



PSI Services LLC  
<https://test-takers.psiexams.com/mdhvac>

*Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.*

**MARYLAND**  
**DEPARTMENT OF LABOR**  
**STATE BOARD OF HVACR CONTRACTORS**

**HEATING, VENTILATION, AIR CONDITIONING, AND  
REFRIGERATION CONTRACTORS  
QUALIFICATION INFORMATION BULLETIN**

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Please refer to <https://test-takers.psiexams.com/mdhvac> for the latest updates to this bulletin.

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## INTRODUCTION

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### MARYLAND STATE BOARD OF HVACR CONTRACTORS

The Maryland State Board of Heating, Ventilation, Air Conditioning and Refrigeration Contractors Board, by authority of Business Regulation Article, 9A-304, Annotated Code of Maryland, is responsible for promulgating and enforcing regulations which define qualifications for examination, certifying and licensing all individuals involved in providing HVACR services in the state of Maryland.

Individuals who desire licensure as a Journeyman Restricted, Journeyman, Limited Contractor, Master Restricted Contractor, or Master Contractor must first pass an examination. Individuals who complete an approved Maryland Apprenticeship and Training Council program and apply for a license within two years of graduation are not required to take the Journeyman examination.

In order to apply for an examination, an applicant must meet the work experience and license requirements for the license category desired by the applicant.

The examination which you will take was developed to meet the evaluation requirements established by the Maryland General Assembly. After passing the examination, an application for original licensure will be mailed to you by the Board.

### PSI LICENSURE: CERTIFICATION

The Board has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI also serves the Maryland Department of Labor with their examination programs for Real Estate, Appraisers, Journey and Master Plumbers, Master Electricians, and Stationary Engineers. For information concerning the examinations, call PSI at 1-(855) 898-0715 .

### THE HVACR EXAMINATIONS

PSI administers the HVACR licensing examinations by appointment at six test centers in Maryland. The following are licenses issued by the State Board of HVACR Contractors:

A **Master Contractor** is authorized to install, maintain, alter, remodel, or repair heating, ventilation, air conditioning, refrigeration and hydronic systems.

A **Master Restricted Contractor** is authorized to install, maintain, alter, remodel, or repair one or more of the following specialties:

- Heating - Forced Air
- Heating - Hydronic
- Heating - Combined (Forced Air and Hydronic)
- Ventilation
- Air Conditioning
- Refrigeration

A **Limited Contractor** is authorized exclusively to maintain or repair heating, ventilation, air conditioning, refrigeration, or hydronic systems. A Limited Contractor may not do installations or retrofits of HVACR systems.

A **Journeyman** is authorized to provide heating, ventilation, air conditioning, or refrigeration services while under the direction and control of a licensed contractor.

A **Journeyman Restricted** is authorized to install, maintain, alter, remodel, or repair one or more of the following specialties while under the direction or control of an appropriately licensed contractor:

- Heating - Forced Air
- Heating - Hydronic
- Ventilation
- Air Conditioning
- Refrigeration

An **Apprentice** is authorized **ONLY** to assist in providing heating, ventilation, air conditioning, or refrigeration services while under the direction and control of a licensed contractor and is in training to become a Journeyman.

All examination items have undergone a rigorous review by a content expert panel, psychometricians, and editors. Examination content is based on the outlines approved by the State Board of HVACR Contractors.

### USING THIS BULLETIN

The policies and procedures for communicating with and submitting your application to PSI during the examination process and, after the exam, with the Board during the licensing process are presented in this bulletin. You will find study information about the examinations and instructions about what to do after you have passed the exam in order to become certified/licensed as an HVACR Contractor by the State of Maryland.

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## INSURANCE REQUIREMENTS FOR MASTER, MASTER RESTRICTED, AND LIMITED CONTRACTORS

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Certain individuals who have a Master, Master Restricted, or Limited Contractor license must have personal liability and property damage insurance coverage. The minimum personal liability coverage is \$300,000. The minimum property damage liability coverage is \$100,000. The combined total of these two insurance coverages must be \$400,000 per occurrence.

Obtain insurance if any of the following situations apply to you:

1. You are the owner-operator of an HVACR business;
2. You are a Master Restricted or Limited Contractor with authority to approve HVACR contracts on behalf of the company; and/or
3. You plan to pull permits from local government agencies to perform HVACR services.

Candidates who pass the Master, Master Restricted, or Limited Contractor examinations will receive instructions on how to file their insurance coverage with the HVACR Board when they receive their license application.

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## ADVERTISING REQUIREMENTS OF MASTER, MASTER RESTRICTED, AND LIMITED CONTRACTOR LICENSEES

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Master, Master Restricted, and Limited Contractor licensees who are owner-operated or are designated as the responsible HVACR contractor for their company must display their Maryland HVACR license number (category and registration number) on all vehicles used in providing HVACR services and in all advertisements used to promote their business. The License Number must be displayed in letters and numbers AT LEAST 1 ½" in height. The License Number is also required to be displayed on all contracts, printed advertisements, and mentioned in each radio, television, or other electronic advertisements.

A Category Number is the category designation of HVACR license. The number 01 designates a Master Contractor. The number 02 designates a Master Restricted Contractor. The number 06 designates a Limited Contractor.

A Registration Number is the personal number given to licensees. This number remains the same as the licensee upgrades the license.

The license must be indicated in the following manner:

### **MD-HVACR Category No. Registration Number**

For example, a Master Contractor would advertise his/her license number as follows:



### **Questions and Inquiries**

#### **For PSI**

All questions and requests for information about your application and the examinations should be directed to:

PSI Services LLC

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

(855) 898-0715

TDD (800) 735-2929

#### **For the State Board of HVACR Contractors**

Questions concerning the enforcement of the HVACR law, license qualifications and complaints should be directed to:

Maryland State Board of HVACR Contractors

500 N. Calvert St., Room 201

Baltimore, MD 21202-3651

(410) 230-6231 • FAX (410) 244-0977

TTY (410) 565-0451

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## EXAMINATION APPLICATION

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To be eligible to register for the examination, the applicant shall have satisfactorily completed the required work experience. PSI will review the application to determine that an applicant meets all eligibility requirements.

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## REQUIREMENTS FOR THE MASTER CONTRACTOR EXAMINATION

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1. Have been licensed and regularly employed as a Journeyman, Limited Contractor, or Master Restricted Contractor (any specialty) or HVACR instructor for at least three (3) years; **AND**
2. Have been regularly and principally employed in providing HVACR services under the direction and control of a Master Contractor, licensed by the HVACR Board; **AND**
3. Have been employed to provide HVACR services for at least 1,875 hours prior to applying to take the examination.

An applicant not meeting any of the above qualifications may also apply to take a Master Restricted examination. To be eligible, the applicant must document at least six (6) years of qualifying HVACR experience.

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## REQUIREMENTS FOR THE MASTER RESTRICTED CONTRACTOR EXAMINATION

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1. Have been licensed by the State HVACR Board and regularly employed as a Journeyman, Limited Contractor, or Master Restricted Contractor (any specialty), for at least three (3) years; **AND**
2. Have been regularly and principally employed in providing services under the direction and control of a Master Contractor licensed by the HVACR Board; or a Master Restricted Contractor licensed by the HVACR Board in the specialty for which the individual is applying for examination; **AND**
3. Have been employed to provide HVACR services for at least 1,875 hours prior to applying to take the examination.

An applicant not meeting any of the above qualifications may also apply to take a Master Restricted examination. To be eligible, the applicant must document at least six (6) years of qualifying HVACR experience.

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## REQUIREMENTS FOR THE LIMITED CONTRACTOR EXAMINATION

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1. Have been licensed as a Journeyman by the State HVACR Board for at least two (2) years;
2. Have been regularly and principally employed in providing HVACR services while licensed as a Maryland



- Journeyman under the direction and control of a Master Contractor, Master Restricted Contractor, or Limited Contractor licensed by the HVACR Board; and
- Have been employed to provide HVACR services for at least 1,000 hours prior to applying to take the examination.

An applicant not meeting any of the above qualifications will not be able to take the examination. To be eligible, the applicant must document at least five (5) years of qualifying HVACR experience.

## REQUIREMENTS FOR THE JOURNEYMAN EXAMINATION

- Have a State of Maryland HVACR Apprentice license for a period of at least three (3) years; and
  - During that period completed at least 1,875 hours of training in providing HVACR services under the direction and control of a licensed HVACR contractor; **OR**
  - Successfully completed an Apprentice program related to HVACR which was approved by the Maryland Apprenticeship and Training Council.
- Was approved by the Board for an examination for a license in the Limited Contractor, Master Restricted Contractor, or Master Contractor categories prior to August 1, 1997.
- Have a combination of time licensed as an apprentice and the successful completion of a course of study in HVACR work that totals (3) years. *(The course of study must be approved by PSI)*

An applicant not meeting any of the above qualifications may apply to the Board to take the Journeyman examination. To be eligible, the applicant must document at least three (3) years of qualifying experience.

## REQUIREMENTS FOR THE JOURNEYMAN RESTRICTED EXAMINATION

- Have a State of Maryland HVACR Apprentice license for a period of at least three (3) years; and
  - During that period completed at least 1,875 hours of training in providing HVACR services under the direction and control of a licensed HVACR contractor or Master Restricted contractor in the same category; **OR**
  - Successfully completed an Apprentice program related to HVACR which was approved by the Maryland Apprenticeship and Training Council.
- Was approved by the Board for an examination for a license in the Limited Contractor, Master Restricted Contractor, or Master Contractor categories prior to August 1, 1997.
- Have a combination of time licensed as an apprentice and the successful completion of a course of study in HVACR work that totals (3) years. *(The course of study in HVACR must be approved by PSI.)*

An applicant not meeting any of the above qualifications

may apply to the Board to take the Journeyman Restricted examination. To be eligible, the applicant must document at least three (3) years of qualifying experience.

## PREPARING FOR THE EXAMINATION

### TIPS FOR EXAMINATION PREPARATION

The following suggestions will help you prepare for your exam. Planned preparation increases your likelihood of passing.

- Read the reference materials, making sure you understand each idea before going on to another.
- Underline or highlight key ideas for a later review.
- Your studies will be most effective if you study frequently, for about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## EXAMINATION CONTENT OUTLINES AND REFERENCE MATERIALS

Many of the reference materials listed are available for purchase at [www.psionlinestore.com](http://www.psionlinestore.com) or by calling the PSI Online Store, toll-free, at (866) 589-3088.

Titles currently in stock are listed on the order form near the end of this candidate information bulletin.

## MASTER HVACR CONTRACTOR

# of Questions	Minimum Passing Score	Time Allowed
100	70%	240 minutes

### CONTENT OUTLINE

1.	ELECTRICAL KNOWLEDGE, MOTORS, AND CONTROLS	20
	a. Knowledge of AC and DC Circuits b. Knowledge of DC Circuits c. Knowledge of Electric Motors d. Knowledge of Controls	
2.	PIPING	15
	a. Blueprints and Schematics b. Materials, Applications, and General Installation Requirements c. Joints and Connections d. Select and Install Hangers and Supports e. Valves and Fittings f. Testing and Troubleshooting g. Piping Insulation	
3.	REFRIGERATION AND AIR CONDITIONING	25
	a. Theory b. Refrigerants c. Equipment Sizing and Design	



	<ul style="list-style-type: none"> <li>d. Equipment and Components</li> <li>e. Equipment Installation</li> <li>f. System Operation, Troubleshooting, and Maintenance</li> </ul>	
4.	<b>HEATING SYSTEMS</b> <ul style="list-style-type: none"> <li>a. Heating Theory and Types</li> <li>b. Combustion Air</li> <li>c. Equipment Sizing</li> <li>d. Heating Equipment</li> <li>e. Equipment Installation</li> <li>f. System Operation, Troubleshooting, and Maintenance</li> <li>g. Steam, Hydronics, and Hydronic Piping</li> <li>h. Vents and Chimneys</li> <li>i. Fuel Oil Systems</li> </ul>	20
5.	<b>AIR DISTRIBUTION SYSTEMS</b> <ul style="list-style-type: none"> <li>a. Duct Definitions, Sizing, and Design</li> <li>b. Duct Assembly and Installation</li> <li>c. Hangers and Supports</li> <li>d. Duct Materials and Shapes</li> <li>e. Duct Insulation</li> <li>f. Fire and Smoke Control</li> <li>g. Hoods and Exhaust Systems</li> <li>h. Testing and Balancing</li> <li>i. Ventilation Requirements</li> <li>j. Plans and Symbols</li> </ul>	15
6.	<b>SAFETY</b> <ul style="list-style-type: none"> <li>a. Scaffolds</li> <li>b. Ventilation Requirements</li> <li>c. Medical Supplies</li> <li>d. PPE Use</li> <li>e. Safety Training</li> <li>f. Toxic Materials</li> <li>g. Signs, Signals, and Barricades</li> <li>h. Maintain Material Safety Data Sheets (MSDS)</li> <li>i. Material Cleanup and Disposal</li> <li>j. Handling and Storing Materials</li> <li>k. Emergency Action Plans</li> <li>l. Trenches and Excavations</li> <li>m. Fall Protection</li> <li>n. Workplace Illumination</li> <li>o. Contractor Responsibilities</li> <li>p. Tools and Equipment</li> <li>q. Ladders</li> <li>r. Other Safety Devices</li> </ul>	5

- [www.g-w.com](http://www.g-w.com)  
[Manual J -- Residential Load Calculation, 2006, Eighth Edition, Air Conditioning Contractors of America \(ACCA\), 2800 Shirlington Road, Suite 300, Arlington, VA 22206, \(703\) 575-4477, www.acca.org](#)
- [Code of Federal Regulations - 29 CFR Part 1926 \(OSHA\)](#), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
**OR**  
[Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI](#), with latest available amendments, (866) 589-3088, [www.pSIONlinestore.com](http://www.pSIONlinestore.com) (See order form at the end of the Candidate Information Bulletin.)
- [ACCA Ductulator \(Duct Slide Rule\)](#), Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300, Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)

You may tab your reference materials using the following acceptable tabs: Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs; Redi-Tag Self-Stick Permanent Adhesive Index Tabs.

The following tabs are unacceptable: Post-It Index Flags; Post-It Flags.

NO MATTER WHAT IS ON THE TAB PACKAGE, IF THE PSI PROCTOR IS ABLE TO REMOVE THE TABS WITHOUT RIPPING THE PAGE, YOU WILL NEED TO REMOVE THE TABS BEFORE YOU TAKE THE EXAM. DO NOT USE THE TABS THAT HAVE PAPER INSERTS. THE PAPER INSERTS WILL BE REMOVED.

### MASTER RESTRICTED AND JOURNEYMAN RESTRICTED AIR CONDITIONING

Note: The following content outline and reference materials apply to both the Master Restricted and Journeyman Restricted Air Conditioning examinations.

# of Questions	Minimum Passing Score	Time Allowed
50	70%	120 minutes

#### REFERENCE MATERIALS

This examination is an OPEN BOOK examination. Candidates may bring in reference books. However, no study guides are allowed. Reference books may be indexed, and may contain highlighted or underlined text. All materials must be unmarked (not written in) and may not contain additional papers (loose or attached).

**THESE REFERENCES WILL NOT BE PROVIDED AT THE TEST CENTER. THESE ARE THE ONLY REFERENCES ALLOWED IN THE TESTING ROOM.**

- [International Mechanical Code, 2012 or 2018](#), International Code Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)
- [Modern Refrigeration and Air Conditioning, 19<sup>th</sup>, 20<sup>th</sup> or 21<sup>st</sup> Edition](#), Goodheart-Willcox Company, Inc.,

#### CONTENT OUTLINE

1.	<b>ELECTRICAL KNOWLEDGE, MOTORS, AND CONTROLS</b> <ul style="list-style-type: none"> <li>a. Knowledge of AC and DC Circuits</li> <li>b. Knowledge of DC Circuits</li> <li>c. Knowledge of Electric Motors</li> <li>d. Knowledge of Controls</li> </ul>	15
2.	<b>PIPING</b> <ul style="list-style-type: none"> <li>a. Blueprints and Schematics</li> <li>b. Materials, Applications, and General Installation Requirements</li> <li>c. Joints and Connections</li> <li>d. Select and Install Hangers and Supports</li> <li>e. Valves and Fittings</li> <li>f. Testing and Troubleshooting</li> <li>g. Piping Insulation</li> </ul>	10



3.	<b>REFRIGERATION AND AIR CONDITIONING</b> a. Theory b. Refrigerants c. Equipment Sizing and Design d. Equipment and Components e. Equipment Installation f. System Operation, Troubleshooting, and Maintenance g. Testing and Balancing h. Ventilation Requirements i. Plans and Symbols	20
4.	<b>SAFETY</b> a. Scaffolds b. Ventilation Requirements c. Medical Supplies d. PPE Use e. Safety Training f. Toxic Materials g. Signs, Signals, and Barricades h. Maintain Material Safety Data Sheets (MSDS) i. Material Cleanup and Disposal j. Handling and Storing Materials k. Emergency Action Plans l. Fall Protection m. Workplace Illumination n. Contractor Responsibilities o. Tools and Equipment p. Ladders q. Other Safety Devices	5

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- [Modern Refrigeration and Air Conditioning, 19<sup>th</sup>, 20<sup>th</sup> or 21<sup>st</sup> Edition](#), Goodheart-Willcox Company, Inc., [www.g-w.com](http://www.g-w.com)
- [Manual J -- Residential Load Calculation, 2006](#), Eighth Edition, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300, Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
- [Code of Federal Regulations - 29 CFR Part 1926 \(OSHA\)](#), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
OR  
[Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI](#), with latest available amendments, (866) 589-3088, [www.psionlinestore.com](http://www.psionlinestore.com) (See order

form at the end of the Candidate Information Bulletin.)

You may tab your reference materials using the following acceptable Tabs: Avery Swift Tabs Self Adhesive Permanent Plastic Tabs; Redi-Tag Self Stick Permanent Adhesive Index Tabs.

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**MASTER RESTRICTED AND JOURNEYMAN RESTRICTED FORCED AIR**

Note: The following content outline and reference materials apply to both the Master Restricted and Journeyman Restricted Forced Air examinations.

# of Questions	Minimum Passing Score	Time Allowed
50	70%	120 minutes

**CONTENT OUTLINE**

1.	<b>ELECTRICAL KNOWLEDGE, MOTORS AND CONTROLS</b> a. Knowledge of AC and DC Circuits b. Knowledge of DC Circuits c. Knowledge of Electric Motors d. Knowledge of Controls	15
2.	<b>REFRIGERATION AND AIR CONDITIONING</b> a. Theory b. Equipment Sizing and Design c. Equipment Installation d. System Operation, Troubleshooting, and Maintenance e. Testing and Balancing f. Ventilation Requirements g. Plans and Symbols	5
3.	<b>HEATING SYSTEMS</b> a. Heating Theory and Types b. Combustion Air c. Equipment Sizing d. Heating Equipment e. Equipment Installation f. System Operation, Troubleshooting, and Maintenance g. Vents and Chimneys h. Fuel Oil Systems	25
4.	<b>SAFETY</b> a. Scaffolds b. Ventilation Requirements c. Medical Supplies d. PPE Use e. Safety Training f. Toxic Materials g. Signs, Signals, and Barricades h. Maintain Material Safety Data Sheets (MSDS) i. Material Cleanup and Disposal	5



- j. Handling and Storing Materials
- k. Emergency Action Plans
- l. Fall Protection
- m. Workplace Illumination
- n. Contractor Responsibilities
- o. Tools and Equipment
- p. Ladders
- q. Other Safety Devices

## MASTER RESTRICTED AND JOURNEYMAN RESTRICTED HYDRONIC

Note: The following content outline and reference materials apply to both the Master Restricted and Journeyman Restricted Hydronic examinations.

### REFERENCE MATERIALS

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- International Mechanical Code, 2012 or 2018, International Code Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)
- Modern Refrigeration and Air Conditioning, 19<sup>th</sup>, 20<sup>th</sup> or 21<sup>st</sup> Edition, Goodheart-Willcox Company, Inc., [www.g-w.com](http://www.g-w.com)
- Manual J - Residential Load Calculation, 2006, Eighth Edition, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300, Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
- NFPA 31: Standard for the Installation of Oil-Burning Equipment. (2006 or 2011). National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 54 - National Fuel Gas Code, 2002, National Fire Protection Association (NFPA), 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)  
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### CONTENT OUTLINE

1.	<b>ELECTRICAL KNOWLEDGE, MOTORS, AND CONTROLS</b> a. Knowledge of AC and DC Circuits b. Knowledge of DC Circuits c. Knowledge of Electric Motors d. Knowledge of Controls	10
2.	<b>PIPING</b> a. Blueprints and Schematics b. Materials, Applications, and General Installation Requirements c. Joints and Connections d. Select and Install Hangers and Supports e. Valves and Fittings f. Testing and Troubleshooting g. Piping Insulation	20
3.	<b>REFRIGERATION AND AIR CONDITIONING</b> a. Equipment Sizing and Design b. Equipment Installation c. System Operation, Troubleshooting, and Maintenance	7
4.	<b>HEATING SYSTEMS</b> a. Heating Theory and Types b. Combustion Air c. Equipment Sizing d. Heating Equipment e. Equipment Installation f. System Operation, Troubleshooting, and Maintenance g. Steam, Hydronics, and Hydronic Piping h. Vents and Chimneys i. Fuel Oil Systems	8
5.	<b>SAFETY</b> a. Scaffolds b. Ventilation Requirements c. Medical Supplies d. PPE Use e. Safety Training f. Toxic Materials g. Signs, Signals, and Barricades h. Maintain Material Safety Data Sheets (MSDS) i. Material Cleanup and Disposal j. Handling and Storing Materials k. Emergency Action Plans l. Fall Protection m. Workplace Illumination n. Contractor Responsibilities o. Tools and Equipment p. Ladders q. Employee Protection in Trenches and Excavations r. Other Safety Devices	5



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- Manual J -- Residential Load Calculation, 2006, Eighth Edition, Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300, Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
- NFPA 31: Standard for the Installation of Oil-Burning Equipment. (2006 or 2011). National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 54 - National Fuel Gas Code, 2002, National Fire Protection Association (NFPA), 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- Modern Hydronic Heating for Residential and Light Commercial Buildings, Second Edition, John Siegenthaler, ISBN: 0766816370, Thomson-Delmar Learning, PO Box 6904, Florence, KY 41022-6904, (800) 347-7707, [www.delmarlearning.com](http://www.delmarlearning.com)
- Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926) **OR** Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, [www.psionlinestore.com](http://www.psionlinestore.com) (See order form at the end of the Candidate Information Bulletin.)

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**MASTER RESTRICTED AND JOURNEYMAN RESTRICTED REFRIGERATION**

Note: The following content outline and reference materials apply to both the Master Restricted and Journeyman Restricted Refrigeration examinations.

# of Questions	Minimum Passing Score	Time Allowed
50	70%	120 minutes

**CONTENT OUTLINE**

1.	<b>ELECTRICAL KNOWLEDGE, MOTORS, AND CONTROLS</b> a. Knowledge of AC and DC Circuits b. Knowledge of DC Circuits c. Knowledge of Electric Motors d. Knowledge of Controls	15
2.	<b>PIPING</b> a. Blueprints and Schematics b. Materials, Applications, and General Installation Requirements c. Joints and Connections d. Select and Install Hangers and Supports e. Valves and Fittings f. Testing and Troubleshooting g. Piping Insulation	15
3.	<b>REFRIGERATION AND AIR CONDITIONING</b> a. Theory b. Refrigerants c. Equipment Sizing and Design d. Equipment and Components e. Equipment Installation f. System Operation, Troubleshooting, and Maintenance	15
4.	<b>SAFETY</b> a. Scaffolds b. Ventilation Requirements c. Medical Supplies d. PPE Use e. Safety Training f. Toxic Materials g. Signs, Signals, and Barricades h. Maintain Material Safety Data Sheets (MSDS) i. Material Cleanup and Disposal j. Handling and Storing Materials k. Emergency Action Plans l. Fall Protection m. Workplace Illumination n. Contractor Responsibilities o. Tools and Equipment p. Ladders q. Other Safety Devices	5

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- [International Mechanical Code](#), 2012, International Code Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org)
- [Modern Refrigeration and Air Conditioning](#), 19<sup>th</sup>, 20<sup>th</sup> or 21<sup>st</sup> Edition, Goodheart-Willcox Company, Inc., [www.g-w.com](http://www.g-w.com)
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- [Industrial Refrigeration Handbook](#), 1998, Wilbert F. Stoecker, ISBN: 0-07-061623-X, McGraw-Hill, PO Box 543, Blacklick, OH 43004, (800) 262-4729, [books.mcgraw-hill.com](http://books.mcgraw-hill.com)

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### JOURNEYMAN RESTRICTED VENTILATION

# of Questions	Minimum Passing Score	Time Allowed
40	70%	90 minutes

### CONTENT OUTLINE

1.	<b>AIR DISTRIBUTION SYSTEMS</b>	35
	<ul style="list-style-type: none"> <li>a. Duct Definitions, Sizing, and Design</li> <li>b. Duct Assembly and Installation</li> <li>c. Hangers and Supports</li> <li>d. Duct Materials and Shapes</li> <li>e. Duct Insulation</li> <li>f. Fire and Smoke Control</li> <li>g. Hoods and Exhaust Systems</li> <li>h. Testing and Balancing</li> <li>i. Ventilation Requirements</li> <li>j. Plans and Symbols</li> </ul>	

2.	<b>SAFETY</b>	5
	<ul style="list-style-type: none"> <li>a. Scaffolds</li> <li>b. Ventilation Requirements</li> <li>c. Medical Supplies</li> <li>d. PPE Use</li> <li>e. Safety Training</li> <li>f. Toxic Materials</li> <li>g. Signs, Signals, and Barricades</li> <li>h. Maintain Material Safety Data Sheets (MSDS)</li> <li>i. Material Cleanup and Disposal</li> <li>j. Handling and Storing Materials</li> <li>k. Emergency Action Plans</li> <li>l. Fall Protection</li> <li>m. Workplace Illumination</li> <li>n. Contractor Responsibilities</li> <li>o. Tools and Equipment</li> <li>p. Ladders</li> <li>q. Other Safety Devices</li> </ul>	

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- [Fibrous Glass Duct Construction Standards](#), Fifth Edition, 2002, North American Insulation Manufacturers Association (NAIMA), 44 Canal Center Plaza, Suite 310, Alexandria, VA 22314, (703) 684-0084, [www.naima.org](http://www.naima.org)
- [HVAC Duct Construction Standards, Metal and Flexible](#), 2005, 3rd edition, Sheet Metal and Air Conditioning Contractors' National Association, Inc., (703) 803-2980, [www.smacna.org](http://www.smacna.org)
- [ACCA Ductulator \(Duct Slide Rule\)](#), Air Conditioning Contractors of America (ACCA), 2800 Shirlington Road, Suite 300, Arlington, VA 22206, (703) 575-4477, [www.acca.org](http://www.acca.org)
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**MASTER RESTRICTED VENTILATION**

# of Questions	Minimum Passing Score	Time Allowed
40	70%	90 minutes

**CONTENT OUTLINE**

1.	<b>ELECTRICAL KNOWLEDGE, MOTORS, AND CONTROLS</b> a. Knowledge of AC and DC Circuits b. Knowledge of Electric Motors c. Knowledge of Controls	5
2.	<b>AIR DISTRIBUTION SYSTEMS</b> a. Duct Definitions, Sizing, and Design b. Duct Assembly and Installation c. Hangers and Supports d. Duct Materials and Shapes e. Duct Insulation f. Fire and Smoke Control g. Hoods and Exhaust Systems h. Testing and Balancing i. Ventilation Requirements j. Plans and Symbols	30
3.	<b>SAFETY</b> a. Scaffolds b. Ventilation Requirements c. Medical Supplies d. PPE Use e. Safety Training f. Toxic Materials g. Signs, Signals, and Barricades h. Maintain Material Safety Data Sheets (MSDS) i. Material Cleanup and Disposal j. Handling and Storing Materials k. Emergency Action Plans l. Fall Protection m. Workplace Illumination n. Contractor Responsibilities o. Tools and Equipment p. Ladders q. Other Safety Devices	5

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**LIMITED HVACR CONTRACTOR**

# of Questions	Minimum Passing Score	Time Allowed
50	70%	120 minutes

**CONTENT OUTLINE**

1.	<b>ELECTRICAL KNOWLEDGE, MOTORS, AND CONTROLS</b> a. Knowledge of AC and DC Circuits b. Knowledge of DC Circuits c. Knowledge of Electric Motors d. Knowledge of Controls	15
2.	<b>PIPING</b> a. Blueprints and Schematics b. Materials, Applications, and General Installation Requirements c. Joints and Connections	5

	<ul style="list-style-type: none"> <li>d. Select and Install Hangers and Supports</li> <li>e. Valves and Fittings</li> <li>f. Testing and Troubleshooting</li> <li>g. Piping Insulation</li> </ul>	
3.	<b>REFRIGERATION AND AIR CONDITIONING</b> <ul style="list-style-type: none"> <li>a. Theory</li> <li>b. Refrigerants</li> <li>c. Equipment Sizing and Design</li> <li>d. Equipment and Components</li> <li>e. Equipment Installation</li> <li>f. System Operation, Troubleshooting, and Maintenance</li> </ul>	10
4.	<b>HEATING SYSTEMS</b> <ul style="list-style-type: none"> <li>a. Heating Theory and Types</li> <li>b. Combustion Air</li> <li>c. Equipment Sizing</li> <li>d. Heating Equipment</li> <li>e. Equipment Installation</li> <li>f. System Operation, Troubleshooting, and Maintenance</li> <li>g. Steam, Hydronics, and Hydronic Piping</li> <li>h. Vents and Chimneys</li> <li>i. Fuel Oil Systems</li> </ul>	10
5.	<b>AIR DISTRIBUTION SYSTEMS</b> <ul style="list-style-type: none"> <li>a. Duct Definitions, Sizing, and Design</li> <li>b. Duct Assembly and Installation</li> <li>c. Hangers and Supports</li> <li>d. Duct Materials and Shapes</li> <li>e. Duct Insulation</li> <li>f. Fire and Smoke Control</li> <li>g. Hoods and Exhaust Systems</li> <li>h. Testing and Balancing</li> <li>i. Ventilation Requirements</li> <li>j. Plans and Symbols</li> </ul>	5
6.	<b>SAFETY</b> <ul style="list-style-type: none"> <li>a. Scaffolds</li> <li>b. Ventilation Requirements</li> <li>c. Medical Supplies</li> <li>d. PPE Use</li> <li>e. Safety Training</li> <li>f. Toxic Materials</li> <li>g. Signs, Signals, and Barricades</li> <li>h. Maintain Material Safety Data Sheets (MSDS)</li> <li>i. Material Cleanup and Disposal</li> <li>j. Handling and Storing Materials</li> <li>k. Emergency Action Plans</li> <li>l. Trenches and Excavations</li> <li>m. Fall Protection</li> <li>n. Workplace Illumination</li> <li>o. Contractor Responsibilities</li> <li>p. Tools and Equipment</li> <li>q. Ladders</li> <li>r. Other Safety Devices</li> </ul>	5

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**HVACR JOURNEYMAN**

# of Questions	Minimum Passing Score	Time Allowed
100	70%	240 minutes

**CONTENT OUTLINE**

1.	<b>ELECTRICAL KNOWLEDGE, MOTORS, AND CONTROLS</b> <ul style="list-style-type: none"> <li>a. Knowledge of AC and DC Circuits</li> <li>b. Knowledge of DC Circuits</li> <li>c. Knowledge of Electric Motors</li> <li>d. Knowledge of Controls</li> </ul>	20
2.	<b>PIPING</b> <ul style="list-style-type: none"> <li>a. Blueprints and Schematics</li> <li>b. Materials, Applications, and General Installation Requirements</li> <li>c. Joints and Connections</li> <li>d. Select and Install Hangers and Supports</li> <li>e. Valves and Fittings</li> <li>f. Testing and Troubleshooting</li> <li>g. Piping Insulation</li> </ul>	15

3.	<b>REFRIGERATION AND AIR CONDITIONING</b> a. Theory b. Refrigerants c. Equipment Sizing and Design d. Equipment and Components e. Equipment Installation f. System Operation, Troubleshooting, and Maintenance	25
4.	<b>HEATING SYSTEMS</b> a. Heating Theory and Types b. Combustion Air c. Equipment Sizing d. Heating Equipment e. Equipment Installation f. System Operation, Troubleshooting, and Maintenance g. Steam, Hydronics, and Hydronic Piping h. Vents and Chimneys i. Fuel Oil Systems	20
5.	<b>AIR DISTRIBUTION SYSTEMS</b> a. Duct Definitions, Sizing, and Design b. Duct Assembly and Installation c. Hangers and Supports d. Duct Materials and Shapes e. Duct Insulation f. Fire and Smoke Control g. Hoods and Exhaust Systems h. Testing and Balancing i. Ventilation Requirements j. Plans and Symbols	15
6.	<b>SAFETY</b> a. Scaffolds b. Ventilation Requirements c. Medical Supplies d. PPE Use e. Safety Training f. Toxic Materials g. Signs, Signals, and Barricades h. Maintain Material Safety Data Sheets (MSDS) i. Material Cleanup and Disposal j. Handling and Storing Materials k. Emergency Action Plans l. Trenches and Excavations m. Fall Protection n. Workplace Illumination o. Contractor Responsibilities p. Tools and Equipment q. Ladders r. Other Safety Devices	5

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### SAMPLE QUESTIONS

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The following questions are offered as examples of the types of questions you will be asked on the examination. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. (*The answer key is found after question F.*)

- A. A temperature of 77 degrees F. equals what temperature in Celsius?
- 10
  - 25
  - 40
  - 60
- B. Which type of heat involves a change of state but no temperature change?
- Latent
  - Specific
  - Sensible
  - Radiant

- C. If a vent duct is to be laid in concrete, it is usually made of
1. steel.
  2. plastic.
  3. aluminum.
  4. paper fiber.
- D. The flow of refrigerant to the cooling element is controlled by
1. an expansion valve.
  2. a ball valve.
  3. a plate valve.
  4. a suction valve.
- E. A back pressure control valve is used to
1. raise temperature.
  2. lower temperature.
  3. stop contamination.
  4. keep evaporation pressure constant.
- F. You are excavating a trench that is 25 feet by 14 feet by 5 feet. How many cubic yards is this?
1. 64.8
  2. 80.0
  3. 194.4
  4. 583.3

**Answer Key**

A. 2; B. 1; C. 4; D.1; E. 4; F. 1

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**FEES**

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**Examination Fees are valid for 90 days.**

<b>Examination</b>	<b>Fee</b>
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Master Restricted Air Conditioning	\$50
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Journeyman Restricted Hydronic	\$50
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**APPLICATION PROCEDURES**

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To be eligible to register for the examination, the applicant shall have satisfactorily completed the required work experience. Effective 9/1/24 you will apply online versus using the paper application. **Click Here** and select VIEW AVAILABLE TESTS and select which Test you will be applying for. Select SIGN IN/REGISTER and select Create Account. You will be required to upload the required documentation.

**REVIEW AT PSI**

Once PSI receives the proper documentation, allow up to one week for processing. Upon approval, you will receive an email confirmation with instructions on how to pay and schedule for the examination.

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**SCHEDULING PROCEDURES**

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

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/mdhvac>. 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 REGISTRATION**

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (855) 898-0715, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your appointment for the examination.

**CANCELING OR RESCHEDULING AN 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. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at <https://test-takers.psiexams.com/mdhvac> or call PSI at (855) 898-0715.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.**

**MISSED APPOINTMENT OR LATE CANCELLATION**

Your registration will be invalid, you will not be able to take the test as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment two days before the



- scheduled testing date; or
- Do not appear for your examination appointment; or
- Arrive too late to begin your test without disrupting the center's schedule; or
- Do not present proper identification when you arrive for the examination.

### **EXAM ACCOMMODATIONS AND OUT-OF-STATE TESTING**

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 must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

Applicants who live outside of Maryland and wish to take the HVACR examination at a location outside of the State should follow the instructions on the Out of State Testing Form on page 29.

### **EMERGENCY TEST CENTER CLOSING**

In the event that inclement weather or other emergencies force the closure of a test center on an assigned test date, your examination will be rescheduled. You will be notified of the new date and time of the test. Every effort will be made to schedule a convenient time as soon as possible.

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## **TEST CENTER LOCATIONS**

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The following are the testing centers where you may take the examinations:

### **BALTIMORE FALLS ROAD CENTER:**

Mount Washington Area  
6115 Falls Road, Suite 100  
Baltimore, MD 21209

*From the Beltway I-695, take I-83 South (Jones Falls Expressway) to the Northern Pkwy exit East. Turn left onto Northern Pkwy heading East. Turn left onto Falls Road. Go about 1 mile. You will come to a light rail overpass/bridge. The testing center building is **immediately** on your right, on the other side of the overpass/bridge. When you turn in, you will drive past the MAIN Entrance and turn right in the lot, proceeding to free parking available on the left side and rear side of the building. Please come back to the MAIN Entrance and enter the building there (not the rear entrance). PSI is in Suite 100, the first suite door to your left. This site is also conveniently located adjacent to an MTA light rail station, and accessible by MTA bus routes.*

***Note: Due to building management requests, please DO NOT DISTURB other business neighbors for directions to PSI's office.***

### **COLLEGE PARK CENTER:**

The Sterling Building  
4920 Niagara Road, Suite 400  
College Park, MD 20740

*From I-95 North/Beltway, take Exit 25/Route 1 toward College Park. Continue straight across Route 1 onto Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.*

*From I-95 South take Exit 25. Stay in the left turn lane and make a left at the next light which is Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the*

*next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.*

### **CROFTON CENTER**

Morauer III Building  
2137 Espey Court, Suite 3  
Crofton, MD 21114

*From Defense Highway (450), take the Priest Bridge Rd exit going South. Turn right on Espey Court.*

*From the Washington Beltway, take 50 East to 3 North. Turn right on Defense Highway (450), take the Priest Bridge Rd exit going South. Turn right on Espey Court.*

### **HAGERSTOWN CENTER:**

140 West Franklin Street, Suite A  
Hagerstown, MD 21740

*From I 70: Take exit 32B Hagerstown. This is US Route 40 west. Follow Route 40 for 4.1 miles to 140 W. Franklin Street. It is slightly past the intersection of Jonathan and Franklin. You must turn into the church parking lot on the right before you reach 140 W. Franklin Street.*

*From I 81: Take exit 6 US Route 40 east. Follow on Route 40 for 1.6 miles and turn left on to Jonathan Street. After one block turn left on to Franklin Street. Stay right and enter the church parking lot. This will come up quickly on the right.*

**There are many parking spots reserved for PSI testing on the lot. You will then walk past the front of the church and into 140 W. Franklin Street, Suite A is on the ground floor. No steps required to enter.**

*There is one handicapped spot reserved for PSI on the lot at 140 W. Franklin Street near the entrance door. All other parking has to be on the church lot.*

### **MID-ATLANTIC TESTING COMPANY**

13992 Baltimore Ave, Suite 205  
Laurel, MD 20707

*Take exit 33A off of I-95. Take ramp right for MD-198 East toward Laurel. Turn right onto US-1 South - Washington Blvd S. The last intersection is Cypress St. - Arrive at 13992 Baltimore Ave.*

### **BRAINSEED TESTING SERVICES**

1322 Belmont Ave, Bldg 2, Suite 203  
Salisbury, Md 21801

*Brainseed Testing - Salisbury is located at 1322 Belmont Avenue, Bldg #2, Suite 203, Salisbury, MD 21801. The Center is located with the East Park Professional Center and is just off route 50.*

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## **REPORTING FOR THE EXAMINATION**

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### **REPORTING TO THE TEST CENTER**

On the day of the exam, you should arrive at least 30 minutes before your scheduled appointment. This extra time is for sign-in and identification and to familiarize you with the test process.



## REQUIRED 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.

### **PRIMARY IDENTIFICATION - Choose One**

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

- 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

If you cannot provide the required identification, you must call (855) 898-0715 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all 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 at that time.*

## SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates are allowed to bring a hardcover bound word-to-word translation dictionary. Word-to-word translation dictionaries are not to contain pictures or definitions.
- 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 permitted.
- Candidates may take only approved items into the examination room.
- 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 such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **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 guests of any nature, 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 being 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 examination sponsor 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 examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- 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.

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## TAKING THE EXAMINATION

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The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate 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 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 answering questions, and reviewing your answers.

### TEST QUESTIONS 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 or you have not ended your examination.

### SCORE REPORTING

Your passing or failing indication will appear immediately on the computer screen at the end of your test. Exam results are confidential and will be revealed only to you and the Board/Department. A passing grade of 70 points is required to qualify for licensure.

Passing candidates will receive notification from DLLR. Failing candidates will receive score reports and another registration form to retake the exam. Examination fees are valid for one examination only. **YOU MAY NOT TAKE THE EXAMINATION MORE OFTEN THAN EVERY 30 DAYS.**

### 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.

### DUPLICATE SCORE REPORTS

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



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## LICENSE APPLICATION

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### LICENSE APPLICATION INSTRUCTIONS

Applicants who pass the exam will NOT receive any additional notices from PSI. They will receive further licensing instructions directly from DLLR.

Questions regarding the license application should be directed to the State Board of HVACR Contractors at (410) 230-6159. **Do not contact PSI.**

State Board of HVACR Contractors  
500 N. Calvert St., Room 201  
Baltimore, Maryland 21202

*NOTE: It is advisable to keep these instructions for future reference, along with copies of your application and other related documents.*

*Please follow the instructions in this section carefully.*



To place an order for one or more of the following items listed, you may:

➤ Order online at [www.pSIONlinestore.com](http://www.pSIONlinestore.com)

➤ Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at [www.pSIONlinestore.com](http://www.pSIONlinestore.com)

<input type="checkbox"/>	<a href="#"><u>International Mechanical Code</u></a>
<input type="checkbox"/>	<a href="#"><u>29 CFR Part 1926 Selections</u></a>
<input type="checkbox"/>	<a href="#"><u>Modern Refrigeration and Air Conditioning</u></a>

*Please note: Inventory and pricing subject to change without notice.*