

# Candidate Information Bulletin State of Massachusetts

CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

PROMETRIC



Construction of all one- and two-family dwellings and all buildings containing less than 35,000 cubic feet of enclosed space must take place under the supervision of a person licensed by the Massachusetts Board of Building Regulations and Standards (BBRS).

The BBRS has contracted with Prometric Inc. to conduct its Construction Supervisor License (CSL) examinations, including Specialty Construction Supervisor Licenses. Exams are intended to test a candidate's knowledge of building code and general construction practices. This bulletin describes the process of registering for and taking the CSL exams.

## *At a glance*



Follow these main steps if you wish to take a BBRS exam.

### *To obtain your license*

- 1 Complete the exam registration form on Page 15 and mail it to Prometric.
- 2 Approximately 10 days after you mail in your exam registration form, you must contact Prometric to schedule an appointment to take your exam. (See Page 4)
- 3 Prepare for the exam using the content outlines in this bulletin. (See Page 9)
- 4 Take the scheduled exam, bringing required identification to the test center. (See Page 6)
- 5 When you pass your exam, your score report will include instructions for obtaining your license through the BBRS. (See Page 8)



### *To get answers not provided in this bulletin*

**For questions about exams:**

**Prometric**  
**7941 Corporate Drive**  
**Nottingham, MD 21236**  
Phone: 800.813.6671  
Fax: 800.347.9242  
TDD User: 800.790.3926  
Web site: [www.prometric.com/massachusetts](http://www.prometric.com/massachusetts)

**For questions about license applications:**

**State of Massachusetts**  
**Board of Building Regulations and Standards**  
One Ashburton Place, Room 1301  
Boston, MA 02108  
Phone: 617.727.3200  
Web site: [www.mass.gov/dps](http://www.mass.gov/dps)

## **License categories**

A Construction Supervisors License (CSL) allows you to legally supervise persons engaged in construction, reconstruction, alteration, repair, removal or demolition of certain limited types of buildings.

The BBRS licenses individuals in the following categories:

**Unrestricted.** Individuals must possess a current unrestricted CSL if they directly supervise persons engaged in construction, reconstruction, alteration, repair, removal or demolition involving any activity regulated by the code for:

- Buildings containing less than 35,000 cubic feet of enclosed space; and
- One- and two-family dwellings or any accessory building thereto irrespective of size.

**Restricted (One- and Two-Family Only).** Individuals who hold a restricted (one- and two-family only) CSL shall be limited to direct supervision of persons engaged in construction, reconstruction, alteration, repair, removal or demolition involving any activity regulated by the code for:

Any one- and two-family dwellings or accessory buildings thereto irrespective of size.

**Specialty Categories.** The following CSLs apply to:

- Buildings containing less than 35,000 cubic feet of enclosed space; and
- One- and two-family dwellings or any accessory building thereto irrespective of size.

**Masonry** shall be limited to the direct supervision of persons engaged in construction, reconstruction, alteration, repair, removal, or demolition involving the elements of:

- Fireplaces, chimneys, required means of egress stairs of masonry construction;
- Masonry retaining walls deemed a threat to public safety, health or welfare and which retain four feet or more of unbalanced fill; and
- Other masonry structures for which a building permit is required and that would not fall under the requirements of Section 107 of the Building Code.

A Masonry CSL is not sufficient for the construction of masonry buildings for which a broader (unrestricted or restricted one- and two-family) CSL is required.

**Roof Covering** shall be limited to the direct supervision of persons engaged in the installation, alteration, repair, or removal of roof coverings as defined by the code.

**Window and Siding** shall be limited to the direct supervision of persons engaged in the installation, alteration, repair, or removal of windows and/or siding as defined by the code.

**Solid Fuel Burning Appliance** shall be limited to the direct supervision of persons engaged in the installation, alteration, repair, or removal of solid fuel burning appliances as defined by the code.

**Demolition** shall be limited to the direct supervision of persons engaged in the demolition or removal as defined by the code.

**Insulation** shall be limited to the direct supervision of persons engaged in the installation of insulation as defined by the code.

## CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

### **Pre-exam requirements**

To be eligible to take a CSL exam, you must:

1. **Be 18 years old** at the time of the exam.
2. **Have at least three years of experience<sup>a</sup>** in building construction or design in the field in which you wish to be licensed.
3. **Provide documentation<sup>b</sup>** of your experience.
4. **List your duties** as they directly relate to the field of building construction or design.
4. **Provide a notarized signature** indicating: 1) you have read and understand this bulletin; 2) the truthfulness of the information provided on the registration form; and 3) that you have filed all state tax returns and paid state taxes. Information provided will be used by the state to determine eligibility for licensure.
6. **Not have previously passed an examination in the same license class and/or received a license in the same class.**

#### **Exceptions:**

- 1) individuals whose license has been expired for more than two
- 2) individuals as ordered to re-examine following an adjudicatory hearing.

#### **Note a.**

- i. Your work experience need not be continuous but must be a total of 36 months of full-time (40 hours per week) experience within the past ten years. **Exceptions:**
  - o Successful completion of a three- or four-year vocational high school or other vocational school program in the field of building construction or completion of a bachelor, master or PhD degree from an accredited college or university shall be deemed as satisfying one year of work experience.
  - o Successful completion of a bachelor, master or PhD degree from an accredited college or university in architecture or science, engineering, or technology in a related field shall be deemed as satisfying two years work experience.
  - o Education can account for a maximum of two years experience.
- ii. Union affiliation only is not acceptable as work experience.
- iii. Active military service relevant to construction may be considered as work experience.

#### **Note b.**

- i. Documentation of your work experience can be either:
  - o **Tax forms.** (See page 15, Exam Registration Form, Option A) W-2, or IRS Schedule C or 1099 forms are acceptable. Submit forms for the equivalent of three years full time experience. If education is used for experience then submit a copy of the diploma and/or degree that you acquired.
  - o **Letter of Attestation.** (See page 15 Exam Registration Form, Option B) In lieu of tax records a letter of attestation from an individual (e.g. engineer, architect, employer, military supervisor, licensed contractor, or other) stating that you have at least three years of construction and/or design experience.

## CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

### **Registering for an exam**

Once you determine that you have the necessary experience for licensure, accurately and thoroughly complete your exam registration form. Mail the form, along with all supporting documentation and the exam registration fee(s), to Prometric.

**Accommodations.** If you require ADA accommodation, see "Special consideration" on Page 5 before registering.

**Holidays.** Testing generally does not occur on the following holidays:

<ul style="list-style-type: none"><li>• New Year's Day</li><li>• Martin Luther King Jr. Day</li><li>• Presidents' Day</li><li>• Memorial Day</li></ul>	<ul style="list-style-type: none"><li>• Independence Day</li><li>• Labor Day</li><li>• Thanksgiving Day</li><li>• Christmas Day</li></ul>
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Additional state holidays may be observed in the state where you schedule your exam appointment.

#### **Exam registration fee**

The fee for each exam is \$100 payable to Prometric. If you are taking more than one exam, fees for all exams may be included in one payment. MasterCard, Visa, money order, company check, and cashier's check are accepted forms of payment.

**Personal checks and cash are not accepted.** Fees are nontransferable and nonrefundable.



**Important** If you do not clearly indicate a minimum of 36 months of full-time work experience, or if you do not fulfill any of the other requirements, or do not provide attestation or W2 Forms the registration form will be returned to you for correction(s).

#### **Test centers**

You may take your exam at any Prometric test center in the United States. A complete list of test center locations may be found by going to [www.prometric.com/massachusetts/construction](http://www.prometric.com/massachusetts/construction) and clicking on the "Do More" button. Alternatively, you may call 800.853.5448.

### **Scheduling an exam**

Approximately 10 days after mailing your exam registration form, you should contact Prometric to schedule your exam appointment. You can schedule an appointment online or by phone.

#### **On the Internet**

Schedule your exam online by accessing Prometric's Internet Registration Service at [www.prometric.com/massachusetts/construction](http://www.prometric.com/massachusetts/construction).

#### **By phone**

You may schedule your examination by calling 800.813.6671 between 8 a.m. and 9 p.m. (Eastern time), Monday through Friday. Please have your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.



**Important** Once your exam registration form has been processed by Prometric, you have **90 days** to schedule your exam. After 90 days, your registration will expire and you will forfeit all fees submitted. We recommend that you do not register for your exam until you are prepared to take your exam.

***Rescheduling an exam***

To avoid a rescheduling fee, you must contact Prometric at least **three full business days** before the day of your scheduled appointment. **Before you reschedule your exam**, refer to the following table to determine the **last day** you may reschedule without paying a \$40 rescheduling fee.

**Last day to reschedule with no fee**

If your exam is on:	Call by 9 p.m. (Eastern time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Note that this schedule **does not** include holidays. Since holidays are not business days, they do not count against the three days (call earlier).

If you do not allow at least three full business days to reschedule your appointment, you must pay a \$40 rescheduling fee before choosing another appointment. You may pay any additional fee with Visa or MasterCard and reschedule your appointment online or by calling Prometric at 800.813.6671.

**If absent or late for your appointment**

If you miss your appointment or arrive late and are not allowed to test, you must pay a \$40 rescheduling fee before choosing another appointment. This fee will allow you to use your original exam registration.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

**Emergency closings**

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for test site closures online at [www.prometric.com/sitestatus](http://www.prometric.com/sitestatus). If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, you must pay a \$40 rescheduling fee. You must then reschedule your exam.

**Retaking an exam**

If you do not pass your exam, you must complete another registration form, submit with another \$100 exam fee and schedule another exam appointment.

***Special consideration***

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

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**ESL note.** If English is your second language, please note that a language barrier is not considered a disability.

### **What to bring on exam day**

Your exam will be given by computer at a Prometric test center. You do not need any computer experience or typing skill to take your exam. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the computer.

**Arrival.** You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification and documentation.

**References.** You are allowed to use the Massachusetts State Building Code and the reference standards identified in the content outline (see Page 9) during your exam and **must bring** copies of these references with you to the test center.

**Identification.** You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver's license, passport, state-issued identification card or military identification card).
- Contain **both** a current photo and your signature. Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



**Important** You will not be permitted to test without proper identification. Failure to provide appropriate identification at the time of the exam is considered a missed appointment. As a result, you must pay a \$40 rescheduling fee before choosing another appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

### **Test center regulations**

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in the disqualification of your examination. All testing sessions are video and audio recorded.

#### **References**

- Only approved references are allowed during the exam. Highlighting, tabs and written notes in the references are permitted prior to arriving at the test site. However, during the exam you **may not** write in the references.
- Reference materials will be checked at the exam site before and after the exams. Any reference material that has been written in during the exam will be confiscated.
- Sharing reference materials is not allowed. No other reference materials, loose-leaf papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

#### **Calculators**

- You may use a silent, handheld, solar or battery-operated, nonprogrammable calculator (without paper tape-printing capabilities or alphabetic keypads). **Construction calculators are not allowed.**

## CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

### Personal items

- You **must not** bring any personal/ unauthorized items into the testing room. Such items include but are not limited to: cell phones, PDAs, pagers, cameras, recording devices, photographic equipment, watches, outerwear, hats, food, drinks, purses, briefcases, backpacks, and notebooks.

### Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time. You are not allowed to use any electronic devices or phones during breaks.

### Visitors

- No guests, visitors or family members are allowed in the testing area.

### Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

### Weapons

- Weapons are not allowed at the test center.



**Important** Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

**Copyrighted questions.** All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

**If questions arise.** Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the exam, you should answer the question to the best of your ability. There is no penalty for guessing.

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### Your exam results

At the end of your exam, you will receive a printed score report. Your signature on the exam registration form constitutes written authorization for Prometric to release exam scores to the BBRs. To ensure confidentiality, exam results **will not** be released over the phone or faxed.

**Passing score.** If you receive a score of 70 percent or above, the score report will have the word "**pass**" printed on it. Numerical passing scores are not reported to avoid potential misuse of the scores in hiring. Your score report will include information on obtaining your license.

**Retake information.** Candidates who do not pass the exam will receive a score report with the word "**fail**" printed on it. The score report will also contain the candidate's numerical score and a Strength and Weakness Report.



**Important** You may take the exam twice in a 90-day period. Once the 90-day period expires, you can again take the exam twice in the next 90-day period. It is recommended that you spend some time studying between attempts.

## CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

### **Receiving your license**

If you pass your exam, your score report will include instructions on applying for and obtaining your license. License applications are processed in approximately 30 days after receipt. You must submit the application and licensure fee to the Department of Public Safety (DPS) within **one year** from the date you passed your exam(s).

The Specialty License Categories are considered to be subsets of the Commonwealth's construction supervisor license program. Although a license candidate is required to take and pass an exam for each license category, rather than paying a \$100 exam administration fee for each exam, plus \$150 per license, a candidate may apply for and receive a single license card from the DPS for a single fee of \$150 for any combination of the Specialty License Categories.

However, in order to pay the reduced \$150 licensure fee, a candidate must apply for all license categories on a single application. If a candidate submits separate applications for each license category, he/she will be required to pay a \$150 fee with each application. The following tables illustrate the cost difference between submitting a single application versus multiple applications.

<b>Example of Submitting a Single Application</b>	
Roofing exam administration fee	\$100
Masonry exam administration fee	\$100
Single DPS license issuance application fee	\$150
<b>Total</b>	<b>\$350</b>

<b>Example of Submitting Multiple Applications</b>	
Roofing exam administration fee	\$100
Masonry exam administration fee	\$100
DPS Roofing license issuance application fee	\$150
DPS Masonry license issuance application fee	\$150
<b>Total</b>	<b>\$500</b>

Resultantly, an applicant may receive a single license card identifying six Specialty Categories for a fee of \$150 (plus, of course, \$600 for each exam administration fee for a total payment of \$750).

**Unrestricted** and **Restricted License** cards are issued separately. Therefore, the fee for an Unrestricted or Restricted License is always the exam administration fee of \$100 plus the DPS license issuance fee of \$150 for a total of \$250.



**Note** Your full name must be typed or legibly printed on your bank check or money order. **No personal checks will be accepted.** Failure to comply with these regulations may require you to take the exam again.



## CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

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**Appeals process** Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

**Prometric**  
**ATTN: Appeals Committee**  
7941 Corporate Drive  
Nottingham, MD 21236

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

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### **Exam content outlines**

Prometric works closely with the BBRS to ensure that exams meet all requirements and professional test development standards. Exam questions are derived from the Massachusetts State Building Code as well as from areas of general knowledge and experience that are considered relevant to the duties of construction supervisors in Massachusetts.

A panel of experts in the construction field established the recommended passing score for each Massachusetts Construction Supervisor Licensing examination by determining the minimum knowledge needed to be licensed. A score of 70 percent or above is required to pass each exam.

The exams are open book and multiple-choice. The following content outlines list all subjects covered by each exam and the percentage of questions asked about each topic. Each outline indicates the number of questions on the exam and the maximum time allowed to take the exam.

**Exam references.** You are allowed to use the Massachusetts State Building Code and the reference standards identified in each of the following content outlines during your exam and **must bring** your own copies with you to the test center.

# CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

## Unrestricted Construction Supervisor Exam Content Outline 75 questions—3-hour time limit

**Scope** – An Unrestricted Construction Supervisor is responsible for directly supervising persons (including self) who are engaged in construction, reconstruction, alteration, repair, removal, or demolition involving any activity regulated by the Code for: buildings containing less than 35,000 cubic feet of enclosed space, one- and two-family dwellings or any accessory buildings thereto, irrespective of size, buildings used for farm purposes, and retaining walls less than 10 feet in height at all points along the wall as measured from the base of the footing to the top of the wall.

Subject Area	Percent
Unrestricted Construction Supervisor Administrative Responsibilities	8
General Building Construction Knowledge	11
Energy Efficiency	6
Accessibility	4
Sitework and Foundations	7
Concrete and Masonry	9
Moisture Intrusion/Protection	7
Structural Framing (Steel and Wood)	13
Roofing/Exterior Walls	7
Doors/Windows	5
Interior Environment (Mechanical and Ventilation)	7
Fire Protection (Mechanical)	5
Safety (Construction Safety and Lead Remediation)	11

### References

The exam questions are based on the following references. Any edition of the references is **allowed** in the testing center for your use while taking the Unrestricted Construction Supervisor Exam.

- Code of Federal Regulations*, Title 29, Part 1926 (OSHA), Most Current July Revision, Superintendent of Documents, P.O. Box 979054, St. Louis, MO 63197, 866.512.1800, [www.gpo.gov](http://www.gpo.gov).
- International Building Code*, 2009, International Code Council (ICC), 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
- International Energy Conservation Code*, 2009, International Code Council (ICC), 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
- International Residential Code for One- and Two-Family Dwellings*, 2009, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
- Massachusetts State Building Code for One- and Two-Family Dwellings (780 CMR)*, Eighth Edition, Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, [www.sec.state.ma.us](http://www.sec.state.ma.us)

- Massachusetts State Building Code Base Volume (Commercial)*, 780 CMR, Eighth Edition, Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, [www.sec.state.ma.us](http://www.sec.state.ma.us).
- Architectural Access Board Rules and Regulations (521 CMR)*, 2006, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, [www.sec.state.ma.us](http://www.sec.state.ma.us).

## Restricted Construction Supervisor Exam Content Outline 60 questions—3-hour time limit

**Scope** – A Restricted Construction Supervisor is responsible for directly supervising persons (including self) who are engaged in the construction, reconstruction, alteration, repair, removal, or demolition involving any activity regulated by the Code for any one- and two-family dwelling and accessory buildings thereto, irrespective of size.

Subject Area	Percent
Restricted Construction Supervisor Administrative Responsibilities	10
Energy Efficiency	7
Sitework and Foundations	12
Concrete and Masonry	7
Moisture Intrusion/Protection	7
Structural Framing	16
Roofing/Exterior Walls	8
Doors/Windows	8
Interior Environment	8
Fire Protection	7
Safety	10

### References

The exam questions are based on the following references. Any edition of the references is **allowed** in the testing center for your use while taking the Restricted Construction Supervisor Exam.

- Code of Federal Regulations*, Title 29, Part 1926 (OSHA), Most Current July Revision, Superintendent of Documents, P.O. Box 979054, St. Louis, MO 63197, 866.512.1800, [www.gpo.gov](http://www.gpo.gov).
- International Energy Conservation Code*, 2009, International Code Council (ICC), 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
- Massachusetts State Building Code for One- and Two-Family Dwellings (780 CMR)*, Eighth Edition, Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, [www.sec.state.ma.us](http://www.sec.state.ma.us).
- International Residential Code for One- and Two-Family Dwellings*, 2009, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).

## CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

### Masonry Construction Supervisor Exam Content Outline

**50 questions—3-hour time limit**

**Scope** – A Masonry Construction Supervisor is responsible for directly supervising individuals (including self) who are engaged in construction, reconstruction, alteration, repair, removal or demolition involving the elements of fireplaces, chimneys, required means of egress stairs of masonry, masonry retaining walls deemed to be a threat to public safety, health or welfare and that retain four feet or more of unbalanced fill, and other masonry structures for which a building permit is required, so long as such is not governed by construction control provisions of the Massachusetts Basic Building Code. A masonry license is not sufficient for the construction of masonry buildings. Supervision of such work would require possession of at least a restricted construction supervisor license, dependant upon the scope of work.

Subject Area	Percent
Masonry Construction Supervisor Administrative Responsibilities	16
Mortar and Grout	10
Masonry Wall Construction	30
Masonry Fireplace Construction	14
Masonry Chimney Construction	14
Energy Efficiency	6
Safety	10

#### References

The exam questions are based on the following references. Any edition of the references **is allowed** in the testing center for your use while taking the Masonry Construction Supervisor Exam.

1. *Code of Federal Regulations*, Title 29, Part 1926 (OSHA), Most Current July Revision, Superintendent of Documents, P.O. Box 979054, St. Louis, MO 63197, 866.512.1800, [www.gpo.gov](http://www.gpo.gov).
2. *International Energy Conservation Code*, 2009, International Code Council (ICC), 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
3. *International Residential Code for One- and Two-Family Dwellings*, 2009, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
4. *Massachusetts State Building Code for One- and Two-Family Dwellings (780 CMR)*, Eighth Edition, Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, [www.sec.state.ma.us](http://www.sec.state.ma.us).

### Roof Covering Construction Supervisor Exam Content Outline

**35 questions—2-hour time limit**

**Scope** –Roof Covering Construction Supervisor is responsible for directly supervising persons (including self) who are engaged in the installation, alteration, repair or removal of roof coverings or roofs of buildings of any use group that contain less than 35,000 cubic feet of enclosed space and/or buildings or structures for agricultural use. A Roof Covering Construction Supervisor is not authorized to work on or supervise work relating to the structural elements of a roof, including sheathing.

Tests a candidate's knowledge of the installation, repair and replacement of low and steep slope roof coverings, including the fabrication and installation of sheet metal, incidental to roof coverings, and installation of shingles, shakes, roll roofing materials, tile, slate and other prefabricated shingle products.

Subject Area	Percent
Residential Roof Covering Construction Supervisor Administrative Responsibilities	14
Steep Slope	72
Safety	14

#### References

The exam questions are based on the following references. Any edition of the references **is allowed** in the testing center for your use while taking the Roof Covering Construction Supervisor Exam.

1. *Code of Federal Regulations*, Title 29, Part 1926 (OSHA), Most Current July Revision, Superintendent of Documents, P.O. Box 979054, St. Louis, MO 63197, 866.512.1800, [www.gpo.gov](http://www.gpo.gov).
2. *International Residential Code for One- and Two-Family Dwellings*, 2009, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
3. *Massachusetts State Building Code for One- and Two-Family Dwellings (780 CMR)*, Eighth Edition, Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, [www.sec.state.ma.us](http://www.sec.state.ma.us).
4. *NRCA Steep Slope Roof Systems*, 2009, National Roofing Contractor's Association, 10255 West Higgins Road, Suite 600, Rosemont, IL 60018-5607, [www.nrca.net/rp/pubstore](http://www.nrca.net/rp/pubstore).

## CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

### Window and Siding Construction Supervisor Exam Content Outline 35 questions—2-hour time limit

**Scope** – A Window and Siding Construction Supervisor is responsible for directly supervising persons (including self) who are engaged in the installation, alteration, repair or removal of windows and siding as defined by the applicable Codes. A Residential Window and Siding Construction Supervisor is not authorized to work on or supervise the work relating to any structural elements of a building, except as incidentally related to the installation of windows and siding.

Tests a candidate's knowledge of window and siding installation, including vinyl or aluminum siding, soffit, fascia, gutters and all types of windows. This includes the work necessary to prepare or repair the substrate to accomplish proper installation. Does not include any structural alterations.

Subject Area	Percent
Residential Window and Siding Construction Supervisor Administrative Responsibilities	11
Siding Substrates	10
Sidings	34
Soffit and Fascia	11
Windows	23
Construction Safety	11

#### References

The exam questions are based on the following references. Any edition of the references **is allowed** in the testing center for your use while taking the Window and Siding Construction Supervisor Exam.

- Code of Federal Regulations*, Title 29, Part 1926 (OSHA), Most Current July Revision, Superintendent of Documents, P.O. Box 979054, St. Louis, MO 63197, 866.512.1800, [www.gpo.gov](http://www.gpo.gov).
- Massachusetts State Building Code for One- and Two-Family Dwellings (780 CMR)*, Eighth Edition, Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, [www.sec.state.ma.us](http://www.sec.state.ma.us).
- ASTM D4756-06: Standard Practice for Installation of Rigid Poly (Vinyl Chloride) (PVC) Siding and Soffit*, 2006, American Society for Testing and Materials (ASTM), 100 Barr Harbor Drive, P.O. Box C700 West Conshohocken, PA 19428-2959, [www.astm.org](http://www.astm.org).
- Standard Specifications for Aluminum Siding, Soffit and Fascia*, 2009 Edition, American Architectural Manufacturers Association, 1827 Walden Office Square, Suite 550, Schaumburg, IL 60173, [www.aamanet.org](http://www.aamanet.org).  
*Carpentry*, Fifth Edition, 2009, American Technical Publishers (ATP), 1155 175<sup>th</sup> Street, Homewood, IL 60430-4600, [www.go2atp.com](http://www.go2atp.com).

- International Residential Code for One- and Two-Family Dwellings*, 2009, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).

### Solid Fuel Burning Appliance Construction Supervisor Exam Content Outline 35 questions—2-hour time limit

**Scope** – A Solid Fuel Burning Appliance Construction Supervisor is responsible for directly supervising persons (including self) who are engaged in the installation of solid fuel burning appliances. A Solid Fuel Burning Appliance Installer Construction Supervisor License does not allow the licensee to work on or supervise work relating to any structural elements of a building.

Tests a candidate's knowledge of the installation, repair and maintenance of solid fuel burning appliances.

Subject Area	Percent
Residential Solid Fuel Burning Appliance Installer Construction Supervisor Administrative Responsibilities	14
General Knowledge	23
Equipment	52
Safety	11

#### References

The exam questions are based on the following references. Any edition of the references **is allowed** in the testing center for your use while taking the Solid Fuel Burning Appliance Construction Supervisor Exam.

- Code of Federal Regulations*, Title 29, Part 1926 (OSHA), Most Current July Revision, Superintendent of Documents, P.O. Box 979054, St. Louis, MO 63197, 866.512.1800, [www.gpo.gov](http://www.gpo.gov).
- Massachusetts State Building Code for One- and Two-Family Dwellings (780 CMR)*, Eighth Edition, Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, [www.sec.state.ma.us](http://www.sec.state.ma.us).
- NFPA 90B – Standard for the Installation of Warm Air Heating and Air-Conditioning Systems*, 2009 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, [www.nfpa.org](http://www.nfpa.org).
- NFPA 211 – Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances*, 2010 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, [www.nfpa.org](http://www.nfpa.org).
- International Residential Code for One- and Two-Family Dwellings*, 2009, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).

## CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

### Demolition Construction Supervisor Exam Content Outline 35 questions—2-hour time limit

**Scope** – Tests a candidate’s knowledge of demolition and removal of structures and buildings.

Subject Area	Percent
Planning and Estimating	28
General Knowledge	35
Safety - OSHA	37

#### References

The exam questions are based on the following references. Any edition of the references is **allowed** in the testing center for your use while taking the Demolition Construction Supervisor Exam.

1. *Code of Federal Regulations*, Title 29, Part 1926 (OSHA), Most Current July Revision, Superintendent of Documents, P.O. Box 979054, St. Louis, MO 63197, 866.512.1800, [www.gpo.gov](http://www.gpo.gov).
2. *International Residential Code for One- and Two-Family Dwellings*, 2009, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
3. *Massachusetts State Building Code for One- and Two-Family Dwellings (780 CMR)*, Eighth Edition, Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, [www.sec.state.ma.us](http://www.sec.state.ma.us).
4. *Handbook of Rigging: For Construction and Industrial Operations*, Fourth Edition, 1988, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, [books.mcgraw-hill.com](http://books.mcgraw-hill.com).
5. *ISEE Blasters’ Handbook*, 17th Edition, 1998, International Society of Explosives Engineers, The Blaster’s Library, 30325 Bainbridge Road, Cleveland, OH 44139-2295, [www.isee.org](http://www.isee.org).
6. *Walker’s Building Estimator’s Reference Book*, 28th Edition, 2006, Frank R. Walker Company, 1989 University Lane, P.O. Box 3180 Lisle, IL 60532, [www.frankwalker.com](http://www.frankwalker.com).

### Insulation Construction Supervisor Exam Content Outline 35 questions—2-hour time limit

**Scope** – Tests a candidate’s knowledge of insulation installation, repair, maintenance, and extension to control the gain or loss of heat from all sources in buildings, rooms, pipes, vessels, ducts, process equipment, refrigerated rooms, and boxes. This includes installation, repair, maintenance, and extension of acoustical insulation.

Subject Area	Percent
Insulation Construction Supervisor Administrative Responsibilities	14
Building – Thermal Insulation	28
System – Thermal Insulation	25
Specialty – Thermal Insulation	15
Acoustical Insulation	9
Safety - OSHA	9

#### References

The exam questions are based on the following references. Any edition of the references is **allowed** in the testing center for your use while taking the Insulation Construction Supervisor Exam.

1. *Code of Federal Regulations*, Title 29, Part 1926 (OSHA), Most Current July Revision, Superintendent of Documents, P.O. Box 979054, St. Louis, MO 63197, 866.512.1800, [www.gpo.gov](http://www.gpo.gov).
2. *International Energy Conservation Code*, 2009, International Code Council (ICC), 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
3. *International Residential Code for One- and Two-Family Dwellings*, 2009, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
4. *Massachusetts State Building Code for One- and Two-Family Dwellings (780 CMR)*, Eighth Edition, Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, [www.sec.state.ma.us](http://www.sec.state.ma.us).
5. *Modern Carpentry*, 11th Edition, 2008, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, [www.g-w.com](http://www.g-w.com).

## CONSTRUCTION SUPERVISOR LICENSING EXAMINATION

### **Sample questions**

The following sample questions may be useful to review for the style and type of question formatting that may be used in your exam. The correct answers to these questions are provided at the end of the set of sample questions.

1. Day-care centers shall be classified as which of the following Use Groups?  
(A) I-1  
(B) I-2  
(C) I-3  
(D) I-4
2. What is the minimum allowable prescriptive envelope wall R-Value for a two-family dwelling?  
(A) 38  
(B) 20  
(C) 13  
(D) 9
3. What is the Basic Wind Speed for a single-family home in the town of Mashpee?  
(A) <90 mph  
(B) 90 mph  
(C) 100 mph  
(D) 110 mph
4. In an approved fire window, 1/4-inch wired glass is limited to a maximum area of  
(A) 100 sq. in.  
(B) 144 sq. in.  
(C) 720 sq. in.  
(D) 1,296 sq. in.
5. All of the following statements are true about the testing of concrete except  
(A) Laboratories that perform concrete testing must be licensed.  
(B) Personnel who perform field concrete testing must be licensed.  
(C) Field concrete testing must be witnessed by a registered architect or engineer.  
(D) Concrete cylinders are used to test compressive strength of concrete.

**Answer Key:** 1. D; 2. B; 3. D; 4. D; 5. C

# Exam Registration Form

## For Massachusetts Construction Supervisor License

PROMETRIC



**Are You Retaking An Exam?**  No  Yes (If yes, complete items 1 and 2 only and submit with payment.)

If you have previously passed the exam, list the reason why you are retaking it:

**1. Candidate Information:**

Last Name		First Name	Middle Name	Date of Birth (MM/DD/YYYY)	
				/	/
Mailing Address (including Apt. number or P.O. Box, if applicable)			City	State	Zip Code
Social Security Number	Email Address <sup>a</sup>			Daytime Phone Number	
-				-	

**OPTIONAL:** If English is *not* your primary language **AND** your ability to read, write, speak, or understand English is limited, please indicate what your primary language is:

**2. License Exam for which are you applying:** If you do not check a box, this form will be returned to you as incomplete. If needed, see the License Categories descriptions on Page 2.

<input type="checkbox"/> Unrestricted CSL	<input type="checkbox"/> Restricted CSL	<input type="checkbox"/> Masonry	<input type="checkbox"/> Roof Covering
<input type="checkbox"/> Windows Doors Siding	<input type="checkbox"/> Solid Fuel-Burning Appliance	<input type="checkbox"/> Demolition	<input type="checkbox"/> Insulation

**3. Education (if applicable as proof of 1 or 2 years work experience<sup>b</sup>):**

Vocational School, College, or University Name		Dates: (Month/Year)	
		From ___ / ___	To ___ / ___
Vocational, College, or University Street Address		City	State Zip Code
Course of study		Degree Type	

**4. Work Experience:**

I have had at least three years of building construction or design experience in the field in which I wish to be licensed.  Yes  No

**Proof of experience Option A:** (choose *either* Option A or B; but *not both*) Enter below the name and address of the employer and/or military branch from whom you received three years of construction experience. If you worked for multiple employers, please copy this sheet as needed and submit all sheets with your registration form. Provide copies of W-2 from the employer and/or copies of military discharge documents. If self-employed then submit either IRS Schedule C or 1099 forms. Copies must be on 8-1/2 x 11 paper, neatly attached to this form. If you do not possess your tax forms you may request copies from the Internal Revenue Service at [www.irs.gov](http://www.irs.gov).

Name of Employer and/or Military Branch		Dates (Month/Year)	
		From ___ / ___	To ___ / ___
Employer and/or Military Branch Address		City	State Zip Code

**Proof of experience Option B:** If tax records of employment are not available then you may submit a NOTARIZED letter of attestation in verification of work experience. The letter is to be written and signed by an individual who attests that you have at least three years of construction and/or design experience. The individual may be an architect, engineer, licensed construction supervisor, MA certified building official, military supervisor, or other individual so qualified. Enter below the contact information for the individual who attests to your experience.

Name:	Title (Engineer, Architect, etc.):	Phone Number:
Address (Street, City, State, and Zip code):		Email address:

**List of Duties Required for Option A or B:** List up to three of the hands-on duties related to building construction or design that you have performed predominantly. (Example: 1. Wood construction: floors, walls, roofs, structural sheathing for small commercial and residential buildings. 2. Exterior siding installation: vinyl, clapboard, and shakes. 3. Window and door installation: Flashing and interior and exterior trim.)

1.	
2.	
3.	

**Notes:**

- a. If an email address is not provided I certify, under pains and penalties of perjury, that I am unable to be notified via electronic message.
- b. If education is used as work experience include a copy of diploma or degree from the educational institution. See page 3 for more information.

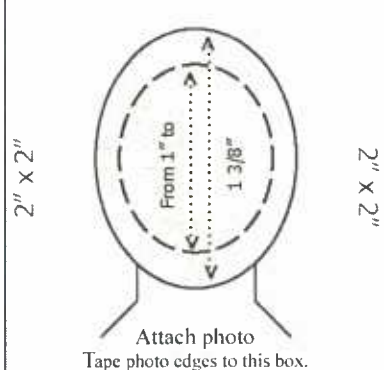
## Exam Registration Form

(continued)

**Payment:** The examination fee is \$100, and may be paid by cashier's check, company check, money order, MasterCard, Visa or American Express. Make checks payable to Prometric. **Personal checks and cash are not accepted. Registration fees are not refundable.** To pay by **credit card**, please complete the information on the last page.

### Signature and Notary (required)

<p><b>STATE OF</b> _____  <b>COUNTY OF</b> _____</p> <p>Sworn to and subscribed before me this _____ day  of _____, 20____.</p> <p>Notary Public: _____</p> <p style="text-align: center;">(NOTARY SEAL)</p>	<p><b>Read the following statements carefully and sign this application in the presence of a Notary:</b></p> <p>1) I have read and understand the contents of this bulletin.</p> <p>2) I solemnly swear that the information provided on this application is true and complete to the best of my knowledge. I authorize Prometric or the State of Massachusetts to verify this information to determine if I am qualified to take the examination. I understand that presenting false information will cause the forfeiture of all exam and license fees and shall be cause for revocation of license (if issued).</p> <p>3) <b>Tax Statement:</b> Pursuant to the Massachusetts general laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that to my best knowledge and belief, I have filed all state tax returns and paid all state taxes required under law.</p>	
<b>Printed name</b>	<b>Date Signed</b>	<b>Applicant Signature</b>

 <p style="text-align: center;">Attach photo Tape photo edges to this box.</p>	<p><b>AUTHORIZATION FOR RELEASE OF RMV INFORMATION:</b>  My signature below, or a photocopy thereof, authorizes the Department of Public Safety to electronically access my photograph from the Massachusetts Registry of Motor Vehicles database solely for use on this license/registration.</p> <p>_____</p> <p>MA- RMV photo release signature</p> <p>Otherwise, please submit a color Passport Photo 2x2 inches in size taken within the past 6 months showing current appearance. Tape photo on edges to the box on the left with clear tape.</p>
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**Items to note:**

1. It is recommended that you make a copy of this form and attachments for your records.
2. This registration form will be returned if incomplete, unsigned, not notarized, does not include required letter of attestation or W2 Forms, or if payment is not included.
3. Approximately 10 days after mailing the Registration Form and fee, you must call 800.813.6671 to schedule your examination appointment.
4. Your examination registration remains valid for 90 calendar days after it has been processed and will expire without further notice at that time. If you allow your examination registration to expire, you must re-register and pay another \$100 exam fee.

**Complete both pages of this form and mail with the appropriate exam fees to:**

**Prometric**  
**ATTN: MA Construction Supervisor Program**  
7941 Corporate Drive  
Nottingham, MD 21236



## Application Payment by Credit Card



Print or type clearly and neatly. Incomplete or illegible forms will not be processed.

Card Type (Check One)

MasterCard     Visa

Card Number	Expiration Date
Name of Cardholder (Print)	
Signature of Cardholder	