

**SUMMARY OF TEST OPTIONS**  
**Contractor Testing Information**  
**Skilled Trades Testing**

Accepted tests by City of Salina:

- **Prometric** (formerly known as Block, Experior, Thomson/Prometric)
- **ICC** (International Code Council)
- **IAPMO** (International Association of Plumbing and Mechanical Officials)

You must take the appropriate test for the category of license you wish to obtain. To pass a test you must score a 75% or better. Passing a test does not guarantee issuance of a license. There are other requirements that must be met in order to become licensed.

**Prometric Tests:**

- Class A, B, C general (building) contractor tests
- Specialty contractor tests
- Plumbing, Mechanical, Electrical skilled trades tests (for those who wish to become licensed journeyman or master)

City of Salina *must* sponsor you to take a Prometric test. Submit application to take the test to the City of Salina. Application forms are available online or in Room 205 of the City-County Building, 300 W. Ash Street. The City of Salina application allows the building official to confirm that requirements to sit for the test have been met, so be sure to get that application submitted and approved before you pay for or schedule a test date.

1. Once your application to take a Prometric test is approved by the building official, city staff will give you a test information packet, which includes a test schedule (test site locations and test dates). Information on how to make arrangements to take the test is also included in the packet.
2. Study materials can be obtained by contacting Prometric (phone number furnished in packet). The International Building Code (IBC) and the International Residential Code (IRC) can be obtained by ordering directly from the International Code Council at <http://www.iccsafe.org>
3. 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 of competency (***Please retain the original certificate and store in a safe and accessible 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 Tests:**

- Class A, B, C general (building) contractor tests (no sponsorship required)
- Specialty Roofing Contractor test (no sponsorship required)
- Skilled Trades – test is based on the I-codes (master/journeyman mechanical, plumbing, electrical)  
**Sponsorship required for skilled trades testing.**

Sponsorship is required for skilled trades' (master/journeyman electrical, plumbing, & mechanical) tests. Submit application sponsorship to the City of Salina. Application forms are available online or in Room 205 of the City-County Building, 300 W. Ash Street. The City of Salina application allows the building official to confirm that requirements to sit for the test have been met, so be sure to get that application submitted and approved before you pay for or schedule a test date.

Once you have received approval (aka: "sponsorship") to take the ICC test you are ready to take the following steps:

1. Go to the ICC website at [www.iccsafe.org](http://www.iccsafe.org), click on Professional Development, Click on Assessment or use this link: <https://www.iccsafe.org/contractor-trades-exams>

2. Be sure that you find the test information for the Kansas test, ***not the National test***. A Kansas test requires a 75% score to pass; the National test requires a 70% score and will not meet the requirements for City of Salina licensing.
3. The ICC website contains important information about the test, registration details, testing center locations, costs, etc. <https://www.iccsafe.org/certification-exam-catalog>
4. You will make arrangements, to take the test, directly with Pearson-Vue. <https://home.pearsonvue.com>
5. The ICC test is based on the International codes (NFPA 70 for electrical), so be certain you have the correct code books to study for the test and to bring to the test site. The test bulletin will tell you what materials to study and what materials you can bring into 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 if you pass. About six weeks later you will receive the permanent (“suitable for framing”) certificate in the mail. (***Please retain the original certificate and store in a safe and accessible place***) Furnish a copy of the temporary or permanent certificate to the City Clerk’s office at the time you submit application for your contractor’s license.

### **IAPMO Tests:**

- Master and Journeyman Plumbing w/Gas test based on 2015 Uniform Plumbing Code
- Master and Journeyman Mechanical test based on the 2015 Uniform Mechanical Code

Tests currently do not require formal City of Salina sponsorship; however ***it is strongly suggested that you consult with the jurisdiction in which you wish to become licensed prior to registering or taking a test***. If you choose to proceed in taking a test and find out later that you cannot obtain a license because you do not have the minimum work experience then you have wasted time and money. City of Salina “sponsorship” allows the building official to confirm that an individual meets the requirements to sit for the test.

The test is 3 hour, 100 questions, open-book test. Currently the test fee is \$125.00 (*subject to change without notification to City of Salina*).

Contact Jodi Udelhofen at IAPMO for details about the test, registration, and test locations.  
[jodi.udelhofen@iapmo.org](mailto:jodi.udelhofen@iapmo.org) – OR – 708-995-3005

1. IAPMO is creating the “flex” test option which allows an individual to test without going to the test center in Wichita. The individual taking the test must have the necessary computer equipment - ***a desktop or laptop with a webcam***. The flex test option may not be available for all tests.
2. If flex test is not an option then you must take the test in Wichita, at Local UA441. <https://www.ua441.org>  
Contact Brittany, (316) 265-4291, for further details about this test site and test dates. You do not need to be a union member to go to this test site and take a test.