

# **ICC Proctored Remote Online Testing (PRONTO) Helping Your Organization Provide PRONTO On-site (PRONTO@work)**

Not sure what is needed to establish a dedicated PRONTO@work testing area in your office? PRONTO provides overview resources to help you get started, as well as recognition for organizations that have committed to providing this valuable opportunity on-site for their staff.

PRONTO is a proctored online remote testing option now available to all code officials. This secure and convenient online exam delivery service is even better when integrated into your jurisdiction through a dedicated on-site testing area.

## **PRONTO Pluses**

- **Convenient Access:** Exams are available 24/7
- **Real-time Results:** Results are provided upon test completion
- **Test Integrity:** Advanced exam security features ensure test integrity and accuracy
- **One-of-a-Kind Solution:** PRONTO was the first proctored remote online testing option available for building professional certifications

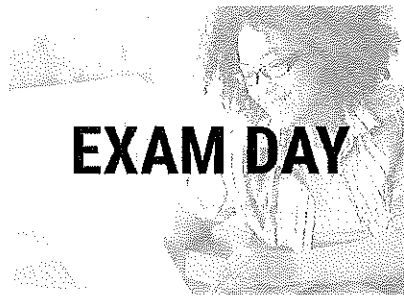
## **PRONTO@work Dedicated Exam Space On-site Benefits**

By providing an easy and hassle-free way for staff to take certification tests in the office, your organization will:

- Increase efficiencies with less staff time-off for travel to exams
- Provide a peak testing environment for success with a controlled, distraction-free setting
- Encourage more employees to pursue certifications and advancement
- Commit to safer communities through increased number of staff with code credentials
- Be known as an innovative partner dedicated to ensuring code compliance and professionalism within your department with recognition as a PRONTO@work organization

## **NEW! PRONTO has an Improved Proctoring Experience!**

We've upgraded PRONTO's proctoring service in our commitment to improving your testing experience.



The rules and procedures below are strictly enforced at all Code Council examinations. Following these rules guarantees the security of examination materials, provides reliable test results, and increases the public's trust of certified professionals.

## Identity Verification

All candidates are required to present a government issued photo identification.



The identification must:

- Have the same legal first and last name that matches the exam record,
- Must be valid (not expired)
- Contain a signature

**NOTE:** Proxy testing is a violation of the ICC administrative rules. Candidates who participate in proxy testing may be permanently banned from testing and subject to legal action.

If you are unable to present identification as required by the Code Council, or have questions about what will be allowed, you must call ICC or Pearson VUE prior to your scheduled exam to make other arrangements.

## Candidate Behavior

Candidates are expected to remain professional at all times and treat the proctors with respect.

All ProctorU and PearsonVUE staff are tasked with ensuring examination integrity. They are well-trained and treat candidates with respect, and in turn, expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at any time may be considered a criminal offense and punishable by law.

**NOTE:** Proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to end an examination administration at any time for examination anomalies including, but not limited to, the following behaviors:



- Gives or receives help during an examination
- Creating a disturbance
- Copying or attempts to copy examination questions or answers
- Is found to have prohibited materials (phones, recorders, loose papers, etc.) during the examination
- Talks during the examination
- Becomes belligerent or threatens the proctor, test site administration, or other candidates.

## Agree to ICC Rules

Prior to launching the examination, candidates are required to read and agree to follow all ICC rules, policies, and procedures.

This includes the following:



- **Candidate Agreement**
- **Certification Program Rules of Procedure**
- **ICC Code of Ethics**

## What can I bring to the exam?

### What is Allowed:

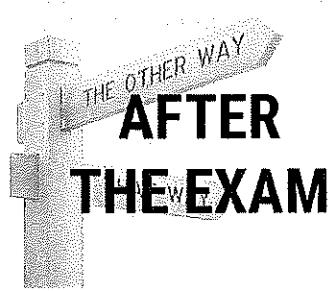
- Reference material(s) - please make sure the reference(s):
  - Are bound (either original bound book, three-ring binder, or stapled). Photocopies of copyrighted materials are not allowed.
  - All notes are written in ink or highlighted
  - Any tabs are permanently attached (tabs that can't be removed without destroying the page)
- Magnifying glass
- Eyeglasses, if necessary
- Architects' scale or ruler
- Foreign language/English translation dictionaries
- Battery-operated calculator that is:
  - Nonprogrammable
  - Not capable of storing examination information
  - No ribbon or paper printing capabilities

### What is not Allowed:

- No food or drink (unless approved through testing accommodations)
- Any kind of writing instruments, writing paper, or briefcases

**Note:** PRONTO candidates utilize an on screen "Global Notepad" during their examination. PearsonVUE candidates are supplied with a small whiteboard and a marker. This marker can ONLY be used to write on the white board. Candidates using the marker/pen to write in their reference materials are subject to disciplinary action by the CC.

- Personal items such as purses, wallets, or watches
- Calculators with print capability and/or that store formulas
- Copying, recording, or photo devices
- No electronic devices other than the device utilized for the examination (unless approved through testing accommodations)



### **How do I request a duplicate pass letter?**

Visit the [ICC Forms Library](#) >General Requests> and complete the [Replacement Result Letter](#).

### **Can my exam score be cancelled?**

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

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Failing to abide by the rules presented or directions from the proctor(s)

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

### **How do I change my name and address?**

For Name and Address changes, visit the [ICC Forms Library](#) > General Requests > [Change of Candidate Information Form](#); ICC will advise if additional documentation is needed.

### **How do I make comments about an exam I took?**

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

To have Code Council Assessment Center staff review comments or challenges on specific exams, exam items, or any issues encountered during your examination, you must submit a Contractor Appeals form to the Code Council.

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

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

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

Comment/Challenge forms must be sent to the following mailing or email address:

International Code Council  
ATTN: Candidate Services Coordinator  
900 Montclair Road  
Birmingham, AL 35213  
Email: [appeals@iccsafe.org](mailto:appeals@iccsafe.org)

**MASTER ELECTRICIAN EXAM  
JOB TASKS and EXAM OUTLINE  
Master: 100 Q**

<b>01</b>	<b>General Knowledge (Content Area)</b>	<b>12 Q</b>
0101	<u>Electrical Theory and General Electrical Load Calculations</u> (Task) Perform mathematical calculations using voltage, power, and amperage values to determine voltage drop and circuit loading for various loads such as motors, appliances, and lighting.	3 Q
0102	<u>Code Definitions and Terms</u> (Task) Communicate with inspectors, customers, and associate electricians using code definitions and accepted trade terms found on supply lists, drawings, blue prints, sketches, and specifications.	3 Q
0103	<u>Plan Reading</u> (Task) Read and Interpret plans and install wiring according to plans and code provisions.	6 Q
<b>02</b>	<b>Services &amp; Service Equipment (Content Area)</b>	<b>16 Q</b>
0201	<u>Services and Fault Current</u> (Task) Design and verify that the service overcurrent devices will safely interrupt the maximum fault current available and that the service equipment is designed for the available fault current.	2 Q
0202	<u>Service Load Calculations</u> (Task) Calculate lighting loads, and all other loads as part of the service load.	5 Q
0203	<u>Service Equipment &amp; Service Conductors</u> (Task) Design and install service equipment, disconnecting means, service, and service entrance conductors according to code for proper location, number, raceway installation, size, and ratings.	3 Q
0204	<u>System Grounding and Bonding</u> (Task) Supervise and/or install grounding electrode system, grounding electrode conductor, & bonding jumper.	3 Q
0205	<u>Temporary Service Wiring</u> (Task) Install temporary service, safety devices such as lamp protection, grounding, and GFCI protection.	1 Q
0206	<u>Transformers</u> (Task) Supervise and/or install transformers according to code provisions for use, size, type and location.	2 Q
<b>03</b>	<b>Feeders (Content Area)</b>	<b>4 Q</b>
0301	<u>Load Calculations</u> (Task) Calculate loads using voltage, power, and amperage values to determine feeder conductor size, overcurrent devices, lighting, appliance, heating & air conditioning loads, and specific loads.	3 Q
0302	<u>Equipment Grounding</u> (Task) Install equipment grounding conductors for feeders according to applicable code provisions.	1 Q
<b>04</b>	<b>Branch Circuit &amp; Conductors (Content Area)</b>	<b>16 Q</b>
0401	<u>Branch Circuit Calculations</u> (Task) Install branch circuits, determine branch circuit loads, and determine the required number of branch circuits for an occupancy and calculate branch circuit loads.	1 Q
0402	<u>Required Outlets &amp; GFCI/ AFCI Protection</u> (Task) Design and install branch circuits for lighting and power outlets and install GFCI / AFCI protection following applicable code provisions.	4 Q
0403	<u>Overcurrent Protection</u> (Task) Install overcurrent protection devices per code provisions for branch circuit ratings, loads & locations.	4 Q
0404	<u>Equipment Grounding</u> (Task) Install equipment grounding conductors for branch circuits and provide circuit and equipment grounding.	3 Q
0405	<u>Conductors</u> (Task) Determine conductor size, ampacity, use, type, insulation, splicing, terminations, and taps and determine the difference between grounded and grounding conductors	4 Q

<b>05</b>	<b>Wiring Methods and Materials (Content Area)</b>	<b>19 Q</b>
0501	<u>Raceway Installations</u> (Task) Install raceways according to applicable code provisions for correct size, use, and type.	6 Q
0502	<u>Underground Wiring Methods</u> (Task) Design, supervise and/or install underground raceways and direct burial cable wiring.	2 Q
0503	<u>Boxes and Enclosures</u> (Task) Install boxes and enclosures according to code provisions for location, size, fill, support and covers.	2 Q
0504	<u>Cabinets, Panel boards, &amp; Switchboards</u> (Task) Design, supervise and/or install cabinets, panel boards, switchboards, wireways and gutters to see that all use and installation requirements are met.	2 Q
0505	<u>Clearance and Guarding</u> (Task) Design, supervise and/or install wiring methods, materials and equipment according to listing and labeling and clearance and guarding provisions	2 Q
0506	<u>Flexible Cords and Cables</u> (Task) Install flexible cords & cable according code for correct size, use, type, insulation, markings, & ampacity.	5 Q
<b>06</b>	<b>Equipment and Devices (Content Area)</b>	<b>10 Q</b>
0601	<u>Luminaires</u> (Task) Install luminaires following code provisions for location, support, insulation, markings, temperature ratings, lamping, and provisions for flush and recessed luminaires.	2 Q
0602	<u>Receptacles, Switches and Other Devices</u> (Task) Install receptacles, switches and other devices according to code requirements.	2 Q
0603	<u>Appliances and Other Equipment</u> (Task) Install and connect appliances, heating and cooling branch circuits and other equipment according to the use and installation requirements of code.	2 Q
0604	<u>Other Utilization Equipment</u> (Task) Design, supervise and/or install other utilization equipment to see that the use and installation requirements of code are met.	2 Q
0605	<u>Heating and Cooling Equipment</u> (Task) Design, supervise and/or install heating and cooling equipment to see that the use and installation requirements of code are met.	2 Q
<b>07</b>	<b>Control Devices (Content Area)</b>	<b>3 Q</b>
0701	<u>Switches, Disconnects and Controllers</u> (Task) Install switches, disconnects, controllers, etc. (such as thermostats) to see that code use and installation requirements are met including sizing and rating and that switching circuits are properly installed.	3 Q
<b>08</b>	<b>Motors and Generators (Content Area)</b>	<b>8 Q</b>
0801	<u>Motors</u> (Task) supervise and/or install motor installations including motor feeder and branch-circuit conductors, disconnecting means and controllers according to code requirements	7 Q
0802	<u>Generators</u> (Task) Design, supervise and/or install generators in compliance with code requirements.	1 Q
<b>09</b>	<b>Special Occupancies, Equipment and Conditions (Content Area)</b>	<b>12 Q</b>
0901	<u>Special Occupancies</u> (Task) Design and/or install materials and equipment required for use in hazardous locations and other special occupancies according to all applicable code provisions.	3 Q
0903	<u>Swimming Pools and Similar Installations</u> (Task) Design and/or install materials and wiring required for swimming pools, spas, indoor installations of decorative fountains and similar installations	2 Q
0904	<u>Mobile Home and RV Parks</u> (Task) Design and/or install materials and wiring required for mobile home and RV parks and similar installations	1 Q
0905	<u>Data Processing Equipment</u> (Task) Design and/or install materials and wiring required for data processing equipment and similar installations	1 Q
0906	<u>Miscellaneous Special Equipment</u> (Task) Design and/or install materials and wiring required for miscellaneous special equipment	2 Q
0907	<u>Emergency Systems, Signaling and Fire Alarm Systems</u> (Task) Design and/or install materials and wiring required for emergency systems, signaling and fire alarm systems	3 Q