



**BOARD FOR LICENSING
CONTRACTORS**

ELECTRICAL LICENSING INFORMATION

The Board is responsible for regulating the licensing in Tennessee for electrical work at various levels: "Contractor" license (CE); or "Limited Licensed Electrician" (LLE). In addition, local government may also require licensing for permits and inspections, such as the journeyman/master. The Division of Fire Prevention (State Fire Marshal) is responsible for codes and inspections, therefore, their laws and rules cover more detail for electrical installations and inspections. The following describes each electrical license:

Contractor (CE)

This state license is required for electrical work where the total cost is **\$25,000 or more**. The "CE" electrical classification is accepted statewide, and additional exams are not required in each county or municipality. However, you must adhere to their local permit and licensing rules within their jurisdiction and pay local fees. Contractors with a CE are exempt from the Limited Licensed Electrician (LLE) license, but still required to obtain permits, inspections and any applicable local licenses. (See the Board's website for more information)

Limited Licensed Electrician (LLE)

This state license is only required for electricians where the total cost is **LESS THAN \$25,000** and they are working in a municipality where there may not be a local license agency for inspections, or in an area with "Issuing Agents" at the local utility office. The Division of Fire Protection performs these inspections. Those with a contractor's license with a CE classification are exempt from the LLE; but not exempt from local license requirements and inspections. There are no state reciprocal (exam waiver) agreements for the LLE. (See page 2 for LLE application)

Local License (City/County from each Municipality)

The local license is required **regardless of the amount** of the project, in areas where there is a codes permitting office. This type of licensing is referred to as journeyman/master, etc. Every jurisdiction is different, and you must adhere to their local requirements. Areas without a local codes office have "Issuing Agents" for permits and inspections. If you have a state contractor's CE license, you will not be required to take their local electrical exam, but will need to pay their fees. The LLE is not accepted where the local jurisdiction has their own licensing and inspections program in place. (See the Board's website for contact information)

An LLE is limited to projects **less than \$25,000** and cannot split contracts into phases. LLE's are prohibited from using the appellation or calling themselves a "contractor" or advertise as an "electrical contractor" unless you have a CE contractor's license. Those performing work in **EXCESS OF \$25,000** must be licensed as an electrical **CONTRACTOR** with a "CE" or "E" classification, with a monetary limit designated to cover each project. Electrical contractors are exempt from the LLE, but must apply for local license permits and pay fees. (See § T.C.A. 62-6-111(2)(B,C). The LLE license fee is \$50.00 and will expire biennially (two years) on the last day of the month of issuance. You may refer to the state statute, T.C.A. § 62-6-111(2), 62-6-130, 131, and 132. An LLE exam is required to obtain a new license. LLE's which have expired for more than 90 days may be required to take the LLE examination to reinstate. For those expired less than three months, pay \$10.00 monthly late fee. All new applicants must take the LLE exam with PSI; Expired and reinstatement application fee is \$80 and applicants may complete the waiver forms to request the exam to be waived, however, these require Board approval. (Please see the Calendar on the website for board meeting dates.)

Issuing Agents Permit Requirements

- Issuing agents may accept the "**Limited Licensed Electrician (LLE)**" license to permit projects less than \$25,000. Projects cannot be split into phases. Note: The LLE license is not accepted with by all municipalities.
- Issuing agents may issue permits to "**Contractors**" with an electrical classification on their contractor's license, such as: CE or E. These licenses are also assigned a monetary limit which must cover each project.
- There are **NO** reciprocal agreements; out-of-state electricians and contractors must obtain a Tennessee license.

Address Changes

Should you have an address change, please notify us in writing by fax, mail or email at: Linda.Ford@tn.gov You must make changes prior to renewing to ensure a license renewal is mailed to your address or to prevent the license certificate from being sent to the old address, as **state mail is not forwarded** to new addresses!

License Search

You may check the license issuance status at our website or at the direct link for the department at: <http://licsrch.state.tn.us/>

Laws & Rules

Be sure to check our website or contact our office for current laws, rules and regulations for licensing. The statute for electrical installation, codes and inspection requirements are governed by the Division of Fire Protection and their website is at: <http://tn.gov/commerce/sfm/> Their law is pursuant T.C.A. Title 68, Part 102.

Xact#
License #

LIMITED LICENSED ELECTRICIAN (LLE) - LICENSE APPLICATION

\$50.00 – LLE (New Applicant); \$80.00 – Reinstatement (Expired over 90 days)
 Prior License ID# _____; Expiration Date: _____

Name: _____
(Individual's Name – Not issued to entities)

Mailing Address: _____
(Include Physical Street Address, if P.O. Box is listed)

Telephone: (____) _____ - _____ Cell: (____) _____ - _____ FAX (____) _____ - _____
(City) (State) (Zip)

Email Address: _____@_____

1. _____ - LLE Exam Score – Exams offered by PSI (See attached for exam information), or;
 For a “Reinstatement” of a license expired 90 days or more, may request for the exam to be waived, however, must complete attachments for Board review. (See meeting schedule on “Calendar” at our website)
2. Have you ever held an Electrical Registration or LLE License?
 ___ No ___ Yes – License ID# _____ Expiration Date: _____
3. Are you 18 years of age or older: ___ YES - (attach copy of photo ID) ___ NO - (cannot be licensed)
4. Do you have complaints, outstanding judgments, or had a license revoked by another agency? ___ No ___ Yes
5. Have you been convicted of a felony? ___ No ___ *Yes – *Applicant must disclose all convictions; and attach:
 Copy of charge(s), location, details explaining incident, court action taken and proof showing release of probation. Those with convictions must also provide a background investigation report showing history. Include a reference from parole officer; other character references are also helpful. The Board must protect the safety and welfare of the public and may deny a license based on any conviction or failure to disclose. Each violation is judged on merit, with respect to time, circumstances and seriousness. Applicants will be reviewed at the Board’s regular scheduled meetings for consideration, however, a license may be denied for any felony conviction!

_____ *Social Security# _____ - _____ - _____

Signature

*Disclosure: Social Security Number is used for identification purposes, only, and will not be a part of public record. This is required under the authority of 42 USC 666.

Instructions/Check-List

1. ___ Read page one (1) and keep for your records as a reference for laws, rules and regulations.
2. ___ Enclose **\$50.00** (two year fee) check or money order, made payable to “**Contractors Board - LLE**”.
 (Reinstatement Fee is \$50.00 plus penalties of \$30.00 = \$80.00)
3. ___ Attach “LLE” exam score from PSI. Exam information is also on the website under the LLE “Candidate Information Bulletin”.
 (Reinstatements may supply a request to waive the exam, with a copy of experience and references from codes inspectors (see pages 4-5).
4. ___ Complete page two (2), sign and mail with fee to the following *mailing address:

Contractors Board - LLE
500 James Robertson Parkway
Nashville, TN 37243-1150

*Note – The Board cannot accept fees at their physical location, which is located at 710 James Robertson Parkway, 3rd Floor of the Andrew Johnson Tower. Any fee mailed or hand delivered must be delivered to the mailing address listed above, at the Cashier’s Office in the Davy Crockett Tower, next door to our office.

5. ___ Exam waiver requests, complaint history and those with felony convictions require Board approval. Meetings are during the months of January, March, May, July, September and November. (Typically, no personal appearance is required.)

Note: A Limited Licensed Electrician (LLE) cannot use the designation “contractor”.

**REQUEST TO WAIVE LLE EXAM
AND
REFERENCE
FORMS**

***(To be completed by those requesting waiver of the LLE Exam for Reinstatement;
those with exam scores are not required to be reviewed by the Board)***

An electrician applying for reinstatement of a license expired in excess of 90 days, may appeal the requirement to pass the LLE (Limited Licensed Electrician) exam, by completing the following and providing a reference from an electrical inspector or codes official.

Please list electrical experience from past projects or employers:

Year: _____ Project/For Whom _____ Contract Amount \$ _____

Type of Work: _____

Year: _____ Project/For Whom _____ Contract Amount \$ _____

Type of Work: _____

Year: _____ Project/For Whom _____ Contract Amount \$ _____

Type of Work: _____

Year: _____ Project/For Whom _____ Contract Amount \$ _____

Type of Work: _____

Certifications/Licenses/Examinations

(Please list and attach copies of any certifications, exam scores, training or licenses with local codes/permit offices:

1. _____

2. _____

3. _____

Please explain why LLE (formerly the “Electrical Registration Card”) expired:

_____ - Did not receive renewal in mail/address changed - _____

_____ - Illness - _____

_____ - Prior employment did not require license - _____

_____ - Other _____

Print Name

Signature

Date

Exam waiver requests for reinstatements are reviewed by the Board at their regularly scheduled meetings in January, March, May, July, September and November. Please submit your waiver request and reference by the end of the month prior to the meeting. For more information, please review our website at: <http://tn.gov/commerce/boards/contractors/>

Tennessee Board for Licensing Contractors
Limited Licensed Electrician
500 James Robertson Parkway
Nashville, TN 37243-1150
Telephone: (615) 741-8307 or 1-800-546-6943
<http://tn.gov/commerce/boards/contractors/>

REFERENCE FROM PAST CUSTOMER or ELECTRICAL INSPECTOR

(To be completed for LLE's expired over 90 days, requesting exam waiver)

Electrician's Name: _____
(Name of Applicant)

Address: _____

The above named individual is applying for license as a Limited Licensed Electrician (LLE) with the State of Tennessee. Please give any information regarding their work and experience.

1. How long have you known the individual? _____

2. Describe the type(s) of electrical work performed:

___ Residential ___ Commercial ___ Industrial ___ HVAC

3. What type of equipment was installed (if any): _____

4. Do you recommend this individual to be approved for a license? Explain:

5. Other Comments: _____

Reference Completed by:

Name: _____ Company _____

Address: _____
(Street Address/P.O. Box) (City) (State) (Zip Code)

Telephone: (____) - _____ - _____ or (____) - _____ - _____

(Signature)

(Date)

(Please return completed reference to the electrician to be added to their application)

The following are municipalities having their own license issuing agency for permits and inspections. Generally, they will not accept the Limited Licensed Electrician (LLE) license and you are required to follow and adhere to their requirements.

City of Athens – McMinn County
City of Chattanooga – Hamilton County
City of Elizabethton – Carter County
City of Humboldt – Gibson County
City of Jackson – Madison County
City of Johnson City – Washington County
City of Kingsport – Sullivan County
City of Knoxville – Knox County
City of LaFollette – Campbell County
City of Nashville – Davidson County
City of Maryville – Blount County
City of Memphis – Shelby County
City of Morristown – Hamblen County
City of Murfreesboro – Rutherford County
City of Oak Ridge – Anderson County
City of Sparta – White County

Always check with the local municipality for their individual license requirements. Their contact information may be obtained at: <http://www.tennesseeanytime.org/local/>

The following exam information is partial information from the "Candidate Information Bulletin" from PSI. You may go online at www.psiexams.com or our website for an updated and complete copy.

LLE - LIMITED LICENSE ELECTRICIAN

# of Questions	% Required to Pass	Time Allowed
40	73% (29 items)	120 minutes

CONTENT OUTLINE

Subject Area	# of Items
General Knowledge and Electrical Installation Requirements	7
Services, Feeders, and Branch Circuits	7
Overcurrent Protection	2
Grounding and Bonding	5
Conductors and Cables	4
Raceways and boxes	5
Hazardous Locations, Special Occupancies, and Special Equipment	5
Low Voltage, Alarms, Signaling Systems, and Communications	2
Lighting, Signs, and General Use Equipment	3

REFERENCE LIST

The reference materials listed below were 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 use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

- *NFPA 70 - National Electrical Code*, 2005, National Fire Protection Association (NFPA), (800) 344-3555, www.nfpa.org, ISBN 0877656231
- *Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2004 or later* (OSHA), Superintendent of Documents, (888) 293-6498, www.osha.gov -**OR-** *Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003* by PSI, (800) 733-9267, (See order form at the end of this bulletin.)
- *NFPA 70E - Standard for Electrical Safety in the Workplace*, 2004, National Fire Protection

Association (NFPA), (800) 344-3555, www.nfpa.org

The following reference material is NOT allowed in the examination center:

- *Ugly's Electrical References*, George V. Hart, 2005, Burleson Distributing Corp., (800) 531-1660, www.uglyelectrical.com, ISBN 0-9623229-7-0

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

- *American Electrician's Handbook*, 14th Edition, 2002, McGraw-Hill, (800) 262-4729, www.books.mcgraw-hill.com, ISBN: 0-07-137735-2

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for a Limited Licensed Electrician (LLE) licensee in the State of Tennessee.

Tennessee State Laws stipulate that a person may not act as a contractor with the LLE license.

The Tennessee Board for Licensing Contractors, Limited Licensed Electrician Division, has contracted

with PSI to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

CONTACT INFORMATION

All questions and requests for information pertaining to the **examination** should be directed to PSI.

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 Fax (702) 932-2666
www.psiexams.com

All questions and requests for information pertaining to **licensure** should be directed to the Tennessee Board for Licensing Contractors.

Tennessee Board for Licensing Contractors - LLE
500 James Robertson Parkway
Nashville, TN 37243-1150
(615) 253-2144 or Fax (615) 532-2868
<http://tn.gov/commerce/boards/contractors/>

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for 1 examination.

Examination fees can be found on the registration form at the end of this Candidate Information Bulletin.

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

INTERNET REGISTRATION

The Examination Registration Form is available at PSI's website, www.psiexams.com. You may register for and schedule an examination via the Internet 24 hours a day.

1. Complete the registration form on line and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your examination.

FAX REGISTRATION

For fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination(s), (800) 733-9267.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form found in this Candidate Information Bulletin. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**

Return the completed original form to PSI with the appropriate examination fee. Payment of fees can be made by VISA, MasterCard, money order, or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your Social Security Number on your check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, AND PERSONAL CHECKS ARE NOT ACCEPTED.**

2. Please allow 2 weeks to process your registration before scheduling your examination.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

1. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 6:00 a.m. and 5:00 p.m., Pacific Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

You are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site location and time that is most convenient for you. To schedule your examination using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 6:00 a.m. and 5:00 p.m., Pacific Time. If space is

available in the examination site of your choice, you may schedule an examination 3 days prior to the examination date of your choice, up to 4:00 p.m., Pacific Time. Please be prepared to offer alternate examination appointment choices.

REREGISTERING FOR AN EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Monday can call the next day, Tuesday, and retest as soon as Wednesday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to register for an examination.

CANCELING AND RESCHEDULING 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*. You may call PSI at (800) 733-9267 (a representative is available Monday through Friday, between 6:00 a.m. and 5:00 p.m., Pacific Time). Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voicemail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and 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; or
- Do not present proper identification when you arrive for the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should make a request for alternative arrangements with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

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 examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the Social Security Numbers of all licensees of the professions licensed by the state. If you elect not to disclose your Social Security Number to PSI, please enclose a separate letter explaining this with your Examination Registration Form. However, you **must** provide it to the state.

EXAMINATION SITE LOCATIONS

The examinations are administered at the examination centers listed below:

Chattanooga
6918 Shallowford Rd, Suite 309
Chattanooga, TN 37421

Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.

Jackson
368 North Parkway, #3
Jackson, TN 38305

From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left onto North Parkway and then go right into the first driveway on your right. From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right. North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass. PSI is directly across the street (North Parkway) from the China Palace Buffet.

Johnson City
904 Sunset Drive, Ste 7A
Johnson City, TN 37604

Take I26 to exit 36. Go south on Highway 381 (North State of Franklin Rd) approx 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approx .7 tenths of a mile. There is a large Building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

(Continued on the next page)

Knoxville
308 North Peters Rd, Ste 205
Knoxville, TN 37922

From East Knoxville

I-40 West (I-75 South) to exit #378 (Cedar Bluff). Take a left upon exiting (under freeway). Take a right on N Peters Rd at the second traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

From West Knoxville (Farragut or anywhere west of Knoxville)

I-40 East (I-75 North) to exit #378 (Cedar Bluff). Take a right onto Cedar Bluff Rd. Take a right on N Peters Rd at the first traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

From North Knoxville

I-275 South to I-40 West (I-75 South) to exit #378 (Cedar Bluff). Take a left upon exiting (under freeway).

Take a right on N Peters Rd at the second traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot.

From Kingston Pike

Head west on Kingston. Take a right at Cedar Bluff Rd. Take a left on N Peters Rd at the first traffic light (Market Place). Take a right into Advantage Place (across from Microtel Hotel). Take first left into parking lot

Memphis

Apple Tree Center
6099 Mt. Moriah Extended, Suite 17
Memphis, TN 38115

Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

Nashville
The Oaks
1101 Kermit, Suite 630
Nashville, TN 37217

From I-40 East, take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while

you are still in the curve. On Murfreesboro, stay in the left lane. You will pass Days Inn and H.G. Hill grocery on your right. Turn left onto Kermit St when there is a McDonald's on your right. Turn left onto Kermit St. PSI is in the first building on your right; it is a 6 story, square black building. Turn right to park; enter from the parking lot. Elevators are just inside the door. When you exit the elevator on the 6th floor, look to your right; Suite 630 is just a few steps away.

From I-40 West, take exit onto Briley Parkway, turn left onto Briley. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit St between a Firestone store and Silverado Dance Hall. Turn right onto Kermit St. PSI is in the first building on your right; it is a 6 story, square black building. Turn right to park; enter from the parking lot. Elevators are just inside the door. When you exit the elevator on the 6th floor, look to your right; Suite 630 is just a few steps away.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for the sign-in and identification verification procedure as well as providing time to familiarize yourself with the examination process. *If you arrive late, you will not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government-issued identification (driver's license, state ID, passport), which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

SECURITY PROCEDURES

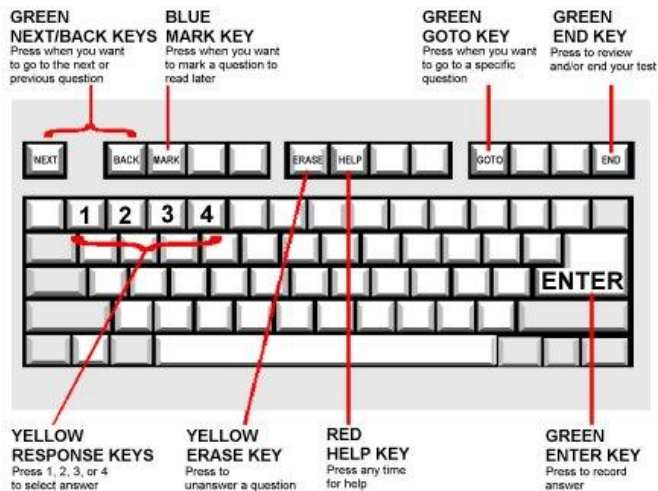
The following security procedures will apply during the examination:

- Cell phones, pagers, and children are not allowed in the examination site.
- Only non-programmable calculators that are silent, battery operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy and Tennessee State

Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semi-/private testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

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.

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.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. Or you may simply click on the box to the left of your answer with the mouse. You should then press "ENTER" to record your answer (or click on Next with the mouse) and move on to the next question. A sample question display follows:

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 or you have ended your examination.

EXAMINATION REVIEW

Failing candidates will have the option of reviewing their examination in a secure environment and challenging any questions or answers that they feel should be eliminated, or changed. The review is one hour in length.

The fee for reviewing your examination is \$20. You may register for the examination review via IVR, telephone, Internet, mail, or fax. If you would like to register by mail or fax, please fill out the Registration Form found on the last page of this bulletin. You may pay with Money Order, Cashier's Check, VISA, or MasterCard. Personal and company checks are **not** accepted.

During the review, candidates will be presented with the questions the candidate incorrectly answered during the examination. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by writing down comments on the Review sheet.

All comments made are for the future benefit of candidates. PSI will review all comments and, if necessary, make immediate key changes (or item deletions). However, PSI will not, under any circumstances, retroactively change a grade of any prior candidate. There will not be any notification sent to you from PSI with regard to your review.

You may not be permitted to take any notes out of the review sessions. Please call (800) 733-9267 with any questions. The examination review fee is \$20 and it is one hour in length. **You must schedule the examination review within 30 days from the date you originally took the examination.**

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** – your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
 - If you **pass**, you will immediately receive a successful notification and performance summary on the screen.

- If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination portion. Registration forms for submittal to PSI to retake the examination will be available at the examination site.

- **On paper** – an official score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report for up to 1 year after your examination. The fee for a duplicate score report is \$10. *Money Order or cashier's check ONLY.*

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 it 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

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law, or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law, or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

Before you begin. . .

Read the "Candidate Information Bulletin" before completing the registration. You must provide all information requested by PSI and submit the exam appropriate fee to them.. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable. Online registration offers the timeliest means. You will receive score immediately upon taking the exam.

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