

Contractor Testing Information

The Prometric (formerly Block, Experior) test and the ICC (International Code Council) test are both accepted by the City of Salina to meet testing requirements for contractor licensing. It is up to you to decide which test to take, however most of the specialty contractor tests are only given by Prometric.

A score of 75% or better is required for either testing agency. The ICC test will be a pass/fail score and your exact score is not revealed to you, so be sure to take the appropriate test requiring a minimum score of 75%.

Either of these tests will require you to travel to another city to take the test. Salina is not a designated test site. The closest location for the ICC test is in Wichita and the Prometric test is given in several different test sites in cities in Kansas.

Both of these agencies have the Class A, B, and C building contractor tests available.

Prometric (Class A, B, C general contractor tests and specialty sub-contractor tests, and electrical, plumbing, mechanical trades tests)

1. Submit application to take the test to the City of Salina. Application forms are available online or in Room 201 of the City-County Building, 300 W.Ash Street.
2. Once your application is approved city staff will give you a test information packet, which includes a test schedule (cities and dates).
3. Information on how to make arrangements to take the test is included in the packet.
4. Study materials can be obtained by contacting Prometric (phone number furnished in packet). However, the International Building Code (IBC) and the International Residential Code (IRC) can be obtained by ordering directly from the International Code Council at www.iccsafe.org
5. About 7-10 days after you take the test, Prometric will notify us of your test results. We will then notify you by mail. A passing score will result in issuance of a certificate. ***(Please retain the original certificate and store in a safe place)*** Furnish a copy of this certificate to the City Clerk's office at the time you submit application for your contractor's license.

ICC (Class A, B, or C general contractor tests and roofing sub-contractor test, and electrical, plumbing, mechanical trades tests)

1. Go to the ICC website at www.iccsafe.org - click on testing
2. Print off the "State of Kansas test bulletin" (**Be certain that you have the correct bulletin requiring a minimum passing score of 75%**) If you take the wrong test you will not be able to obtain a license with the City of Salina.
3. The bulletin contains all information about the tests, registration, test locations, costs, etc.
4. You will make arrangements directly with the testing agency (Pearson-Vue), not with ICC or with the City of Salina. Contact information for Pearson-Vue is included in the bulletin.
5. The ICC test is based on the International codes, so be certain you have the correct code books to study for the test and to bring to the test site.
6. Upon completion of the test, the test center will inform you of your score (pass or fail) and will give you a temporary certificate. About six weeks later you will receive the permanent certificate in the mail. ***(Please retain the original certificate and store in a safe place)*** Furnish a copy of this certificate to the City Clerk's office at the time you submit application for your contractor's license.