



Board of Examiners of Sheet Metal Workers Licensure Candidate Exam Application Information

Introduction:

This Bulletin details the requirements as well as the process for achieving licensure. Candidates are eligible for the examination once their application and supporting documentation are approved. In order to be approved for examination by Board of Examiners of Sheet Metal Workers, candidates must have the required or equivalent apprenticeship experience and education. The Board will receive, review and approve/deny all applications. Once an application is approved the Board will notify the exam vendor. PSI Exams will notify approved applicants, schedule and conduct the examinations. All applications must be submitted online through the e-Licensing website: <https://www.mass.gov/sheet-metal-workers-licensing>

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 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.

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. 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

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

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

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 on the left side of the building, and suite 104 is on the first floor on the right.

-or-

Take I-495 S to Rte. 114 W/ Winthrop Ave., Exit 42B, toward South Lawrence. Turn left onto Andover St. (Top Donut is on the corner). Turn left onto Ballard Rd. Take the 1st left. 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 on the left side of the building, and suite 104 is on the first floor on the right.

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". PSI is located on the left side of the building, and suite 104 is on the first floor on the right.

-or-

Take I-495 N toward Lawrence/Haverhill. Take I-93 N, exit 40B toward Concord, NH. Take the River Rd. exit, exit 45, toward 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". PSI is located on the left side of the building, and suite 104 is on the first floor on the right.

From 114, take 114W/Winthrop Ave., toward South Lawrence. Turn left onto Andover St. (Top Donut is on the corner). Turn left onto Ballard Rd. Take the 1st left. 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 on the left side of the building, and suite 104 is on the first floor on the right.

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 offers sheet metal examinations for the following categories of licensure: Unrestricted Journeyman Sheet Metal, Unrestricted Journeyman Sheet Metal-Roofing, Restricted Journeyman Sheet Metal, Unrestricted Master Sheet Metal, and Restricted Master Sheet Metal.

Identification of Candidates:

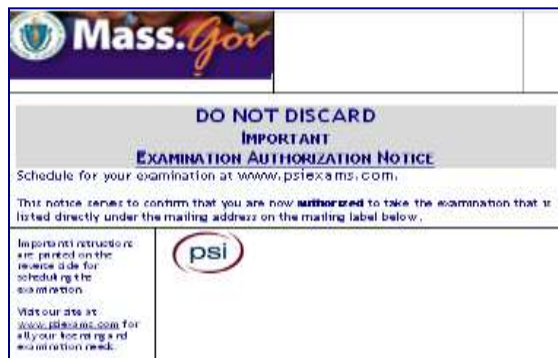
You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID or passport), which bears your signature and has your photograph or a complete physical description. The other must have your signature and preprinted legal name. All identification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

Note: If you cannot provide the required identification, you must call (855) 746-8173 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

The Examination Process

Eligibility and Examination Registration:

- Eligibility for examination is to be determined by the Board of State Examiners and its' vendor, PSI.
- If your application is deemed incomplete or unqualified, the Board will return your original application, any additional documentation to you for completion. Enclosed will be a notice explaining why your application could not be approved. Incomplete applications will only be kept open for 180 days.
- 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.



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

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 (855) 746-8173. 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.

Americans with Disabilities Act (ADA):

If you require exam accommodations, under the Americans with Disabilities Act (ADA), please contact PSI at (855) 746-8173 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 exam accommodations will be made in meeting a candidate's needs. Requests for any exam 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 exam accommodations 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:

- Calculator - only non-programmable, non-printing, silent, battery-operated, non-alphabet keys.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, **but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage

provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

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 Phone, 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 (855) 746-8173 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., Suite 710
Boston, MA 02118-6100

Rescheduling and Refunds

Penalties and Refund Policies for all Examinations:

- **Failure to appear.** Any candidate who fails to appear for an examination shall forfeit ALL fees paid in connection with that examination.
- **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 PSI Website or call PSI to speak directly to a Customer Service Representative.

- **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.
- **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.

Re-examination:

- Candidates that fail an examination will have 6 months from the application approval date to successfully retake the examination; otherwise candidates will need to submit a new application to the Board.
- 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.

To schedule a re-examination please contact:

PSI Examination Services
3210 E Tropicana Ave, Attn: MA SM
Las Vegas, NV 89121
(855) 746-8173 • Fax (702) 932-2666
www.psiexams.com

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 METAL ROOFING

| # 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, 7th Edition (2012), 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 - 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
OR
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, www.psonlinestore.com. (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.

J-1 UNRESTRICTED JOURNEYPERSON SHEET METAL

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

Content Outline

| Subject Area | # of Items |
|---|------------|
| General Knowledge | 8 |
| Safety | 7 |
| Duct Sizing, Design, Hangers & Supports | 8 |
| Duct Fabrication & Installation | 4 |
| Layout | 12 |
| Ventilation System Accessories & Devices | 7 |
| Commercial Kitchen Exhaust Systems | 5 |
| Life Safety Ventilation Systems & Accessories | 5 |
| Blue Print Reading | 4 |
| Air Balancing | 4 |
| Metal Roofing Systems & Accessories | 8 |
| Plenums & Casings | 3 |
| Welding | 5 |

The revised Content Outline below will go into effect on 9/1/2021

| Subject Area | # of Items |
|---|------------|
| General Knowledge | 8 |
| Safety | 8 |
| Duct Sizing, Design, Hangers and Supports | 8 |
| Duct Fabrication and Installation | 5 |
| Layout | 12 |
| Ventilation System Accessories and Devices | 7 |
| Commercial Kitchen Exhaust Systems | 6 |
| Life Safety Ventilation Systems and Accessories | 6 |
| Blue Print Reading | 4 |
| Air Balancing | 4 |
| Metal Roofing Systems and Accessories | 4 |
| Plenums and Casing | 3 |
| Welding | 5 |

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The following references are allowed in the examination center:

- 2009 Uniform Mechanical Code or 2009 International Mechanical Codebook
The Uniform Mechanical Code (UMC) will be removed as a reference and only the 2009 International Mechanical Codebook (IMC) will be used starting on 9/1/21.
- NFPA - 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, 2008, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org
- NFPA - 90A Standard for The installation of Air Conditioning and Ventilation Systems, 2009, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org
- NFPA 90B - Standard for the Installation of Warm Air Heating and Air-Conditioning Systems, 2009, , National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org
- NFPA 92A - Standard for Smoke Control Systems Utilizing Barriers and Pressure Differences, 2009, , National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org
- NFPA 92B - Standard for Smoke Management Systems in Malls, Atria, and Large Spaces, 2009, , National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org
- HVAC Duct Construction Standards, Metal and Flexible, 2005, 3rd edition, Sheet Metal and Air Conditioning Contractors' National Association, Inc., (703) 803-2980, www.smacna.org
- Architectural Sheet Metal Manual, 7th Edition (2012), Sheet Metal and Air Conditioning Contractors' National Association, Inc., (703) 803-2980, www.smacna.org.
- Massachusetts Sheet Metal Regulation 271 CMR

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OR
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, www.psonlinestore.com. (See order form at the end of this Bulletin.
- *Modern Welding*, 11th Edition (2014), Althouse/Turnquist/ Bowditch/Bowditch/Bowditch, The Goodheart-Willcox Company, Inc., 18604 West Creek Dr., Tinley Park, IL 60477-6243, (800) 323-0440, www.g-w.com.
- *Sheet Metal*, Levels 1 - 4, 3rd Edition, 2008, National Center for Construction Education and Research (NCCER), (888) 622-3720, www.nccer.org

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J-2 RESTRICTED JOURNEYPerson SHEET METAL

| # of Questions | % Required to Pass | Time Allowed |
|----------------|--------------------|--------------|
| 60 | 70 | 120 minutes |

Content Outline

| Subject Area | # of Items |
|--|------------|
| General Knowledge | 8 |
| Safety | 7 |
| Duct Sizing, Design, Hangers & Supports | 8 |
| Duct Fabrication & Installation | 6 |
| Layout | 8 |
| Ventilation System Accessories & Devices | 7 |
| Commercial Kitchen Exhaust Systems | 4 |

| | |
|---|---|
| Life Safety Ventilation Systems & Accessories | 3 |
| Blue Print Reading | 4 |
| Air Balancing | 3 |
| Plenums & Casings | 2 |

The revised Content Outline below will go into effect on 9/1/2021

| Subject Area | # of Items |
|---|------------|
| General Knowledge | 8 |
| Safety | 7 |
| Duct Sizing, Design, Hangers and Supports | 8 |
| Duct Fabrication and Installation | 6 |
| Layout | 8 |
| Ventilation System Accessories and Devices | 7 |
| Commercial Kitchen Exhaust Systems | 4 |
| Life Safety Ventilation Systems and Accessories | 3 |
| Blue Print Reading | 4 |
| Air Balancing | 3 |
| Plenums and Casing | 2 |

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- NFPA - 90A Standard for The installation of Air Conditioning and Ventilation Systems, 2009, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org
- NFPA 90B - Standard for the Installation of Warm Air Heating and Air-Conditioning Systems, 2009, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org
- NFPA 92A - Standard for Smoke Control Systems Utilizing Barriers and Pressure Differences, 2009, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org
- NFPA 92B - Standard for Smoke Management Systems in Malls, Atria, and Large Spaces, 2009, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, www.nfpa.org
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| M-1 UNRESTRICTED MASTER SHEET METAL |
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| # of Questions | % Required to Pass | Time Allowed |
|----------------|--------------------|--------------|
| 50 | 70 | 120 minutes |

Content Outline

| Subject Area | # of Items |
|--------------------------------------|------------|
| MA Sheet Metal Rules and Regulations | 5 |
| Estimating & Bidding | 7 |
| Financial Management | 8 |
| Lien laws | 2 |
| Tax Laws | 5 |
| Labor Laws | 3 |
| Project Management | 5 |
| Contracts | 6 |
| Business Structure & Organization | 2 |
| Risk Management | 2 |
| Environmental Issues & Safety | 5 |

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 closed book.

The following reference is allowed in the examination center:

- Basic Business and Project Management for Contractors, NASCLA, 13th Edition (2020), National Association of State Contractors Licensing Agencies (NASCLA), Post Office Box 14941, Scottsdale, AZ 85267, (623) 587-9519, Fax (623) 587-9625, www.nascla.org
- Massachusetts Sheet Metal Regulation 271 CMR

The following references are NOT allowed in the examination center:

- Massachusetts General Law, Chapter 254, Liens on Buildings and Land, www.malegislature.gov/Laws/GeneralLaws/Chapter254
- *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
OR
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, www.psionlinestore.com. (See order form at the end of this Bulletin.)

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.

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| M-2 RESTRICTED MASTER SHEET METAL |
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| # of Questions | % Required to Pass | Time Allowed |
|----------------|--------------------|--------------|
| 50 | 70 | 120 minutes |

Content Outline

| Subject Area | # of Items |
|--------------------------------------|------------|
| MA Sheet Metal Rules and Regulations | 5 |
| Estimating & Bidding | 7 |
| Financial Management | 8 |
| Lien laws | 2 |
| Tax Laws | 5 |
| Labor Laws | 3 |
| Project Management | 5 |
| Contracts | 6 |
| Business Structure & Organization | 2 |
| Risk Management | 2 |
| Environmental Issues & Safety | 5 |

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OR

- Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, www.pSIONlinestore.com. (See order form at the end of this Bulletin.)

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