



# Candidate Information Bulletin State of Massachusetts

## Construction Supervisors Licensing Examinations

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

The BBRS has contracted with Prometric Inc. to conduct its Construction Supervisors License (CSL) examinations, including Specialty Construction Supervisor Licenses. This bulletin describes the process of registering for and taking the CSL exams.

### At a glance



Follow these main steps if you wish to obtain a license through the BBRS.

#### To obtain your license

- 1 Complete the exam registration form on Page 13 and mail it to Prometric.
- 2 Approximately 10 days after you mail in your exam registration form, you must contact Prometric to schedule an appointment to take your exam. (See Page 4)
- 3 Prepare for the exam using the content outlines in this bulletin. (See Page 9)
- 4 Take the scheduled exam, bringing required identification to the test center. (See Page 6)
- 5 When you pass your exam, your score report will include instructions for obtaining your license through the BBRS. (See Page 8)



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

##### For questions about exams:

##### Prometric

Phone: 800.813.6671

Fax: 800.347.9242

TDD User: 800.790.3926

Web site:

[www.prometric.com/massachusetts](http://www.prometric.com/massachusetts)

##### For questions about license applications:

##### State of Massachusetts

##### Board of Building Regulations and Standards

One Ashburton Place, Room 1301



Boston, MA 02108

Phone: 617.727.3200

Web site: [www.mass.gov/dps](http://www.mass.gov/dps)

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#### Key

-  Overview information
-  Important note

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## ***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 irrespective of size, or
- Any accessory building thereto.

**Restricted (Masonry Only).** Individuals who hold a restricted Masonry-only CSL 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 116 of the Building Code.

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

**Residential Roof Covering Construction Supervisor License (RCCSL).**

Individuals who hold an RCCSL shall be limited to the direct supervision of persons engaged in the installation, alteration, repair, or removal of residential roof coverings as defined by the code.

**Residential Window and Siding (Weather Protection) Construction**

**Supervisor License (WSCSL).** Individuals who hold a WSCSL shall be limited to the direct supervision of persons engaged in the installation, alteration, repair, or removal of residential windows and/or siding as defined by the code.

**Residential Solid Fuel Burning Appliance Installer Construction Supervisor License (SFCSL).**

Individuals who hold an SFCSL shall be limited to the direct supervision of persons engaged in the installation, alteration, repair, or removal of residential solid fuel burning appliances as defined by the code.

**Demolition Only Construction Supervisor License (DCSL).**

Individuals who hold a DCSL shall be limited to the direct supervision of persons engaged in the demolition or removal of single and two-family dwelling buildings and accessory structures as defined by the code.

**Insulation Construction Supervisor License (ICSL).** Effective June 15, 2009, all insulation installers for one- and two-family dwellings and buildings less than 35,000 cu. ft., will be required to be licensed to work in Massachusetts. An ICSL will be needed to pull a permit to do this work after this date.

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***Pre-exam requirements***

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

1. Be 18 years old at the time of the exam.
2. Have at least three years of experience in building construction or design in the field in which you wish to be licensed. Note the following:
  - Your work experience need not be consecutive, but you must document a minimum of 36 months of full-time work experience. On the exam registration form, include the month and year that you began and ended working for each employer.
  - Successful completion of a three- or four-year vocational high school or other vocational school program in the field of building construction or a bachelor's degree from an accredited college or university shall be deemed as satisfying one year of the required three-years' experience.
  - Successful completion of a bachelor's 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 of the required three-years' experience.
  - Union affiliation is not acceptable as work experience. Be sure to list the names and addresses of the employer(s) for whom you worked as a union member.
  - You must have worked full-time (a minimum of 40 hours per week) for any employer you list on your registration form. No part-time employment (less than 40 hours per week) will be counted toward the required 36 months of experience.
  - If you are an independent contractor, provide your company name and address, years you have been self-employed, employer names and addresses, and duties you have performed for each employer.
  - With the exception of the vocational education noted above, schooling will not be accepted as work experience.
3. List your duties as they directly relate to the field of building construction or design. Do not give only your title on the registration form, but also the duties associated with that title for each employer. For example, if you were self-employed, list the specific duties you performed (e.g., masonry, framing, formwork), not simply that you were self-employed or that you are president or owner of a company.
4. Provide a notarized letter of attestation or W2 Forms from employer.
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:** 1) individuals whose licenses have exceeded the renewal period as prescribed by licensing regulations and 2) individuals as ordered to re-examine following an adjudicatory hearing.

## Exam registration and scheduling

Once you determine that you have the necessary experience for licensure, accurately and thoroughly complete your exam registration form. Because the registration form requires a notarized signature, you must mail the form, along with all supporting documentation and the exam registration fee(s) to Prometric.

**Testing centers.** Prometric provides computerized exams through its multistate network of testing centers. You may test at any Prometric testing center across the United States. A complete list of testing centers can be found online at [www.prometric.com/massachusetts](http://www.prometric.com/massachusetts).

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

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

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional state holidays may be observed in the state where you schedule your exam appointment.

### Exam registration fee

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

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



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

### Scheduling an exam

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

#### On the Internet

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

#### By phone

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



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

**Rescheduling an exam**

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

**Last day to reschedule with no fee**

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

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

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

**If absent or late for your appointment**

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

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

**Emergency closings**

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

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

**Retaking an exam**

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

**Special consideration**

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

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

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

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

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

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

**Reference.** You **must bring** a copy the Massachusetts State Building Code with you to the testing center. See the exam reference list for the exam you are taking (in the content outline section starting on Page 9) for the correct reference edition you should bring.

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

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



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

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

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### ***Test center regulations***

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in the disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

#### **References**

- Candidates are permitted to use the Massachusetts State Building Code and certain reference standards as herein described during the examination. Highlighting, tabs and written notes in the State Building Code and reference standards are permitted prior to arriving at the test site. However, during the exam you **may not** write in the Code Book or reference standards.
- Reference materials will be checked at the exam site before and after the exams. Any reference material that has been written in during the exam will be confiscated.
- Sharing reference materials is not allowed.
- No other reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

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

- Personal items**
- We recommend that you avoid bringing personal items to the testing center. Note the following:
- Electronic equipment—cell phones, PDAs, pagers, cameras, tape recorders, etc.—is not permitted in the testing area.
  - Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
  - Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

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

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

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

- Weapons**
- Weapons are not allowed at the testing center.



**Important** Before an exam begins, the test center administrator will inspect all references, briefcases, purses. The administrator will collect any materials that violate the rules.

**Copyrighted questions.** All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

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

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## ***Your exam results***

At the end of your exam, you will receive a printed score report. Scores are released only with the candidate's written consent. The exam registration form constitutes written authorization for Prometric to release exam scores to the BBRS. To ensure confidentiality, exam results **will not** be released over the phone or faxed.

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

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



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

**Receiving your license**

If you pass your exam, your score report will include instructions on applying for and obtaining your license. Processing of your license should be completed within 30 to 60 days of receipt of your request. You must submit the licensure fee to the Department of Public Safety (DPS) within **one year** from the date you passed your exam(s).

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

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

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

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

Although not a new category, the **Masonry Only** license is also considered a Specialty License and therefore may be grouped for payment with a Specialty License application. Resultantly, an applicant may receive a single license card identifying Six Specialty Categories for a fee of \$150 (plus, of course, \$600 for each exam administration fee for a total payment of \$750).

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



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

**Appeals process**

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

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

**Prometric**  
**ATTN: Appeals Committee**  
 1260 Energy Lane  
 St. Paul, MN 55108

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

**Exam content outlines**

Prometric works closely with the BBRS and its Examination Review Workshop to assure 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 Supervisors 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. 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** copies with you to the testing center.

**Unrestricted Construction Supervisor  
 Exam Content Outline  
 60 questions—3-hour time limit**

**Scope** – Individuals who 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, 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, must possess a current unrestricted construction supervisor’s license.

Subject Area	Percent
Code Administration	15
General Knowledge	8
Energy Conservation	8
Accessibility	4
Sitework and Foundations	8
Concrete	8
Masonry	6
Thermal and Moisture Protection	8
Doors, Windows and Passages	4
Metals/Steel	4
Wood	15
Mechanical Systems	3
Finishes	3
Fire Protection	3
Safety	3

**EXAM CONTENT OUTLINES**

<b>References allowed during the exam</b>	
<b>1</b>	<i>Massachusetts Building Code for One- and Two-Family Dwellings (780 CMR)</i> , Seventh Edition, 2006, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, <a href="http://www.sec.state.ma.us/spr/spridx.htm">www.sec.state.ma.us/spr/spridx.htm</a> .
<b>2</b>	<i>Massachusetts Building Code, (780 CMR)</i> , Seventh Edition, 2008, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, <a href="http://www.sec.state.ma.us/spr/spridx.htm">www.sec.state.ma.us/spr/spridx.htm</a> .
<b>3</b>	<i>Architectural Access Board Rules and Regulations (521 CMR)</i> , 2006, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, <a href="http://www.sec.state.ma.us/spr/spridx.htm">www.sec.state.ma.us/spr/spridx.htm</a> .
<b>4</b>	<i>International Energy Conservation Code</i> , 2009, International Code Council (ICC), 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, <a href="http://www.iccsafe.org">www.iccsafe.org</a> .
<b>5</b>	<i>Code of Federal Regulations, Title 29, Part 1926 (OSHA)</i> , Revised July 1, 2008, Superintendent of Documents, P.O. Box 841954, Pittsburgh, PA 15250-7954, <a href="http://www.access.gpo.gov">www.access.gpo.gov</a> .

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

**Scope** – Individuals who hold a restricted (one- and two-family only) construction supervisor’s license 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 dwelling irrespective of size or any accessory building thereto.

<b>Subject Area</b>	<b>Percent</b>
Code Administration	16
General Knowledge	8
Energy Conservation	8
Concrete	8
Masonry	8
Sitework and Foundations	8
Wood	10
Thermal and Moisture Protection	8
Doors, Windows and Passages	5
Finishes	4
Mechanical Systems	4
Fire Protection	5
Metals/Steel	4
Safety	4

<b>References allowed during the exam</b>	
<b>1</b>	<i>Massachusetts Building Code for One- and Two-Family Dwellings (780 CMR)</i> , Seventh Edition, 2006, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, <a href="http://www.sec.state.ma.us/spr/spridx.htm">www.sec.state.ma.us/spr/spridx.htm</a> .
<b>2</b>	<i>International Energy Conservation Code</i> , 2009, International Code Council (ICC), 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, <a href="http://www.iccsafe.org">www.iccsafe.org</a> .
<b>3</b>	<i>Code of Federal Regulations, Title 29, Part 1926 (OSHA)</i> , Revised July 1, 2008, Superintendent of Documents, P.O. Box 841954, Pittsburgh, PA 15250-7954, <a href="http://www.access.gpo.gov">www.access.gpo.gov</a> .

**Restricted Construction Supervisor (Masonry Only) Exam Content Outline**  
**50 questions—3-hour time limit**

**Scope** – Individuals who hold a restricted Masonry-only Construction Supervisor’s License shall be limited to the direct supervision of persons engaged in construction, reconstructions, 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 and 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 construction control as defined by the code. A restricted Masonry-only Construction Supervisor’s License is not sufficient for the construction of masonry buildings for which a broader (unrestricted or restricted one- and two-family) Construction Supervisor License is required, in accordance with Section 5108.3.5 and Regulation 110.R-5 of the Code.

<b>Subject Area</b>	<b>Percent</b>
Masonry General Knowledge	52
Masonry Practices	20
Permits	8
Building Code Requirements	10
Construction Supervisor Responsibility	10

<b>Reference allowed during the exam</b>	
<b>1</b>	<i>Massachusetts Building Code for One- and Two-Family Dwellings (780 CMR)</i> , Seventh Edition, 2006, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, <a href="http://www.sec.state.ma.us/spr/spridx.htm">www.sec.state.ma.us/spr/spridx.htm</a> .

**Residential Roof Covering Construction Supervisor Exam Content Outline**  
**35 questions—2-hour time limit**

**Scope** – 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.

<b>Subject Area</b>	<b>Percent</b>
Estimating and Plan Reading	11
Substrate	15
Steep Slope	45
Repairs	9
Low Slope	9
Safety OSHA	11

<b>References allowed during the exam</b>	
<b>1</b>	<i>Massachusetts Building Code for One- and Two-Family Dwellings (780 CMR)</i> , Seventh Edition, 2006, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, <a href="http://www.sec.state.ma.us/spr/spridx.htm">www.sec.state.ma.us/spr/spridx.htm</a> .
<b>2</b>	<i>Code of Federal Regulations, Title 29, Part 1926 (OSHA)</i> , Revision July 1, 2007, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, <a href="http://www.access.gpo.gov">www.access.gpo.gov</a> .

References allowed during the exam	
3	<i>NRCA Roofing and Waterproofing Manual, Volumes 1-4</i> , Updated Fifth Edition, 2003, National Roofing Contractor's Association, 10255 West Higgins Road, Suite 600, Rosemont, IL 60018-5607, <a href="http://www.nrca.net/technical/manual">www.nrca.net/technical/manual</a> .

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

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

Subject Area	Percent
Plan Reading and Estimating	11
Siding Substrates	10
Sidings	34
Soffit and Fascia	11
Windows	23
Safety - OSHA	11

References allowed during the exam	
1	<i>Massachusetts Building Code for One- and Two-Family Dwellings (780 CMR)</i> , Seventh Edition, 2006, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, <a href="http://www.sec.state.ma.us/spr/spridx.htm">www.sec.state.ma.us/spr/spridx.htm</a> .
2	<i>Code of Federal Regulations, Title 29, Part 1926 (OSHA)</i> , Revision July 1, 2007, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, <a href="http://www.access.gpo.gov">www.access.gpo.gov</a> .
3	<i>ASTM D4756 – Standard Practice for Installation of Rigid Poly (Vinyl Chloride) (PVC) Siding and Soffit</i> , 2003, American Society for Testing and Materials (ASTM), 100 Barr Harbor Drive, P.O. Box C700 West Conshohocken, PA 19428-2959, <a href="http://www.astm.org">www.astm.org</a> .
4	<i>Standard Specifications for Aluminum Siding, Soffit and Fascia (1402-86)</i> , 2003 Edition, American Architectural Manufacturers Association, 1827 Walden Office Square, Suite 550, Schaumburg, IL 60173, <a href="http://www.aamanet.org">www.aamanet.org</a> .
5	<i>Carpentry</i> , Fourth Edition, 2006, Delmar Learning, P.O. Box 6904, Florence, KY 41022, <a href="http://www.delmar.com">www.delmar.com</a> .

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

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

Subject Area	Percent
General Knowledge	21
Equipment	23
Design	23
Installation	11
Repair and Maintenance	11
Solid Fuels	11

References allowed during the exam	
1	<i>Massachusetts Building Code for One- and Two-Family Dwellings (780 CMR)</i> , Seventh Edition, 2006, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, <a href="http://www.sec.state.ma.us/spr/spridx.htm">www.sec.state.ma.us/spr/spridx.htm</a> .
2	<i>NFPA 90B – Installation of Warm Air Heating and Air-Conditioning Systems</i> , 2006 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, <a href="http://www.nfpa.org">www.nfpa.org</a> .
3	<i>NFPA 211 – Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances</i> , 2006 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, <a href="http://www.nfpa.org">www.nfpa.org</a> .

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

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

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

References allowed during the exam	
1	<i>Massachusetts Building Code for One- and Two-Family Dwellings (780 CMR)</i> , Seventh Edition, 2006, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133, <a href="http://www.sec.state.ma.us/spr/spridx.htm">www.sec.state.ma.us/spr/spridx.htm</a> .
2	<i>Code of Federal Regulations, Title 29, Part 1926 (OSHA)</i> , Revision July 1, 2007, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, <a href="http://www.access.gpo.gov">www.access.gpo.gov</a> .
3	<i>Handbook of Rigging: For Construction and Industrial Operations</i> , Fourth Edition, 1988, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, <a href="http://books.mcgraw-hill.com">books.mcgraw-hill.com</a> .
4	<i>ISEE Blasters' Handbook</i> , Seventeenth Edition, 1998, International Society of Explosives Engineers, The Blaster's Library, 30325 Bainbridge Road, Cleveland, OH 44139-2295, <a href="http://www.isee.org">www.isee.org</a> .

**SAMPLE QUESTIONS**

References allowed during the exam	
<b>5</b>	<i>Walker's Building Estimator's Reference Book</i> , Twenty-eighth Edition, 2006, Frank R. Walker Company, 1989 University Lane, P.O. Box 3180 Lisle, IL 60532, www.frankwalker.com.

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

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

Subject Area	Percent
Building – Thermal Insulation	40
System – Thermal Insulation	25
Specialty – Thermal Insulation	15
Acoustical Insulation	10
Safety - OSHA	10

References allowed during the exam	
<b>1</b>	<i>Massachusetts Building Code (780 CMR)</i> , Seventh Edition, 2008, Massachusetts Secretary of the Commonwealth, State Bookstore, State House, Room 116, Boston, MA 02133.
<b>2</b>	<i>Code of Federal Regulations, Title 29, Part 1926 (OSHA)</i> , Revision July 1, 2008, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, www.access.gpo.gov.
<b>3</b>	<i>Modern Carpentry</i> , Eleventh Edition, 2008, Goodheart-Willcox Company, Inc., 18604 West Creek Drive, Tinley Park, IL 60477-6243, www.g-w.com.

Reference used to create exam questions but not allowed during the exam	
<b>1</b>	<i>International Energy Conservation Code with 2007 Supplement</i> , 2006, International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795.

**Sample questions**

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

1. Day-care centers shall be classified as which of the following Use Groups?
  - (A) I-1
  - (B) I-2
  - (C) I-3
  - (D) I-4
2. What is the minimum allowable prescriptive envelope wall R-Value for a two-family dwelling?
  - (A) 38
  - (B) 19
  - (C) 13
  - (D) 9
3. What is the Basic Wind Speed for a single-family home in the town of Mashpee?
  - (A) <90 mph
  - (B) 90 mph
  - (C) 100 mph
  - (D) 110 mph
4. In an approved fire window, 1/4-inch wired glass is limited to a maximum area of
  - (A) 100 sq. in.
  - (B) 144 sq. in.
  - (C) 720 sq. in.
  - (D) 1,296 sq. in.
5. All of the following statements are true about the testing of concrete except
  - (A) Laboratories that perform concrete testing must be licensed.
  - (B) Personnel who perform field concrete testing must be licensed.
  - (C) Field concrete testing must be witnessed by a registered architect or engineer.
  - (D) Concrete cylinders are used to test compressive strength of concrete.

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



# Exam Registration Form

## For Massachusetts Construction Supervisors License

Is this a Retake Exam?  Yes  No If yes, complete items 1 and 2 only and submit with payment.

1. Candidate Information:		
Last Name	First Name	Middle Name
Mailing Address (including Apt. number or P.O. Box, if applicable)		
City	State	ZIP Code
Social Security Number - -	Date of Birth (MM/DD/YYYY)	Daytime Phone Number (including area code) ( )
Have you taken this exam previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If you have passed the exam, list reason for retaking this exam:		Email Address ( <b>mandatory</b> )*

\*All CSL communications are done electronically. Candidates must have a valid email address. If a candidate does not have an email address, he/she should open an account and check messages via the web at a local library.

2. License Exam for which are you applying: If you do not check a box, this form will be returned to you as incomplete. If needed, see the License Categories descriptions on Page 2.				
<input type="checkbox"/> <b>Unrestricted</b>	<input type="checkbox"/> <b>Restricted - One- and Two-Family Dwellings</b>	<input type="checkbox"/> <b>Restricted - Masonry Only</b>		
<input type="checkbox"/> <b>RCCSL</b>	<input type="checkbox"/> <b>WSCSL</b>	<input type="checkbox"/> <b>SFCSL</b>	<input type="checkbox"/> <b>DCSL</b>	<input type="checkbox"/> <b>ICSL</b>

3. Vocational School Attended:	
Vocational School Name	Dates: (Month/Year) From ___ / ___ To ___ / ___
Vocational School Address	City State ZIP Code
Course of study	

4. Work Experience:			
I have had at least three years of building construction or design experience in the field in which I wish to be licensed.			<input type="checkbox"/> Yes <input type="checkbox"/> No
List below the name and address of the employer from whom you received three years of construction experience. If you worked for multiple employers, please copy this sheet as needed and submit all sheets with your registration form.			
Name of Employer	Dates (Month/Year) From ___ / ___ To ___ / ___		
Employer Address	City	State	Zip Code
List each of the hands-on duties that you performed for this employer (Example: framing, roofing, form work):			
1.			
2.			
3.			
<input type="checkbox"/> Yes	I have attached a NOTARIZED letter of attestation from this employer in verification of my employment and these duties. The letter is signed by: (Insert name, title of person who has signed the letter of attestation, and signer's profession.)		
	Name	Title	
	<input type="checkbox"/> Registered Architect	<input type="checkbox"/> Registered Engineer	<input type="checkbox"/> Licensed Construction Supervisor
	<input type="checkbox"/> Other (Specify)		
<input type="checkbox"/> No	I am not able to provide a letter of attestation from this employer. Instead, I am providing copies of W2 Forms from this employer. (W2 Forms must be provided for all three required years.) Copies must be on 8-1/2 x 11 paper, neatly attached to this form. If you do not have appropriate copies of your W2 Forms, you may request copies from the Internal Revenue Service at <a href="http://www.irs.gov">www.irs.gov</a> .		

**(OVER) You must complete the other side**

## Exam Registration Form (continued)

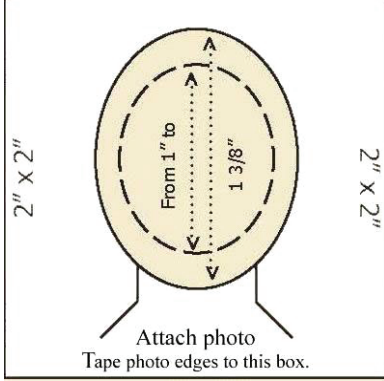
**Payment:** The examination fee is \$100, and may be paid by cashier's check, company check, money order, MasterCard or Visa. Make checks payable to Prometric. Please put your Social Security number on the check. **Personal checks and cash are not accepted. Registration fees are not refundable.**

**If paying the fee by credit card,** please complete the information below.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AM EXP	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder

### Signature and Notary (required)

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

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

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

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

Prometric, ATTN: Massachusetts Construction Supervisors Program, 1260 Energy Lane, St. Paul, MN 55108