

San Antonio, Texas Contractor/Trades Examination Information Bulletin

Published January 2, 2020

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.

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SUMMARY OF BULLETIN CHANGES

Date of Change	Section Affected	Revision
January 6, 2017	State of Texas Contractor/Trades Examination Applications	Updated applications to 2017 dates
March 6, 2017	Front Cover	Added notification of new upcoming exam and San Antonio moving all exams to Computer-Based Testing
March 6, 2017	Test Site Regulations; Computer-Based Testing	Updated sections to reflect information specific to Computer-Based Testing
March 6, 2017	State of Texas Contractor/Trades Examination Applications	Added 931 Development Services Inspector Exam; Removed P&P application
April 4, 2017	San Antonio, Texas Contractor/Trades Examinations	Updated references
January 1, 2018	Minneapolis, Minnesota Contractor/Trades Examinations	Updated pricing on exams
January 1, 2018	Feedback and Appeals	Removed hand score option; no longer available, effective 1/1/2018
December 28, 2017	San Antonio Contractor/Trades Examinations	Added increased pricing, effective January 1, 2018
December 28, 2017	Feedback and Appeals	Removed hand score option; no longer available, effective January 1, 2018
March 1, 2018	Feedback and Appeals; Front Cover	Updated email and fax where applicable
August 28, 2018	Exam administration for Sign Operator titles	Included information about PRONTO testing
August 28, 2018	Content outline and Ordinance edition for Sign Operator titles	Updated content outline and reference edition
October 2, 2018	State of Texas Contractor/Trades Examination Bulletin	Added note that 931 exam now available as PRONTO only; removed all Computer-Based Testing information
October 2, 2018	San Antonio, Texas Contractor/Trades Examinations	Updated 931 exam to PRONTO
October 17, 2018	State of Texas Contractor/Trades Examination Bulletin—PRONTO	Included updated note on PRONTO System Requirements

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? For PRONTO administrations, please visit www.iccsafe.org/pronto-administration.
- change my name or address? Visit www.iccsafe.org/ac-forms-library/ and select the form **Change of Candidate Information** located under **Candidate Services**. form. Email or mail ICC this form containing your name, old and new addresses, contact phone number, and signature; ICC will advise if additional documentation is needed

Email: customersuccess@iccsafe.org
- request a duplicate pass letter? Visit www.iccsafe.org/contractor for a request application.
- request special testing accommodations? Call ICC at 1-888-422-7233 ext. 5552 to request an application.
- make comments about an exam I took? See page 9 for more information on the exam feedback and appeals process.
- reschedule an exam? Since PRONTO exams can be taken at any time, 24/7, 365 days a year, you do not need to reschedule a PRONTO exam.
- find my exam code (ID)? See page 11 for the exam outline listings in this bulletin.
- know what I can take into the exam? For PRONTO exams: Go to www.iccsafe.org/pronto-administration.
- obtain the references for my exam? Refer to the examination content outlines on page 11.
- access information on my passed exams on ICC's website? Visit www.iccsafe.org/certification-contractor-verification to access the Official Contractor Exam Pass List link.

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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/contractor.

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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-exam-catalog 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 Contractor/Trades examination program is an independent testing program designed to provide licensing agencies with information regarding qualified contractors and 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 contractor/trades examination. Prior to scheduling a test with this program, you must obtain an examination application from the City of San Antonio. You may contact the City at the following address:

City of Antonio
1901 South Alamo
San Antonio, TX 78204

Complete the application and submit it by the deadline date on the application to the above location.

If you have questions regarding which examination to take, please contact the licensing agency to receive direction on the appropriate exam for your needs.

Once you are scheduled, prepare for your exam by reading the information in this bulletin.

Administrative Rules and Procedures



FAQ

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 Contractor/Trades 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.

For PRONTO, go to the ICC PRONTO web portal at <https://pronto.iccsafe.org> to register and pay for an exam. Please wait 48 hours from the pre-authorization approval before accessing the portal and creating your account.

Pre-payment is required to schedule all examinations.

When can I test?

The Proctored Remote Online Testing Option (PRONTO) is available any time; 24/7, 365 days/year.

How often can I test?

You must wait 10 days before retaking a failed exam. You must be authorized by the City of San Antonio prior to testing. It is strongly recommended that you allow time to study the approved references before registering to test a second time.

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 website 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.

Are the examinations open book?

Most Contractor/Trades exams are open book. Refer to the Examination Outlines section of this bulletin for open/closed book requirements for specific exams. For the most up-to-date bulletin, visit www.iccsafe.org/certification-exam-catalog. Additional policies governing the use of references can be found in the Test Site Regulations section of this bulletin.

When will I receive my results?

Results for examinations taken via PRONTO are available immediately after completion of the examination.

What type of question format will be included in the examination?

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Due to the rigorous psychometric processes used by the Code Council in exam development, questions do not follow patterns (e.g., “the most common answer is ‘B’”).

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 allowed time varies depending upon the subject matter. To get the most updated information on examinations, go to www.iccsafe.org/certification-exam-catalog.

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?

Most Contractor/Trades examinations require a candidate to answer at least 70 percent of their questions correctly in order to pass the exam. Particular licensing agencies may require a passing score of higher than 70. It is important that you carefully read the relevant bulletin or contact the licensing agency for information regarding their minimum passing requirement.

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 Certification and Testing staff review comments or challenges on specific exams, exam items, or any issues encountered during your examination, you must submit a Contractor Appeal form to the Code Council. The form is available on the Code Council website at www.iccsafe.org/ac-forms-library.

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.



Contractor Appeals forms must be sent to the following address or email:

International Code Council
ATTN: Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213

Email: askac@iccsafe.org

Proctored Online Testing Option (PRONTO)

Proctored Remote Online Testing Option (PRONTO)

You can take your exam at your convenience on your home or office computer through a cloud-based testing system called PRONTO, offering secured online proctored exams. You will need a webcam and computer with working audio capability.



PRONTO System Updates:

Effective October 1st, System Requirements and Virtual Proctor Connection instructions for PRONTO have been updated.

Please go the following link to view the updated instructions on what to expect at your PRONTO exam: www.iccsafe.org/pronto-administration.

For more information on PRONTO, go to www.iccsafe.org/meetPRONTO.

PRONTO Quick Links:

PRONTO Exam Administration: Please visit www.iccsafe.org/pronto-administration for more information on PRONTO Exam Administration such as:

- How to Register for a PRONTO Exam
- What to Expect at Your PRONTO Exam / Requirements
- Items Allowed/Prohibited During the Exam
- Tips and Tricks for your PRONTO Exam
- ICC Administrative Rules and Procedures

PRONTO System Requirements: Please visit <https://pronto.iccsafe.org/support> to run a full system diagnostic test through the link provided.

Purchase and Take a PRONTO Exam: <https://pronto.iccsafe.org/>

What if I have special needs?

Please visit www.iccsafe.org/testing-accommodations to learn more on the process for Testing Accommodations and to download the ADA Accommodation Request Form.

San Antonio, Texas Contractor/Trades Examinations

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

931 City of San Antonio Development Services (Flatwork) Inspector

50 multiple-choice questions
Exam fee: \$115 (PRONTO)
Open book—2-hour time limit

Content Area	% of Total	Approved References
01 Start of Work		"City of San Antonio Sidewalk and Driveway Design and Construction Guidelines" *
Excavation	4%	*pdf available online
Inspection	2%	
Brick-Surfaced Streets	4%	
Backfill of Excavated Area	4%	
Backfill Supporting Infrastructure	2%	
Sidewalk Requirements	4%	
Curb and Gutter Requirements	2%	
Traffic Control	6%	
02 Specifications and Drawings		
Materials	36%	
Curbing, Sidewalks, and Driveways	36%	
Total	100%	

974 Texas (San Antonio) Commercial Sign Operator

70 multiple-choice questions
Exam fee: \$115 (PRONTO)
Open book—3-hour time limit

Content Area	% of Total	Approved References
Terms and Definitions	15%	2017 Chapter 28 Sign Code and Billboard Ordinance
Plan Reading	5%	
Licensing and Permit Regulations	20%	
General Requirements and Safety	30%	
Erection and Maintenance	30%	
Total	100%	

975 Texas (San Antonio) Billboard Operator

70 multiple-choice questions
Exam fee: \$115 (PRONTO)
Open book—3-hour time limit

Content Area	% of Total	Approved References
Terms and Definitions	15%	2017 Chapter 28 Sign Code and Billboard Ordinance
Plan Reading	5%	
Licensing and Permit Regulations	25%	San Antonio Chapter 10 City Code "Building-Related Codes"
General Requirements and Safety	15%	*pdf available online
Erection and Maintenance	40%	
Total	100%	