



**PSI Services LLC**  
3210 E Tropicana Las  
Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)

## NORTH CAROLINA DEPARTMENT OF INSURANCE



## CODE OFFICIALS QUALIFICATION BOARD CERTIFICATION EXAMINATIONS CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

# North Carolina Examination Procedure Checklist

**Before registering for an examination, make sure that you have reviewed the following checklist.**

- You must get authorization from the NC Code Officials Qualification Board (the Board) to take an examination.
- <https://www.ncosfm.gov/licensing-cert/code-officials-qualification-board-coqb/coqb-code-enforcement-officials> or call the Board at (919) 647-0023 or (919) 647-0000.
- Upon approval from the Board, you will be sent an Examination Eligibility Notice, along with instructions for paying and scheduling the examination.
- Each eligibility is valid for two (2) attempts. If you fail both examination attempts, you must resubmit your standard application to the Board.

## **Schedule for your examination:**

- Upon approval from the Board, you are responsible for contacting PSI to pay and schedule for the examination. You may either schedule via the Internet at [www.psiexams.com](http://www.psiexams.com), or schedule over the telephone at (855) 807-3991.

## **Take your examination:**

- Must bring two forms of identification, which bear your signature. One of these must also have your photograph.
  - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.
- Please arrive 30 minutes prior to appointment.

## **After your examination:**

- You will receive your results upon completion.
- Your results will be transmitted daily to the Board.
- If you fail the exam, you are eligible to schedule an exam review within 30 days of the exam attempt. The exam fee includes an exam review.



## EXAMINATIONS BY PSI SERVICES LLC

The NC Code Officials Qualification Board (the Board) has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI provides these examinations through a network of computer examination centers in North Carolina and throughout the US.

## GUIDELINES FOR EXAMINATION QUALIFICATION

You must get authorization from the Board to take an examination. For information on the application process visit the Web site at <https://www.ncosfm.gov/licensing-cert/code-officials-qualification-board-coqb/coqb-code-enforcement-officials> or call the Board at (919) 647-0023 or (919) 647-0000.

Upon approval, the Board will send you an Examination Eligibility Notice which will include instructions for scheduling and paying for the examination.

Each eligibility is valid for one attempt. If you fail the examination, you must resubmit your standard application to the Board.

## EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Exam eligible candidates will be forwarded to PSI on a daily basis. Once approved by the Board, it is your responsibility to contact PSI to schedule and pay for the examination.

Examination Fee	\$135
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**NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.**

[ON-LINE \(WWW.PSIEXAMS.COM\)](http://WWW.PSIEXAMS.COM)

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 [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Board has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**.
2. You will be asked to select the examination and enter the ID# that the Board provided to you. Your record will be found and you will now be ready to schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the

desired test site, available dates will appear. If you have problems contact PSI at (855) 807-3991 for help.

See [step-by-step instructions on the following page](#).

### TELEPHONE

Call (855) 807-3991, PSI registrars are available to receive payment and to schedule your appointment for the examination. PSI registrars are available as follows:

	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

To register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover.)

### RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

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*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 807-3991.

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

### MISSED APPOINTMENT OR LATE CANCELLATION

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

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### EXAM ACCOMMODATIONS

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 must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

### 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 examination schedule by calling (855) 807-3991. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.



## Internet Registration: instructions for scheduling an examination online at [www.psiexams.com](http://www.psiexams.com)

1. Go to [www.psiexams.com](http://www.psiexams.com) and select "Create an Account".

If you have already registered and created an account, type in your email address and password.

**New Users**

You can:

- >> [Create an account](#)
- >> [Register for an examination](#)
- >> [Schedule an examination](#)

**Returning Users**

**Sign in**

Email Address:

Password:

Start in:  ▼

Remember me

[\[ Forgot Password? \]](#)

[\[ Update email address \]](#)

If you do not have an account, please click the below link.

[\[ Create an Account \]](#)

2. **VERY IMPORTANT STEP.** You must put in your email address and the spelling of your name EXACTLY as it was submitted to the Board.
3. Be sure to check the box "Check here to attempt to locate existing records for you in the system" and select Submit.

Fields indicated with an asterisk (\*) are mandatory.

**Step 1**

**Your Details**

Email Address:\*

First Name:\*  Last Name:\*

If you have previously contacted a PSI Customer Support representative and paid for an e you believe that your licensing or certification agency has provided PSI with eligibility info Please check the box below:

Check here to attempt to locate existing records for you in the system.

**Step 2**

**Enter a password for your account and select your security question and answer.**

Create a password:\*  (The password must contain at least five characters. It is case sensitive and can contain letters and numbers only. Spaces are not allowed.)

Retype your password:\*  Retype to confirm your password.

Choose a Security Question:\*  ▼

Security Answer:\*

4. Select the organization, state, account, and classification (as seen below). Enter your Board ID # and select Submit.

**Select Organization**

▼

**Select Jurisdiction**

**Select Account**

▼

**Enter your Inspector ID Number**

5. If your eligibility has been sent, the system will find your imported record. You are now ready to pay and schedule for the examination. Select "Pay for a test."

**Account Activity**

If there are no activities displayed on this page, please click the button below to provide additional information so that we can locate your records:

Registered records

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
NC Building Level II Inspector	NC Building Level II Inspector	North Carolina Code Officials Qualification Board	03/21/2018	<input type="button" value="Pay for a test"/>

6. Type in your credit card information and select *Submit*.

Registration Fee	Cost (\$)
Exam Fee	125.00
<b>Total</b>	<b>125.00</b>

**Payment**  
You will be charged 125.00.

**Credit Card**

Card Type: \*

Card Number: \*

Expiration Date: \*

Name on Card: \*

Billing Street Address: \*

ZIP Code: \*  Card ID Number: \*  [What is Card ID no?](#)

I accept PSI's Payment terms & conditions.  
[Click here to read terms & conditions.](#)

7. Enter your zip code or the city where you live and select *Search*. You will get a list of the testing sites closest to you. Select the desired *Test center* and select *Continue*.

**Test Center Selection**

Country:  Zip or City:

**Choose one or more test centers to view available dates for scheduling:**

Distance	Testcenter Name	Address
<input type="checkbox"/> 17.5 miles	HOUSTON EAST	11811 I-10 East Fwy, Suite 260, Houston, Texas, 77029
<input type="checkbox"/> 28.7 miles	HOUSTON NORTH (GREENBRIDGE PLACE)	650 North Sam Houston Pkwy, East, Suite 335, Houston, Texas, 77060
<input type="checkbox"/> 30.7 miles	HOUSTON - NORTHWEST FREEWAY	9800 Northwest Freeway, Suite 200, Houston, Texas, 77092
<input type="checkbox"/> 36.8 miles	HOUSTON SW	9555 W. Sam Houston Pkwy South, Suite 140, Houston, Texas, 77099
<input type="checkbox"/> 170.4 miles	AUSTIN - ANDERSON SQUARE	8000 Anderson Square, Suite 301B, Austin, Texas, 78757

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8. You will now see the availability. Click on the date and time of your choice and select *Schedule*.

Please choose the date and month (or date range) to check the available sessions.

From:  To:

Test Center	Available Date	Available Session
<input type="radio"/> HOUSTON EAST, Texas	05/15/2012	9:00 AM - 2:00 PM
<input type="radio"/> HOUSTON EAST, Texas	05/17/2012	9:00 AM - 2:00 PM
<input type="radio"/> HOUSTON EAST, Texas	05/18/2012	9:00 AM - 2:00 PM
<input type="radio"/> HOUSTON EAST, Texas	05/19/2012	9:00 AM - 2:00 PM

9. A confirmation will appear that you can print out, and you will receive an email confirmation.

**Your Schedule Details**

Exam: **NC Building Level II Inspector**

Sponsor: **North Carolina Code Officials Qualification Board**

Confirmation Number: C4803175

Test Center: HOUSTON EAST

Address: 11811 I-10 East Fwy Suite 260, Houston, Texas

Test Schedule Date: 05/15/2012

Test Schedule Time: 9:00 AM

You must arrive at the test center 30 minutes before the start of your schedule time or you forfeit your examination fees and will not be allowed to take your scheduled examination.

Directions to Test Center: From I-10 EASTBOUND, take the Federal Rd exit #775A. U-turn under the freeway and come back on the feeder road going West. Building is on the right hand side, next to Papacitas. From I-10 East, take the Holland Rd exit. Stay on the feeder road, building is on the right hand side, next to Papacitas.

## EXAMINATION SITE LOCATIONS

There are nationwide examination centers. You will be provided with the locations upon scheduling for your examination. The testing sites in North Carolina are as follows:

### ASHEVILLE

**1306 C Patton Avenue  
Asheville, NC 28806**

From I-40 take exit 44, Smokey Park Highway (US 19/ 23), turn left. Proceed North/East approx 3 miles (the test center is in a multi-building complex between Haywood Rd and Druid). Turn right onto Haywood Rd at intersection of Patton (19/23) and Haywood Rd (Swannanoa Cleaners on right.) Proceed approximately 0.2 miles and turn left onto Parkwood. Follow building numbers to 1306, approx. 5th building complex on right, past the BB&T bank.

From I-240 exit 3A to 19/23 (Patton Ave) and proceed South approx 2 miles (the test center is in a multi-building complex between Druid and Haywood Rd). Take a left onto Druid (Burger King is on the left), then first right. Proceed (past post office) through stop sign and take first left into parking lot of building #1306.

### CHARLOTTE

**Tyvola Executive Park One  
5701 Westpark Dr, #102  
Charlotte, NC 28217**

From I-77S towards Columbia, exit Tyvola Road (Exit #5). Turn left at Tyvola Road. Make a right at Westpark Dr. From I-77N, exit Tyvola Road (Exit #5). Bear right at Tyvola Road. Turn right at Westpark Dr.

### GREENVILLE

**Charles Center  
2404 South Charles Blvd Suite B  
Greenville, NC 27858**

From the South, proceed North on State Highway 11, and merge to the right onto Greenville Blvd SE (US 264/State 43). Turn right on Charles Blvd.  
From the East, proceed West on US 264 and turn left onto Greenville Blvd SE. Turn left on Charles Blvd.  
From the West, proceed East on US 264. Turn right on Memorial Drive. Turn left on Greenville Blvd. Turn right on Charles Blvd.

### RALEIGH

**5711 Six Forks Road Suite 208  
Raleigh, NC 27609**

From I-440, exit 8, Six Forks Road and proceed North. Turn left on Loft Lane, then right into the first driveway.

### FAYETTEVILLE

**3724 Sycamore Dairy Road, Suite 128  
Arbor Alley Building  
Fayetteville, NC 28303**

From the North, take I-95 South. Merge onto US 301/I-95 Business Route South towards Fayetteville/Fort Bragg/Pope AFB. Turn right onto NC-210/NC-24 Grove St. which becomes Rowan St. From Rowan St., turn right onto Bragg Blvd. Turn left onto Sycamore Dairy Road.

From the South, take I-95 North to Exit 46 and enter NC 87, Martin Luther King (MLK). Take the MLK to the Bragg Blvd exit. Turn left on Bragg Blvd. Stay in the left lane for a few miles. When you get to the traffic light at McDonald's, bear left onto Sycamore Dairy Rd. Very shortly there is another traffic light. Just past it, on the right, turn into the Arbor Alley strip mall.

From the Northwest, take NC-87 South to NC-24 E/Bragg Blvd. Continue on NC-24 E/Bragg Blvd beyond the intersection with Hwy 401 Bypass. Turn right onto Bargain Street and proceed to Sycamore Dairy Road.

From the Southwest, take US 401 North and turn left onto 401 Bypass (Skibo Road). Continue on 401 Bypass/Skibo Road. Turn right onto Legend Ave; turn left onto Sycamore Dairy Road.

PSI is located at the far back end of the Arbor Alley strip mall. The strip mall is located in between the State ABC store and Priscillas.

### WILMINGTON

**Judges Road Business Park  
311 Judge's Road, Suite 8D  
Wilmington, NC 28405**

When Interstate 40 ends, it merges with State Highway 132 (College Road). Exit Market Street (Highway 17) and proceed northeast toward Jacksonville, approximately 1 mile. Turn left at Judge's Road. As you approach Judge's Road Business Park, you will see a dozen brick buildings housing industrial units. Turn left into the Business Park and proceed to the third aisle. Turn right down the aisle for Building 8. Suite 8D is on the left. Overflow parking is available on the street.

### WINSTON-SALEM

**1540 Westbrook Plaza Drive, Suite 103  
Winston-Salem, NC 27103**

From Interstate 40, exit 189, Stratford Road proceed north (left) approximately 100 yards. Turn left on Westbrook Plaza Drive. Turn left at four-way stop, continuing on to Westbrook Plaza Drive. Go through next traffic light. The test center is approximately 1/4 mile past the light and on your left.

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 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

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not be allowed to test and their examination fee will not be refunded.



## PRIMARY IDENTIFICATION

- 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

## SECONDARY IDENTIFICATION

- Credit Card (must be signed)
  - Social Security Card
  - US issued Birth Certificate with Raised Seal
- \*NOTE: Student ID and employment ID are **NOT** acceptable forms of identification.

## SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will have access to an online calculator.
- You will be given scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates are allowed to bring an Architects' scale or rule.
- 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.

## **TAKING THE EXAMINATION BY COMPUTER**

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

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial 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 answering questions, and reviewing your answers.



## TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top



The screenshot shows a test interface with a top navigation bar containing icons for Mark, Comments, Goto, Help, and End. Below the navigation bar, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

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**

In order to schedule a review, you must call PSI at (855) 807-3991 to make an appointment. You must schedule the review within 30 days from the failed test date. There is no separate fee for the review. It is included in the exam fee.

During the review candidates will be presented with the questions the candidate incorrectly answered during the examination on a desktop computer. The candidate will not be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by using the provided Examination Review Sheet. If a candidate chooses to challenge a question, all supporting documentation, such as the reference section and an explanation, must be given regarding the chosen response. The Exam Review Sheet and a copy of the challenged test questions will be submitted directly to the Board.

You will not be permitted to take any notes out of the review session. There is no charge for the examination review. You will have 1 ½ hours for the entire review.

## **SCORE REPORTING**

Your result will be given to you immediately following completion of the examination. The minimum passing score is 70%. The following summary describes the score reporting process:

- If you **pass**, you will immediately receive a successful notification letter.
- If you **do not pass**, you will receive a letter that includes a diagnostic report indicating your strengths and weaknesses by content area.

## DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling (855) 807-3991.

## **TIPS FOR PREPARING FOR YOUR CERTIFICATION EXAMINATION**

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering other possibilities.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## **STATE EXAMINATION REFERENCE MATERIALS AND CONTENT OUTLINES**

The examinations are OPEN BOOK. The references listed in the tables on the following pages are the ONLY references allowed in the examination center. Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or annotated prior to the examination session. Notes on the pages of the reference materials are allowed. However, if written in pencil, they MUST be highlighted; if written in pen, they DO NOT need to be highlighted. NO partial references will be allowed as acceptable reference materials for exams. When printing off the General Statutes or the Board’s Rules, please make sure you bring the entire document and make sure it is bound.

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 Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) within their approved references. Any additional materials will be removed from the references and





confiscated. References may be tabbed with permanent tabs only. Temporary tabs, such as Post-It notes or stapled tabs, are not allowed and must be removed from the reference before the exam will begin. Likewise, divider tabs are not allowed.

The following list of tabs may be used. These items may be purchased at local office supply stores.

**Acceptable Tabs**

Redi-Tag Self-Stick Permanent Adhesive Index Tabs

**Unacceptable Tabs**

Post-It Index Flags  
Post-It Flags  
Self-made tabbing or reinforcement of any kind

For the NCDOT statutes, you can download from the Internet and bring into the testing center, as long as it is spiral bound or 3-hole punched and put in a binder. No additional pages can be included other than the printed statutes and code amendments.

**General Statutes and Agency Rules**

**NC Administrative Code & Policies**

Since these are all Law and Administration type reference documents they can all be in the same binder or separate.

Questions within each state examination are now grouped according to code book. However, each grouping is not in sequential order. This will improve time efficiency and provide more room at each desk.

Candidates are allowed to bring an Architects' scale or rule.

# STATE EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

## BUILDING EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS

Building Level I		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
Administration	13%	2018 North Carolina Building Code
Building Planning	34%	2018 North Carolina Residential Code for One- and Two-Family Dwellings
Footings and Foundations	8%	2018 North Carolina Energy Conservation Code
Floor Construction	10%	2004 Regulations for Manufactured/Mobile Homes [Level I ONLY]
Wall Construction and Coverings	12%	2018 Administrative Code & Policies*
Roof and Ceiling Construction	7%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> <a href="https://www.ncosfm.gov/coqb-board-rules">*https://www.ncosfm.gov/coqb-board-rules</a>
Public Safety and Special Construction	16%	

Building Level II		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
Administration	13%	2018 North Carolina Building Code
Building Planning	32%	2018 North Carolina Residential Code for One- and Two-Family Dwellings
Footings and Foundations	8%	2018 North Carolina Energy Conservation Code
Floor Construction	10%	2018 Administrative Code & Policies*
Wall Construction and Coverings	11%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> <a href="https://www.ncosfm.gov/coqb-board-rules">*https://www.ncosfm.gov/coqb-board-rules</a>
Roof and Ceiling Construction	7%	
Public Safety and Special Construction	19%	

Building Level III		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
Administration	13%	2018 North Carolina Building Code
Building Planning	32%	2018 North Carolina Residential Code for One- and Two-Family Dwellings
Footings and Foundations	8%	2018 North Carolina Energy Conservation Code
Floor Construction	10%	2018 Administrative Code & Policies*
Wall Construction and Coverings	11%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> <a href="https://www.ncosfm.gov/coqb-board-rules">*https://www.ncosfm.gov/coqb-board-rules</a>
Roof and Ceiling Construction	7%	
Public Safety and Special Construction	19%	



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Candidates are allowed to bring an Architects' scale or rule.



**ELECTRICAL EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS**

Electrical Level I		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
General Administration	4%	2020 National Electrical Code with North Carolina Amendments
Services	12%	2018 North Carolina Energy Conservation Code
Conductors, Branch Circuits, and Feeder Requirements	18%	2018 Administrative Code & Policies*
Wiring Methods and Distribution Systems	24%	*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3. * <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> * <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> * <a href="https://www.ncosfm.gov/coqb-board-rules">https://www.ncosfm.gov/coqb-board-rules</a>
Equipment for General Use	14%	
Special Occupancies	13%	
Special Equipment	7%	
Special Systems	9%	

Electrical Level II		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
General Administration	5%	2020 National Electrical Code with North Carolina Amendments
Services	10%	2018 North Carolina Energy Conservation Code
Conductors, Branch Circuits, and Feeder Requirements	16%	2018 Administrative Code & Policies*
Wiring Methods and Distribution Systems	22%	*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3. * <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> * <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> * <a href="https://www.ncosfm.gov/coqb-board-rules">https://www.ncosfm.gov/coqb-board-rules</a>
Equipment for General Use	18%	
Special Occupancies	11%	
Special Equipment	7%	
Special Systems	11%	

Electrical Level III		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
General Administration	3%	2020 National Electrical Code with North Carolina Amendments
Services	39%	2018 North Carolina Energy Conservation Code
Conductors, Branch Circuits, and Feeder Requirements	13%	2018 Administrative Code & Policies*
Wiring Methods and Distribution Systems	23%	*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3. * <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> * <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a>
Equipment for General Use	10%	
Special Occupancies	12%	

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Candidates are allowed to bring an Architects' scale or rule.



**PLUMBING EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS**

<b>Plumbing Level I</b>		<b>Number of Questions: 150 Time Allowed: 3.5 Hours</b>
<b>Content Area</b>	<b>% of Total</b>	<b>Approved references allowed in the examination site</b>
General Requirements	17%	2018 North Carolina Plumbing Code
Fixtures	13%	2018 North Carolina Energy Conservation Code
Water Heaters	12%	2018 North Carolina Residential Code for One- and Two-Family Dwellings
Water Supply and Distribution	14%	2018 Administrative Code & Policies*
Sanitary Drainage	16%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> <a href="https://www.ncosfm.gov/coqb-board-rules">*https://www.ncosfm.gov/coqb-board-rules</a>
Vents	13%	
Traps, Interceptors, Separators, and Special Piping	5%	
Storm Drainage	4%	
Health Care Plumbing	3%	
Energy Requirements	3%	

<b>Plumbing Level II</b>		<b>Number of Questions: 150 Time Allowed: 3.5 Hours</b>
<b>Content Area</b>	<b>% of Total</b>	<b>Approved references allowed in the examination site</b>
General Requirements	17%	2018 North Carolina Plumbing Code
Fixtures	13%	2018 North Carolina Energy Conservation Code
Water Heaters	12%	2018 North Carolina Residential Code for One- and Two-Family Dwellings
Water Supply and Distribution	14%	2018 Administrative Code & Policies*
Sanitary Drainage	16%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> <a href="https://www.ncosfm.gov/coqb-board-rules">*https://www.ncosfm.gov/coqb-board-rules</a>
Vents	13%	
Traps, Interceptors, Separators, and Special Piping	5%	
Storm Drainage	4%	
Health Care Plumbing	3%	
Energy Requirements	3%	

<b>Plumbing Level III</b>		<b>Number of Questions: 150 Time Allowed: 3.5 Hours</b>
<b>Content Area</b>	<b>% of Total</b>	<b>Approved references allowed in the examination site</b>
General Requirements	17%	2018 North Carolina Plumbing Code
Fixtures	13%	2018 North Carolina Energy Conservation Code
Water Heaters	12%	2018 North Carolina Residential Code for One- and Two-Family Dwellings
Water Supply and Distribution	13%	2018 Administrative Code & Policies*
Sanitary Drainage	16%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> <a href="https://www.ncosfm.gov/coqb-board-rules">*https://www.ncosfm.gov/coqb-board-rules</a>
Vents	14%	
Traps, Interceptors, Separators, and Special Piping	4%	
Storm Drainage	4%	
Health Care Plumbing	4%	
Energy Requirements	3%	

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(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 or stapled tabs, are not allowed and must be removed from the reference before the exam will begin. Likewise divider tabs are not allowed.

Candidates are allowed to bring an Architects' scale or rule.



**MECHANICAL EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS**

<b>Mechanical Level I</b>		<b>Number of Questions: 150</b>	<b>Time Allowed: 3.5 Hours</b>
<b>Content Area</b>	<b>% of Total</b>	<b>Approved references allowed in the examination site</b>	
Administration	16%	2018 North Carolina Fuel Gas Code	
Heating, Cooling, and Refrigeration Equipment and Water Heaters	17%	2018 North Carolina Mechanical Code	
Exhaust and Ventilation Systems	15%	2018 North Carolina Energy Conservation Code	
Duct Systems	9%	2018 North Carolina Residential Code for One- and Two-Family Dwellings	
Combustion Air	10%	2018 Administrative Code & Policies*	
Chimneys and Vents	12%		
Fuel Supply Systems	14%		
Energy Conservation	7%		
		<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> <a href="https://www.ncosfm.gov/coqb-board-rules">*https://www.ncosfm.gov/coqb-board-rules</a>	

<b>Mechanical Level II</b>		<b>Number of Questions: 150</b>	<b>Time Allowed: 3.5 Hours</b>
<b>Content Area</b>	<b>% of Total</b>	<b>Approved references allowed in the examination site</b>	
Administration	13%	2018 North Carolina Fuel Gas Code	
Heating, Cooling, and Refrigeration Equipment and Water Heaters	20%	2018 North Carolina Mechanical Code	
Exhaust and Ventilation Systems	15%	2018 North Carolina Energy Conservation Code	
Duct Systems	11%	2018 North Carolina Residential Code for One- and Two-Family Dwellings	
Combustion Air	8%	2018 Administrative Code & Policies*	
Chimneys and Vents	13%		
Fuel Supply Systems	13%		
Energy Conservation	7%		
		<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> <a href="https://www.ncosfm.gov/coqb-board-rules">*https://www.ncosfm.gov/coqb-board-rules</a>	

<b>Mechanical Level III</b>		<b>Number of Questions: 150</b>	<b>Time Allowed: 3.5 Hours</b>
<b>Content Area</b>	<b>% of Total</b>	<b>Approved references allowed in the examination site</b>	
Administration	13%	2018 North Carolina Fuel Gas Code	
Heating, Cooling, and Refrigeration Equipment and Water Heaters	17%	2018 North Carolina Mechanical Code	
Exhaust and Ventilation Systems	18%	2018 North Carolina Energy Conservation Code	
Duct Systems	12%	2018 North Carolina Residential Code for One- and Two-Family Dwellings	
Combustion Air	8%	2018 Administrative Code & Policies*	
Chimneys and Vents	11%		
Fuel Supply Systems	14%		
Energy Conservation	7%		
		<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i> <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">*https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a> <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">*https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> <a href="https://www.ncosfm.gov/coqb-board-rules">*https://www.ncosfm.gov/coqb-board-rules</a>	



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Candidates are allowed to bring an Architects' scale or rule.



**FIRE EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS**

Fire Level I		Number of Questions: 150 Time Allowed: 3.5 Hours	
	Content Area	% of Items	Approved references allowed in the examination site
	Administrative Code and Policies	9	2018 North Carolina Fire Code 2018 Administrative Code & Policies* 2020 NC COQB Board Rules  <i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Ch. 3.</i>  * <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a>  * <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a>  * <a href="https://www.ncosfm.gov/coqb-board-rules">https://www.ncosfm.gov/coqb-board-rules</a>
Ch. 1	Scope and Administration	13	
Ch. 2	Definitions	6	
Ch. 3	General Requirements	13	
Ch. 4	Emergency Planning and Preparedness	5	
Ch. 5	Fire Service Features	6	
Ch. 6	Building Services and Systems	9	
Ch. 7	Fire and Smoke Protection Features	3	
Ch. 8	Interior Finish, Decorative Materials and Furnishings	5	
Ch. 9	Fire Protection Systems	22	
Ch. 10	Means of Egress	23	
Ch. 23	Motor Fuel-dispensing Facilities and Repair Garages	6	
Ch. 28	Lumber Yards & Agro-industrial, Solid Biomass & Woodworking	2	
Ch. 31	Tents and Other Membrane Structures	6	
Ch. 32	High-piled Combustible Storage	5	
Ch. 36	Marinas	2	
Ch. 50	Hazardous Materials—General Provisions	7	
Ch. 57	Flammable and Combustible Liquids	6	
Ch. 61	Liquefied Petroleum Gases	1	
Ch. 80	Referenced Standards	1	

Fire Level II		Number of Questions: 150 Time Allowed: 3.5 Hours	
Content Area	% of Total	Approved references allowed in the examination site	
Administration	46%	2018 North Carolina Fire Prevention Code	
Occupancy	7%	2018 Administrative Code & Policies*	
Hazardous Material	14%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i>	
Fire Protection	17%	* <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a>	
Egress Safety	16%	* <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> * <a href="https://www.ncosfm.gov/coqb-board-rules">https://www.ncosfm.gov/coqb-board-rules</a>	

Fire Level III		Number of Questions: 150 Time Allowed: 3.5 Hours	
Content Area	% of Total	Approved references allowed in the examination site	
Administration	54%	2018 North Carolina Fire Prevention Code	
Occupancy	8%	2018 Administrative Code & Policies*	
Hazardous Material	14%	<i>*Note: North Carolina's General Statutes and Agency Rules pertaining to Code Enforcement Officials are also Law and Administration references for each technical exam that must be downloaded and printed from the NC Code Officials Qualification Board website and inserted into the NC Administrative Code and Policies, Chapter 3.</i>	
Fire Protection	17%	* <a href="https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download">https://www.ncosfm.gov/administrative/general-statutes-pertaining-code-enforcement-officials-complete/download</a>	
Egress Safety	7%	* <a href="https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download">https://www.ncosfm.gov/links-general-statutes-printing-and-inserting-your-administrative-code-book/download</a> * <a href="https://www.ncosfm.gov/coqb-board-rules">https://www.ncosfm.gov/coqb-board-rules</a>	

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Candidates are allowed to bring an Architects' scale or rule.





All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

**Requirements for exam accommodation requests:**

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

**MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS**

PSI Services LLC  
3210 E Tropicana Las  
Vegas, NV 89121