



Board of Examiners of Sheet Metal Workers Licensure Candidate Information

Introduction:

This Bulletin details the requirements as well as the process for achieving licensure. Candidates are eligible for the examination when their application and supporting documentation are approved. In order to be approved for examination by the Commonwealth of Massachusetts, Division of Professional Licensure, Board of Examiners of Sheet Metal Workers, candidates must have the required or equivalent apprenticeship experience and education. The Board has contracted with PSI to process applications and to conduct the examinations. Hence there are many references to PSI in this Bulletin.

Commonwealth of Massachusetts
Division of Professional Licensure
Board of Sheet Metal Workers
1000 Washington St., 7th Floor
Boston, MA 02118
www.mass.gov/dpl/boards/sm

Preparing for an Examination

General:

The examinations are administered at the PSI examination centers listed below:

Auburn

48 Sword St, Unit 204
Auburn, MA 01501

Going South on Southbridge ST/MA-12, turn right on Sword St.

Boston

56 Roland St., Suite 211
Washington Crossing
Charlestown, MA 02129

From North: Take I-93 South. Exit 28 - Boston/Sullivan Sq./Charlestown. Merge into Mystic Ave. Take I-93S Ramp to Boston/Sullivan Sq./Charlestown (take ramp do not get on highway). Make slight left turn on to Maffa Way. Make slight right turn on to Cambridge Street. At first traffic light, make left on to Carter Street. Turn right on to Roland Street. End at 56 Roland Street (Building on left, parking lot on right). Enter through North lobby.

From South: Take I-93 North. Exit 28 - Rt 99/Sullivan Sq./Somerville. Make left on to Cambridge St. At first traffic light, make left on to Carter Street. Turn right on to Roland Street. End at 56 Roland Street (Building on left, Parking lot on right). Enter through North lobby.

Site is also accessible by Public Transportation to Sullivan Square. The Orange Line and many buses stop here. Walking from Sullivan Station: Make a right on to Cambridge Street. About 1/4 mile on the left is

Carter Street (will pass a Dunkin Donuts and Hess Gas station on left). Turn right on Roland St. Enter through North Lobby.

Fall River

218 South Main St, Suite 105
Fall River, MA 02721

From the North take Rte. 24S to 79S. Take Route 138S Exit. Bear right off exit. Go left at first traffic light. Take left at the second traffic light (top of hill) onto So Main St. 218 is 2 blocks down on the right. Parking: Go past 218 SO Main to 2nd light. Take right. Take another right at next traffic light. Third St parking Garage is on your right.

From the East 195 West. Take 138 S / Ma 79 S exit 5 toward N Tiverton RI (.3 miles). Follow Route 138 S toward N Tiverton RI (.1 miles). Merge right. Take Broadway Exit. Turn left at 1st light on Columbia St. Turn left at 2nd light to So Main St. Site is 2 blocks on the right.

Lawrence

1 Ballard Way, Suite 104
Lawrence, MA 01843

From the North take Rte. I-93 S to Exit 45, River Rd./S. Lawrence. Take the ramp toward River Rd./S Lawrence. Take a slight right onto River Rd. River Road becomes Andover St. Turn right onto Ballard Rd. Turn left onto Ballard Way. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Still Water Place, Ballard Way". PSI is located in the first suite on the left beneath Yellow Book and the Asian Center office.

From the South take I-93 N to Exit 45, River Rd./ S. Lawrence. Take the River Rd. ramp toward River Rd./ S. Lawrence. Turn left on River Rd. River Rd. becomes Andover St. Turn right onto Ballard Rd. Turn left onto Ballard Way. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Stillwater Place, Ballard Way".

Springfield

1111 Elm Street, Suite 32A
West Springfield, MA 01089

Going East on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Turn right on West Springfield/Rt. 5 South. Continue on Rt. 5 approximately two miles. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.

Going West on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Follow as above.

Going South on Rt. 91. Take West Springfield/Route 5 Exit. Continue on Rt. 5 for approximately 1/2 mile. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.

Going North on Rt. 91. Take West Springfield/Route 5 South Exit. Continue on Rt. 5. Follow as above.

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing yourself with the examination process. If you arrive late, you will not be admitted to the examination site and you will forfeit your examination administration fee.



Type/Class of Licenses:

Massachusetts requires all applicants to pass an examination for the following categories of licensure: Unrestricted Journeyman Sheet Metal, Restricted Journeyman Sheet Metal, Unrestricted Master Sheet Metal, and Restricted Master Sheet Metal.

Re-examination:

- Candidates that fail an examination will have 6 months from the application date to successfully retake the examination; otherwise candidates will need to submit a new application.
- Candidates that have not successfully passed the exam after three attempts shall provide satisfactory proof to the board of having successfully completed self-designed learning objectives or successful completion of an examination preparation course.

Mail or call:

PSI Examination Services
3210 E Tropicana Ave Attn: MA SM
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

Identification of Candidates:

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

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

The Examination Process

Eligibility and Examination Registration:

- Eligibility for examination is to be determined by the Board of State Examiners and its' vendor, PSI. Please see the application at the end of this Candidate Information Bulletin.
- When your application has been approved, PSI will email or mail you an **Examination Authorization Notice**, along with information about scheduling your examination. Please allow 3 weeks for processing your application.

		
DO NOT DISCARD IMPORTANT EXAMINATION AUTHORIZATION NOTICE		
Schedule for your examination at www.psiexams.com .		
This notice serves to confirm that you are now authorized to take the examination that is listed directly under the mailing address on the mailing label below.		
Important instructions are printed on the reverse side for scheduling the examination. Visit our site at www.psiexams.com for all our licensing and examination needs.		

NOTE: Prior to taking examination: It is the applicant's responsibility to immediately notify PSI, in writing of any change in information on your previously submitted application.

If your application is deemed incomplete or unqualified, PSI will return your original application, any additional documentation, examination fee and MA license fee to you for completion. Enclosed will be a notice explaining why your application could not be approved.

Americans with Disabilities Act (ADA):

If you require special accommodations, under the Americans with Disabilities Act (ADA), please contact PSI at (800)733-9267 or the Board office at (617) 727-9931 to obtain an **Accommodation Request Form**. All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and requests must include supporting documentation from a licensed professional. **All requests for special testing arrangements must be made when the candidate registers for the examination with PSI.**

Admission/ Security to the Examination Area:

The following security procedures will apply during the examination:

- Cell phones, pagers, and guests are not allowed in the examination site. This policy is strictly enforced.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy and State Law. Either will result in the disqualification of examination results and may lead to legal action.
- **Calculator-** only non-programmable, non-printing, silent, battery-operated, non-alphabet keys.
- **During the examination -** only writing on the scrap paper that is provided by PSI will be allowed during the exam.

Scores:

Your scores will be based on the number of questions you answered correctly. A passing score is a MINIMUM of 70% correct.

- At the end of the examination all candidates will receive a printed Score Report.



Score Report:

- If you did not pass the examination, a Score Report will indicate your overall score and the number of questions answered correctly on each major section of the examination. This information may help you prepare for reexamination.
- This detail is not shown on your Score Report if you received a passing score.

Reviews and Appeals

Candidate Comments:

- If during the test you believe that a test question needs clarification, you **MUST** submit your comments and concerns to PSI while at the test center. You may submit your comments by typing them into the desktop computer's "Comment" button on the keyboard. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted.

Review of Examination Score:

- An Examination Score report shall be given to candidates, on site, for no additional charge after completing their respective examination or part thereof. Your Examination Score report will state whether you have passed or failed and explain what part(s) of your examination you failed, showing your strengths and weaknesses in content areas. It will also inform you of your right to review the questions that you answered incorrectly on your examination. A request to review examination questions shall be made to PSI **within 30-days from the date of examination.**

NOTE: If you need an extra copy of your Examination Score Report - such a **request must be made within 30-days of the date of examination at no cost to you.**

Important: If an appeal, review of questions or review of score results in a change of score from failing to passing, candidates will be required to update their application to show any changes in information in their initial application. *See Part V Required Renewal of Application Forms on page 9.*

Request for Review of Questions:

- Failing candidates will review their examination in a secure environment and may challenge any questions or answers that they feel should be eliminated, changed, or given credit.
- A Request for a Review of Questions shall be made to PSI within 30-days from your examination date or the date you received your score. Failure to make such a request within the time allotted may jeopardize your right to review the examination questions.
- Candidates may register for the examination review via Automated Telephone, Internet, Mail or Fax and Pay by Money Order, Cashier's Check, VISA or MasterCard. Personal or company checks are **not** accepted. **The fee**

for this service is the same as the cost of reexamination.

- During the review you will be presented with the questions you answered incorrectly and the correct answer to those questions. The purpose of the review is to allow you to self-research the question to determine why the answer you selected was incorrect. If you feel that there is an error in the question, you may comment about the question during the review by writing down comments on the Test Question Review sheet.
- All comments together with a copy of the challenged test questions will be submitted directly to PSI's test development staff for review. PSI will contact you within 20 business days if your status changed from fail to pass, and a new score report will be issued. Most test questions are determined to be correct as presented on the examination, so do **NOT** wait for a response before preparing for and scheduling for re examination.

You are not permitted to take any notes outside of the review sessions. Please call (800) 733-9267 with any questions.

Examination Appeal:

- If after an exam review PSI maintained their failing score and you still disagree with their findings you may file an appeal before the Board. The appeal shall be made in writing to the Board of Sheet Metal Workers within 30-days of the date on your rejection notice from PSI. In your appeal you must state the items/questions that are to be reviewed. Failure to make such a request within the time allotted may jeopardize your right to an appeal. Mail To:

Commonwealth of Massachusetts
Division of Professional Licensure
Board of Sheet Metal Workers
1000 Washington St., 7th Floor
Boston, MA 02118
Phone: 617.727.9952

Reviews and Appeals

Applications for Examination:

- Applications can be found at the end of this Candidate Information Bulletin. Additionally, all applications may be downloaded, or printed from the Board's and web site: www.mass.gov/dpl/boards/sm

Scheduling:

- Once applications are approved, candidates are responsible for contacting PSI to schedule an appointment to take the examination. For the fast and convenient test scheduling, PSI recommends candidates schedule their exams online by accessing PSI's registration website at www.psiexams.com 24 hours a day.
- You may also schedule your examination touch-tone phone 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00pm ET. PSI will make every effort to



schedule the examination site and time that is most convenient for you. Please be prepared to offer alternate examination appointment choices.

Penalties and Refund Policies for all Examinations:

- 1. Failure to appear-** Any candidate who fails to appear for an examination shall forfeit **ALL** fees paid in connection with that examination.
- 2. Rescheduling-** 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.

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

- 3. Illness-** If you are too ill to take an examination on the scheduled date, you may submit a letter from your doctor or hospital substantiating your illness (on their letter head) or any other documentation that PSI and or the Board could use in determining your illness.
- 4. Weather-** In the event of severe weather, PSI reserves the right to cancel any and all scheduled examinations. In such event PSI will attempt to contact each applicant that day via telephone to reschedule your examination at your earliest convenience. If they are unable to contact you at that time, they will send a written notice to reschedule the next business day.

Pretest Items:

In addition to the number of questions per examination, a small number of five to ten “pretest” questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

J-1 UNRESTRICTED JOURNEYPerson SHEET METAL

# of Questions	% Required to Pass	Time Allowed
80	70	150 minutes

Content Outline

Subject Area	# of Items
General Safety	4
General Trade Knowledge	12
Custom Metal Roofing-Layout, Fabrication and Installation	25
Pre-fabricated Engineered Metal Roofing Systems	25
Soldering	2
Massachusetts 8 th Edition Building Code	4
Massachusetts Sheet Metal Regulations 271 CMR	4
Blue Print Reading	4

Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed. The examination is open book. If you download a reference from the internet, it must be spiral bound or hole-punched and placed in a binder, or stapled in the left hand corner.

The following references are allowed in the examination center:

- Massachusetts 8th Edition Building Code
- Architectural Sheet Metal Manual, 2003, Sheet Metal and Air Conditioning Contractors’ National Association, Inc., (703) 803-2980, www.smacna.org
- Metal Roofing Systems Design Manual, First Edition published by the Metal Roofing Manufacturers Association**
- Massachusetts Sheet metal Regulation 271 CMR

The following references are NOT allowed in the examination center:

- Code of Federal Regulations Title 29, Part 1926 (OSHA) 2008, ---OR---PSI, OSHA Excerpts, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954-(888)293-6498, <http://bookstore.gpo.gov> ---OR---PSI, 3210 E Tropicana, Las Vegas, NV 89121, (see order form at the end of this bulletin)
- Sheet Metal, Levels 1 - 4, 3rd Edition, 2008, National Center for Construction Education and Research (NCCER), (888) 622-3720, www.nccer.org

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, **annotated**, and/or indexed prior to the examination session. However, references may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the department. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their



approved references. Any additional materials will be removed from the references and confiscated. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin.

First Time Candidate Fees:

Applicants must pay the fee by **VISA, Mastercard, cashier’s check or money order only**, payable to PSI.

	*Initial PSI Fee Per Candidate	**PSI Application Processing Fee and Examination Administration Fee	***MA License Application Processing Fee
J-1 Unrestricted Journeyperson Sheet Metal	\$305	\$150	\$155

*Fee is a sum of all fees broken down at right

**PSI Application Processing Fee is good for one year. If you do not test within one year, you must pay this fee again.

***MA License Application Processing Fee is non-refundable.

Re-exam Candidate Fees:

Applicants for reexamination must pay the fee by **VISA, Mastercard, cashier’s check or money order only**, payable to PSI.

	Total PSI Re-exam Fee Per Candidate
J-1 Unrestricted Journeyperson Sheet Metal	\$80.00

Re-exam Fees are non-refundable.



The Commonwealth of Massachusetts
Division of Professional Licensure
BOARD OF SHEET METAL WORKERS
1000 Washington St., 7th Floor • Boston, Massachusetts 02118

JOURNEYPERSON EXAMINATION APPLICATION

1. **Please read all instructions before starting your exam application.** This particular examination has been **specifically designed for those in the metal roofing industry.** The exam will be available for a limited time only. The intent of this application is to determine whether the applicant meets the licensing requirements. Incomplete applications will be significantly delayed. Because of the high volume of telephone calls, email is highly recommended. See www.psiexams.com for a link to the latest email and telephone information.
2. This is an application for Journeyman license J-1 (un-restricted). Applicants will need to carefully read items # 3 to determine their eligibility.
3. To qualify for an unrestricted J-1 license you are required to furnish documentary proof satisfactory to the Board of having a high school diploma or GED, and completed, within ten years preceding application, training and education substantially equivalent to the 8000 field hours / 750 education hours required.
4. Candidates that fail an examination will have 6 months from the application date to successfully retake the examination; otherwise candidates will need to submit a new application. This particular examination is only available through December 2011.
5. Candidates that have not successfully passed the exam after three attempts shall provide satisfactory proof to the board of having successfully completed self-designed learning objectives or successful completion of an examination preparation course.
6. If you are ineligible for a Social Security Number, contact the Board for instructions.
7. Please note the personal or business address that you choose as your mailing address is **public record** and will be released to anyone upon request.
8. Candidates that hold a current **out-of-state** sheet metal license shall submit a certificate of standing from that licensure jurisdiction is required. Certificates are required for all licensure status including lapsed, expired, etc. Contact that jurisdiction and have the document mailed to you for inclusion with your application. Please maintain the official **statement(s) in the unopened, jurisdiction-sealed envelope(s) to accompany your application.** The document may also be mailed direct to the Board; however, this may cause a delay in processing your application.
9. If you have been convicted of a crime you must list all offenses inclusive of OUI, DUI, and Operating after/with suspended license or registration. Dispositions of “continued without finding” (“CWF”) or “admission to sufficiency of facts” must be reported. Do not include minor traffic offense(s).
10. Include a check or money order for \$305.00 in U.S. funds made payable to the **PSI.** The fee is **not** refundable. Please note that your application will not be processed without the correct fee. The initial fee includes both application processing, examination fee and your first license.
11. Please mail application and fee to: The Board of Examiners of Sheet Metal Workers
1000 Washington Street, Suite 710
Boston, MA 02118-6100

15. Have you ever applied for and been denied a professional license in the United States or any country or foreign jurisdiction? Yes: No: If yes, please state the details (use a separate sheet if necessary): _____

16. Have you ever been convicted of, or admitted to, a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$200.00 was assessed? Yes: No: If yes, please state the details (use a separate sheet if necessary): _____

17. Have you ever been charged with a criminal violation which led to a disposition of "continued without a finding" ("CWOFF") or admission to sufficiency of facts? Yes: No: _____

If you have been enrolled in the NCIC Identity Theft File by the CHSB, please provide your ID theft index PIN: _____

NOTE: The Board has received certification by the Criminal History Systems Board (ID# MAREG G) to access data about convictions and pending criminal cases. Your signature on this application allows the Board to conduct criminal background checks for conviction, non-conviction, and pending criminal case information only, on an ongoing basis, and that it will not necessarily disqualify you from licensure (or later license renewal). Other Federal and professional records may also be checked. The Board will not deny you a license (license renewal) based on criminal information prior to giving you an opportunity for a limited appearance before the Board.

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of Examiners of Sheet Metal Workers to deny me the right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts Law. I further attest that, pursuant to G.L. c.62C, §49A, to the best of my knowledge and belief, I have filed all Massachusetts tax returns and paid all Massachusetts taxes required by law.

Signature of applicant

Date of Birth (mm/dd/yyyy)

Date

YOU MUST INCLUDE THIS APPLICATION CHECKLIST WITH YOUR APPLICATION

In checking each box below, I certify, under the pains and penalties of perjury, the truth of the corresponding statement:

- I have read the "Instructions for Journeyman J-1 application".
- I have enclosed a completed "License Application" form.
- I have enclosed sealed, official, certificates of standing from each jurisdiction (outside of MA) in which I have held a professional sheet metal license or certification.
- I have enclosed a copy or proof of a high school diploma.
- I have enclosed a \$ 305.00 Check/Money Order payable to: PSI.

VISA, Mastercard, Money Order, Company Check, or Cashier's Check only.

Credit card (MasterCard or VISA) payment accepted for phone or fax review/re-exam registrations only. MC Visa

Card No: _____

Exp. Date: _____

Card Verification No: _____

For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.

Cardholder Name (Print): _____

Signature: _____

All fees and completed forms shall be sent to:
The Board of Examiners of Sheet Metal Workers
1000 Washington Street, Suite 710
Boston, MA 02118-6100

BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

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

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

<input type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT (You must have passed the exam before ordering the certificate) Certificate of Achievement suitable for framing. \$18.00 plus shipping and handling.	
<input type="checkbox"/>	Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI	

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

➤ You may also place a checkmark next to the items that you would like to order, and fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.

FAX to:
PSI licensure:certification
Fax (702) 932-2668

Name_____

Address_____

City_____ State_____ Zip_____

Phone Number_____