2009 <i>International Mechanical Code</i> |
| Local Mechanical Amendments | 15% | 2009 <i>International Fuel Gas Code</i> |
| General Principles | 5% | 2014 <i>Modern Refrigeration and Air Conditioning</i> , 19th ed. |
| Welding | 5% | <i>Low Pressure Boilers</i> , 3rd ed. |
| Rigging | 5% | St. Louis County Public Works and Building Regulations |
| General Safety | 10% | <i>Mechanical Code</i> , Chapter 1108* |
| General Math and Science | 5% | OSHA / 1926 / 29 CFR / <i>Construction Industry Regulations /</i> |
| Air Distribution | 5% | <i>July 2016</i> |
| Gas Furnaces and Piping | 5% | <i>Pipe Welding Procedures</i> , 2nd Ed. |
| Piping in HVAC Systems | 10% | <i>Pipefitters Handbook</i> , 3rd Ed. |
| Refrigeration Equipment | 10% | <i>Rigging Handbook</i> , 5th Ed. |
| Air Conditioning | 10% | |
| Boilers | 10% | *Free download available through www.stlouisco.com |
| Total | 100% | |

587 Missouri (St. Louis County) Sprinkler Fitter

Requires a score of 75% to pass

150 multiple-choice questions

Exam fee: \$100 (P&P)

Open book—5-hour time limit

| Content Area | % of Total | Approved References |
|--|-------------|---|
| Local Licensing Law | 5% | 07 NFFA 13 |
| Sprinkler, Piping, and Material Components | 5% | 07 NFFA 13D |
| Core Aptitude | 5% | 07 NFFA 13R |
| Safety | 5% | 07 NFFA 14 |
| Water Supply | 10% | 07 NFFA 20 |
| Fire Pumps and Connections | 20% | 08 NFFA 22 |
| Testing and Inspections | 20% | 07 NFFA 24 |
| One- and two- Family Dwellings | 5% | 08 NFFA 25 |
| Installation and Design | 30% | OSHA / 1926 / 29 CFR / <i>Construction Industry Regulations /</i> |
| | | <i>July 2016</i> |
| | | <i>Pipefitters Handbook</i> , 3rd Ed. |
| | | St. Louis County Public Works and Building Regulations |
| | | <i>Mechanical Code</i> , Chapter 1108* |
| | | *Free download available through www.stlouisco.com |
| Total | 100% | |

588 Missouri (St. Louis County) Commercial HVAC Service/Installer

Requires a score of 75% to pass

100 multiple-choice questions

Exam fee: \$100 (P&P)

Open book—5-hour time limit

| Content Area | % of Total | Approved References |
|-----------------------------|-------------|---|
| Local Licensing Law | 5% | 2009 <i>International Mechanical Code</i> |
| Local Mechanical Amendments | 10% | 2009 <i>International Fuel Gas Code</i> |
| Applied Math | 6% | 2014 <i>Modern Refrigeration and Air Conditioning</i> |
| Air Distribution | 15% | <i>Practical Problems in Mathematics for Heating and Cooling Technicians</i> , 6th Ed. |
| Gas Furnaces and Piping | 15% | <i>Modern Hydronic Heating</i> , 3rd Ed. |
| Piping in HVAC Systems | 12% | St. Louis County Public Works and Building Regulations |
| Refrigeration Equipment | 12% | <i>Mechanical Code</i> , Chapter 1108* |
| Air Conditioning | 15% | |
| Boilers | 10% | |
| | | *Free download available through www.stlouisco.com |
| Total | 100% | |

589 Missouri (St. Louis County) Residential HVAC Service/Installer

Requires a score of 75% to pass

100 multiple-choice questions

Exam fee: \$100 (P&P)

Open book—5-hour time limit

| Content Area | % of Total | Approved References |
|-----------------------------|-------------|---|
| Local Licensing Law | 5% | 2009 <i>International Mechanical Code</i> |
| Local Mechanical Amendments | 10% | 2009 <i>International Fuel Gas Code</i> |
| Applied Math | 6% | 2014 <i>Modern Refrigeration and Air Conditioning</i> |
| Air Distribution | 15% | <i>SMACNA HVAC Duct Construction and Standards</i> , 3rd ed. |
| Gas Furnaces and Piping | 15% | <i>Practical Problems in Mathematics for Heating and Cooling Technicians</i> , 6th Ed. |
| Piping in HVAC Systems | 12% | <i>Modern Hydronic Heating</i> , 3rd Ed. |
| Refrigeration Equipment | 12% | St. Louis County Public Works and Building Regulations |
| Air Conditioning | 15% | <i>Mechanical Code</i> , Chapter 1108* |
| Boilers | 10% | |
| | | *Free download available through www.stlouisco.com |
| Total | 100% | |

Please visit www.iccsafe.org/contractor for the most up-to-date information. Outlines are subject to change.



St. Louis County—Mechanical Paper-and-Pencil Examination Application

STEP 1: Enter your name, address, and other candidate information.

| | |
|---|--|
| Exam Candidate Information—PRINT LEGIBLY | ALL FIELDS BELOW REQUIRED EXCEPT AS NOTED. |
| Full Legal Name: _____ | ICC or Pearson ID _____ (if you have tested previously) |
| Mailing Address: _____ | City: _____ State: _____ Zip: _____ |
| (____) _____ Primary Telephone Number: _____ Home _____ Work | (____) _____ Secondary Number (optional) |
| E-mail: _____ | |

STEP 2: Select your exam date and site at which you wish to test.

EXAMINATION SITES AND CORRESPONDING EXAMINATION DATES (Sites are subject to change)

St. Louis, MO
 City of St. Louis
 2923 North Broadway
 Conference Room
 St. Louis, MO 63147

| EXAM DATES | DEADLINE TO REGISTER |
|---|----------------------|
| <input type="checkbox"/> March 10, 2018 | January 26, 2018 |
| <input type="checkbox"/> June 9, 2018 | April 27, 2018 |

STEP 3: Read the Important Notes section.

Important Notes

- Applications may be submitted by U.S. mail, courier, or fax.
- Applications must be postmarked by the deadline date.
- Examination fees are non-refundable. Exceptions are outlined in the Information Bulletin.
- A photo identification, such as a driver's license, will be required for admittance to the examination.
- References needed for taking the exams can be purchased from the Code Council by calling 1-800-786-4452 or at shop.iccsafe.org.
- A letter will be forwarded to you confirming this registration approximately two weeks prior to the examination administration date.
- If you have a physical disability that prohibits you from taking an examination under standard conditions, you may request special arrangements. Your letter of request must accompany this application, along with a completed special accommodations form. This form may be obtained by telephoning us at 1-888-422-7233. The request must be submitted and approved by the Code Council by the registration deadline for the test you wish to take.

STEP 4: Select the exam you wish to take (please select only one).

| Exam ID and Title | Starting Time |
|--|---------------|
| <input type="checkbox"/> 585 Sheet Metal Journeyman | 8:00 a.m. |
| <input type="checkbox"/> 586 Journeyman Pipefitter | 8:00 a.m. |
| <input type="checkbox"/> 587 Sprinkler Fitter | 8:00 a.m. |
| <input type="checkbox"/> 588 HVAC Servicer-Installer Commercial | 8:00 a.m. |
| <input type="checkbox"/> 588 HVAC Servicer-Installer Residential | 8:00 a.m. |

————— Both pages of this application must be completed to process. —————

OFFICE USE ONLY

| | | | |
|---------------------|-------------------------|-----------------------|-----------------|
| Candidate ID: _____ | Requirements met: _____ | Date processed: _____ | Initials: _____ |
|---------------------|-------------------------|-----------------------|-----------------|

