

Examination Information

JACKSONVILLE PROPERTY MAINTENANCE CRAFTSMAN - AC ONLY

GENERAL EXAMINATION INFORMATION

To apply for an examination, please complete the Examination Registration Application and mail it with a check for \$100 to Professional Testing, Inc. (PTI) at the following address:

Professional Testing, Inc.
Property Maintenance Examination
P.O. Box 691226
Orlando, Florida 32869-1228

EXAMINATION ADMINISTRATION

The Property Maintenance Examination is given at Florida Community College Jacksonville (FCCJ) Downtown Campus. After your application has been processed you will receive an admission slip, instructions for scheduling and taking the examination and directions to the site. Your admission slip will contain an expiration date of 90 days.

You should report to the examination site no later than the time reserved. It is recommended that you arrive at the site fifteen (15) minutes prior to the examination reporting time.

Bring your admission notice to the test site. You will be required to show it and turn in your voucher to gain entry into the examination room.

You must show identification bearing your photo and signature to gain admission to the test site. Please bring with you one of the following legal documents bearing your picture and signature:

- ◆ Driver's license
- ◆ State Identification card
- ◆ Passport
- ◆ Notarized photograph bearing your signature

Student and employment ID cards are NOT acceptable.

You must follow all directions given by the test administrators and/or proctors.

Test administrators and proctors are NOT qualified or authorized to answer any questions concerning examination content. If you have a concern about the content of an examination question or don't understand an examination question, please request and fill out a "Candidate Comment Form."

WHAT TO BRING TO THE EXAM

Professional Testing, Inc. (PTI) assumes no responsibility or liability for any of your personal property which you may have brought to, left at, or left outside of the examination site.

You may bring the following book with you to the examination:

1. Florida Building Code - Mechanical, 2004 revisions, International Code Council, 5203 Leesburg Pike, Ste 600, Falls Church, VA 22041, www.iccsafe.org (800-786-4452)

This reference book may be obtained at your local construction bookstore.

Earlier or later editions of the reference book may be brought to the examination at your own risk. The answers to the examination questions will be based on the edition listed above.

You should bring only an original, bound reference book. You will not be permitted to use photocopies of the allowable reference books.

This is the ONLY reference you may bring with you. No other references will be allowed at the examination site.

No marks, highlighting, or notes of any sort may be made in the reference materials during the examination.

Your reference book may contain underlining with pen or highlighting, however marks and notes made with a pencil are not permitted in your references. If your references have pencil marks or notes, you will be asked to erase them, or blacken them out.

Permanently attached book tabs with normal chapter headings are permitted; however tabs must not contain any notes or formulas. Post it[®] notes, pull-off labels, or non-permanent tabs are not permanent and will not be allowed in your reference materials.

You may bring a handheld, cordless, silent, non-printing calculator with a numeric (non-alpha) keypad and extra batteries.

Calculators containing RAM cards or chips, or that function as data collectors are NOT allowed. Personal Data Assistants are not allowed. Cell phones that function as calculators are not allowed.

Bring several sharpened number 2 lead pencils with erasers for use in recording your answers on the answer sheets. DO NOT bring or use ballpoint pens, colored pencils, or felt-tip pens to record any answers. The computer scanner will not be able to read these and you will not receive credit for your answers if they are recorded using any of these.

- ◆ Bring a sweater or jacket that can be worn during the examination. It is impossible to satisfy all candidates with room temperature. For some candidates, the examination rooms may be too cold.
- ◆ Please be advised that due to circumstances beyond our control, examination sites may experience minor disturbances. For those candidates sensitive to noise, it is recommended that you bring ear plugs.
- ◆ Any personal items or supplies needed during the examination must be kept in a CLEAR, PLASTIC BAG, no larger than 8 inches by 11 inches in size.

WHAT NOT TO BRING

- ◆ Any construction school or examination preparation school workbooks, materials, bound or loose-leaf notes are not allowed. Any materials taped, stapled, or glued to authorized reference books are not allowed.
- ◆ Psychrometric charts are not allowed. If needed, they will be provided.
- ◆ Calculators and electronic organizers containing RAM cards or chips, alpha keyboards, or screen writing capabilities, with or without the ability to print, are not allowed. Personal Data Assistants are not allowed.
- ◆ Cameras, tape recorders, or computers are not allowed.
- ◆ Pagers, electronic transmitting devices, telephones, cell phones, watches with alarms, beepers or cameras are not allowed.
- ◆ Canisters of mace, pepper spray, or other personal defense items are not allowed.
- ◆ Purses, briefcases, portfolios, fanny packs, or backpacks are not allowed.
- ◆ Baseball caps or hats are not allowed. Please remove them when you enter the test site.

SPECIAL TESTING ACCOMMODATIONS

PTI complies with all provisions of the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act in accommodating candidates who, because of disability, need special arrangements to enable them to take an examination.

Candidates with documented disabilities who desire special accommodations may request the necessary aids and services that do not fundamentally alter the measurement of the test skills or knowledge. To make a request for a special accommodation due to disability you must contact PTI at the address and number listed below and obtain an *Accommodation Request Form* and *Documentation of Disability Related Needs Form*.

Professional Testing, Inc.
P.O. Box 691226
Orlando, Florida 32869-1228
(407) 264-2993

Thirty (30) days advanced notice is required for all special accommodations. There is no additional charge for these accommodations.

EXAMINATION REVIEWS

Candidates who fail the examination are entitled to review the examination questions, answers, papers, grades, and key for the items they missed. Candidates wishing to review their examinations should contact PTI and ask for a review request form.

PTI charges \$75.00 for candidate reviews. Candidate reviews will be scheduled for a particular date in a location within 50 miles of the test site. Candidates may also review at PTI's offices in Orlando and Tallahassee. All requests for reviews must be on a *Candidate Review Request Form* and must be received within twenty-one (21) days from the date on the original grade notice. If your request is received after the deadline, you will not be permitted to file for a review.

The test booklets used during the actual examination are not retained. Candidates who schedule reviews will NOT be given their actual test booklet; but will be provided with a copy of the examination questions that were answered incorrectly. Consequently, any marks or notes you may have made in your test booklet at the examination site will NOT be available during the review.

The same security requirements observed at the examination will be followed during the review session.

EXAMINATION CONTENT

The examination is comprised of 50 multiple-choice questions. You will have two (2) hours to complete the examination.

The content for the examination is as follows:

Content	
HVAC	
(A)	Knowledge of general air conditioning skills, materials, code requirements and terms and definitions.
(B)	Knowledge of repairing and replacing existing air conditioning drain lines
(C)	Knowledge of repairing and replacing existing thermostats
(D)	Knowledge of repairing and replacing existing fan motors
(E)	Knowledge of cleaning existing coils and drain pans
(F)	Knowledge of replacing existing filters
(G)	Knowledge of charging refrigerant lines

*This examination may include additional non-scored trial questions.