

# COMMONWEALTH OF MASSACHUSETTS DIVISION OF OCCUPATIONAL LICENSURE

## CANDIDATE HANDBOOK

### EXAMINATION ELIGIBILITY REQUIREMENTS

#### 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.

## Examination 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 in building construction or design in the field in which you wish to be licensed.
3. Provide documentation of your experience.
4. List your duties as they directly relate to the field of building construction or design.
5. 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:

- a) individuals whose license has been expired for more than two years.
- b) 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:**
  - 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.
  - 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.
  - 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:
  - **Tax forms.** 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.
  - **Letter of Attestation.** 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.

## Apply to take the Examination

[Click Here](#) to apply to take the examination. Select VIEW AVAILABLE TESTS and select which Test you will be applying for. Select SIGN IN/REGISTER and select Create Account. You will be required to upload the required documentation.

Processing and review can take up to 2 weeks to receive, review, and approve the application. Once approval by PSI, you will be sent an email confirmation. If your registration is incomplete, PSI will contact you to advise you of any additional information or documents required.

Your initial application will be kept on file for two years. If you are not able to pass your exam within the two-year window, you must submit a new application with updated copies of all of the requested documentation.

## EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Once you are approved, you will receive an email confirmation from PSI. It is your responsibility to contact PSI to pay and schedule for the examination. If you fail, you may retest unlimited.

Application Fee	\$23
Examination Fee	\$65

NOTE: APPLICATION AND EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

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

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/macon>. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your SSN and the spelling of your name exactly as it is shown on your identification that will be presented at the examination site.
- You will be asked to select the examination. You will then enter your personal and contact information. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

### TELEPHONE (855-746-8173)

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

### RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (2) days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at 855-746-8173.

**Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI to speak directly to a Customer Service Representative.**

### RETAKE A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination due to processing and reporting results. Depending upon space availability, unsuccessful candidates may be able to retest within two business days. You may access a registration form at <https://test-takers.psiexams.com/macon>. You may also call PSI at 855-746-8173.

### MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. You will also forfeit your examination fee, if you:

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Are not checked in by your scheduled start time;
- Do not present proper identification when you arrive for the examination.

### EXAM ACCOMMODATIONS (ADA)

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your scheduled examination by calling 855-746-8173. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at <https://test-takers.psiexams.com/macon>.

## EXAMINATION SITE LOCATIONS

### Auburn

48 Sword St, Unit 204  
Auburn, MA 01501

### Boston

56 Roland St., Suite 305  
Washington Crossing  
Charlestown, MA 02129

**\*\*\*DO NOT PARK IN BUILDING LOT\*\*\***

Vehicles will be towed at owner's expense. Street or nearby garages are the best options for parking.

### Fall River

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

**\*\*\*PAID PARKING ONLY\*\*\***

PSI does not offer designated parking at this site. Please be aware that you must have cash on-hand to pay for parking

### Lawrence

1 Ballard Way, Suite 104  
Lawrence, MA 01843

### Springfield

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

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear.

## REPORTING TO THE EXAMINATION SITE

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 you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

#### PRIMARY IDENTIFICATION - Choose One

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

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

### SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will be given a piece of scratch paper and a pencil. You will return the scratch paper and pencil during check-out.
- You will have access to an online calculator.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.

- **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear is not permitted in the testing room. Examples of outerwear include: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.**
- **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
- **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to all guests, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the Department of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Department.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## TAKING THE EXAMINATION BY COMPUTER

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

### TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### EXAMINATION REVIEW

PSI, in cooperation with the Division, will be consistently evaluating the examination being administered to ensure that the examination accurately measure competency in the required knowledge areas. Your comments regarding the questions and the examination are welcomed. **This is the only review of examination materials available to applicants.**

**IMPORTANT:** You may review items and make comments during the time allotted for your exam. No review is available once the exam has been completed (scored) or time has expired. Comments submitted after the examination will not be reviewed.

## SCORE REPORTING

Your results will be given to you immediately following completion of the examination. A score of 70 percent or above is required to pass each exam.

- If you **pass**, you will receive an examination result report which will indicate "PASS".
- If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses.

### DUPLICATE SCORE REPORTS

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

## DESCRIPTION OF EXAMINATIONS

PSI 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.

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.

### MASSACHUSETTS DEMOLITION CONSTRUCTION SUPERVISOR EXAM

Tests a candidate's knowledge of demolition and removal of structures and buildings.

Content Area	# Items Test
Massachusetts Administrative Responsibilities (780 CMR)	4
Hazardous Materials	4
Demolition of Associated Structures	5
Safety of Work Areas (Guards, Canopies, Catch Platforms, and Utilities)	8
Material Handling	4
Safety OSHA	5

Total Items: 30  
Cutscore: 21 (70%)  
Duration: 120 minutes

**References (open book):** The exam questions are based on the following references. Any edition(s) of the references is allowed in the testing center for your use while taking this examination.

International Building Code, 2021, International Code Council, 800-786-4452, Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code Base Volume (Commercial) (780 CMR), Tenth 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, 2021, International Code Council, 800-786-4452, Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Residential Code for One- and Two-Family Dwellings (780 CMR), Tenth 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)

Excavator Manual - 811 - A Guide to Safe Excavation Practices in Massachusetts, Maine, New Hampshire, Rhode Island and Vermont; Latest available edition  
<https://dev.digsafe.com/img/DGS-Excavator-Manual-NOV-2022-WEB.pdf>

Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or  
[https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)

OR  
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088.  
[www.pSIONlinestore.com](http://www.pSIONlinestore.com)

---

## MASSACHUSETTS INSULATION CONSTRUCTION SUPERVISOR EXAM

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.

Content Area	# Items Test
Massachusetts Administrative Responsibilities (780 CMR)	4
General Knowledge	5
Spray-On Application	3
Batt / Roll Insulation	6
Blown or Loose - Fill Insulation	5
Rigid-Board and Reflective Insulation	3
Vapor Retarders	4
Safety OSHA	5

Total Items: 35  
Cutscore: 25 (70%)  
Duration: 120 minutes

**References (open book): The exam questions are based on the following references. Any edition(s) of the references is allowed in the testing center for your use while taking this examination.**

International Building Code, 2021, International Code Council, 800-786-4452, Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code Base Volume (Commercial) (780 CMR), Tenth 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, 2021, International Code Council, (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code for One- and Two-Family Dwellings (780 CMR), Tenth 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 Energy Conservation Code, 2021, International Code Council (ICC), (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org).

Massachusetts Residential Stretch Code; Massachusetts Amendments to the International Energy Conservation Code, (225 CMR), Tenth 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)

Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or

[https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)

OR

Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088.

[www.pSIONlinestore.com](http://www.pSIONlinestore.com)

---

## MASSACHUSETTS MASONRY CONSTRUCTION SUPERVISOR EXAM

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, dependent upon the scope of work...

Content Area	# Items Test
Massachusetts Administrative Responsibilities (780 CMR)	4
Plan Reading and Estimating	4
Concrete Block	11
Brick	9
Mortar and Grout	8
Stone and Glass Block	5
Steel Reinforcement and Accessories	4
Safety OSHA	5

Total Items: 50

Cutscore: 35 (70%)

Duration: 180 minutes

**References (open book): The exam questions are based on the following references. Any edition(s) of the references is allowed in the testing center for your use while taking this examination.**

International Building Code, 2021, International Code Council, 800-786-4452, Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code Base Volume (Commercial) (780 CMR), Tenth 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, 2021, International Code Council, 800-786-4452, Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Residential Code for One- and Two-Family Dwellings (780 CMR), Tenth 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 Energy Conservation Code, 2021, International Code Council (ICC), (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org).

Massachusetts Residential Stretch Code; Massachusetts Amendments to the International Energy Conservation Code, (225 CMR), Tenth 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)

Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or

[https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)

OR

Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088.

[www.pSIONlinestore.com](http://www.pSIONlinestore.com)



---

## MASSACHUSETTS RESTRICTED CONSTRUCTION SUPERVISOR EXAM

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.

Content Area	# Items Test
Massachusetts Administrative Responsibilities (780 CMR)	5
Plan Reading and Estimating	5
Energy Efficiency	5
Sitework and Foundations	6
Concrete and Masonry	4
Moisture Intrusion/Protection	4
Structural Framing (Steel and Wood)	7
Roofing / Exterior Walls	5
Associated Trades (including interior and exterior finishes, and windows & doors)	6
Interior Environment (Mechanical and Ventilation)	3
Fire Protection	5
Safety OSHA	5

Total Items: 60  
Cutscore: 42 (70%)  
Duration: 180 minutes

**References (open book):** The exam questions are based on the following references. Any edition(s) of the references is allowed in the testing center for your use while taking this examination.

International Residential Code for One- and Two-Family Dwellings, 2021, International Code Council, 800-786-4452, Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Residential Code for One- and Two-Family Dwellings (780 CMR), Tenth 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 Energy Conservation Code, 2021, International Code Council (ICC), (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org).

Massachusetts Residential Stretch Code; Massachusetts Amendments to the International Energy Conservation Code, (225 CMR), Tenth 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)

Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or

[https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)

OR

Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088. [www.psiolinestore.com](http://www.psiolinestore.com)

---

## MASSACHUSETTS ROOF COVERING CONSTRUCTION SUPERVISOR EXAM

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.

Content Area	# Items Test
Massachusetts Administrative Responsibilities (780 CMR)	4
Roofing - Substrate	4
Roofing - Steep	10
Roofing - Metal Flashing	6
Roofing - General (metal panel, elastomeric, built-up)	6
Safety OSHA	5

Total Items: 35  
 Cutscore: 25 (70%)  
 Duration: 120 minutes

**References (open book):** The exam questions are based on the following references. Any edition(s) of the references is allowed in the testing center for your use while taking this examination.

International Building Code, 2021, International Code Council, 800-786-4452, Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code Base Volume (Commercial) (780 CMR), Tenth 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, 2021, International Code Council, (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code for One- and Two-Family Dwellings (780 CMR), Tenth 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 Energy Conservation Code, 2021, International Code Council (ICC), (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org).

Massachusetts Residential Stretch Code; Massachusetts Amendments to the International Energy Conservation Code, (225 CMR), Tenth 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)

Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or

[https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)

OR

Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088.

[www.psionlinestore.com](http://www.psionlinestore.com)

---

## MASSACHUSETTS SOLID FUEL BURNING APPLIANCE CONSTRUCTION SUPERVISOR EXAM

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.

Content Area	# Items Test
01 - Massachusetts Administrative Responsibilities (780 CMR)	4
02 - General Knowledge	10
03 - Equipment	16
04 - Safety OSHA	5

Total Items: 35  
 Cutscore: 25 (70%)  
 Duration: 120 minutes

**References (open book):** The exam questions are based on the following references. Any edition(s) of the references is allowed in the testing center for your use while taking this examination.

NFPA 211, Standards for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances, 2019, <https://www.nfpa.org/codes-and-standards/nfpa-211-standard-development/211>

International Building Code, 2021, International Code Council, 800-786-4452, Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code Base Volume (Commercial) (780 CMR), Tenth 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, 2021, International Code Council, (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code for One- and Two-Family Dwellings (780 CMR), Tenth 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 Mechanical Code, 2021, International Code Council, (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or

[https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)

OR

Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088.

[www.pSIONlinestore.com](http://www.pSIONlinestore.com)

---

## MASSACHUSETTS UNRESTRICTED CONSTRUCTION SUPERVISOR EXAM

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..

Content Area	# Items Test
Massachusetts Administrative Responsibilities (780 CMR)	5
Plan Reading and Estimating	6
General Building Construction Knowledge	8
Energy Efficiency	5
Accessibility	3
Sitework and Foundations	5
Concrete and Masonry	7
Moisture Intrusion/Protection	4
Structural Framing (Steel and Wood)	6
Roofing / Exterior Walls	6
Associated Trades (including interior and exterior finishes, and windows & doors)	8
Interior Environment (Mechanical and Ventilation)	3
Fire Protection	3
Safety OSHA	6

Total Items: 75

Cutscore: 53 (70%)

Duration: 180 minutes

**References (open book):** The exam questions are based on the following references. Any edition(s) of the references is allowed in the testing center for your use while taking this examination.

International Building Code, 2021, International Code Council, 800-786-4452, Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code Base Volume (Commercial) (780 CMR), Tenth 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, 2021, International Code Council, (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code for One- and Two-Family Dwellings (780 CMR), Tenth 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 Energy Conservation Code, 2021, International Code Council (ICC), (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org).

Massachusetts Residential Stretch Code; Massachusetts Amendments to the International Energy Conservation Code, (225 CMR), Tenth 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 Commercial Stretch Code; Massachusetts Amendments to the International Energy Conservation Code, (225 CMR), Tenth 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).

Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)

OR  
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088. [www.psonlinestore.com](http://www.psonlinestore.com)

---

## MASSACHUSETTS WINDOW AND SIDING CONSTRUCTION SUPERVISOR EXAM

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..

Content Area	# Items Test
Massachusetts Administrative Responsibilities (780 CMR)	4
Vinyl Siding	4
Aluminum Siding	3
General Siding	3
Surface Preparation	5
Tools, Equipment and Accessories	4
Estimating and Plan Reading	3
Windows	4
Safety OSHA	5

Total Items: 35  
Cutscore: 25 (70%)  
Duration: 120 minutes

**References (open book):** The exam questions are based on the following references. Any edition(s) of the references is allowed in the testing center for your use while taking this examination.

International Building Code, 2021, International Code Council, 800-786-4452, Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code Base Volume (Commercial) (780 CMR), Tenth 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, 2021, International Code Council, (800) 786-4452; Headquarters Washington DC; 200 Massachusetts Ave, NW Suite 250, Washington, DC 20001; [www.iccsafe.org](http://www.iccsafe.org)

Massachusetts Amendments to the Building Code for One- and Two-Family Dwellings (780 CMR), Tenth 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).

Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or

[https://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1926](https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)

OR

Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088. [www.pSIONlinestore.com](http://www.pSIONlinestore.com)

## 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 Division of Occupational Licensure (DOL) 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 an exam administration fee for each exam, plus the fee per license, a candidate may apply for and receive a single license card from the DPS for a single fee for any combination of the Specialty License Categories.

However, in order to pay the reduced 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 fee with each application.

**Commonwealth of Massachusetts**  
**Division of Occupational Licensure**  
Office of Public Safety & Inspections (OPSI) 1000 Washington Street- Suite 710  
Boston, MA 02118  
Phone: 617.727.3200  
Website: [www.mass.gov/dps](http://www.mass.gov/dps)